
Student Leader Training

A student with a blue backpack is walking away from the camera on a paved path. In the background, there is a large, light-colored building with a gabled roof and a lamp post. The scene is outdoors with green trees and a clear sky.

Presentation Rundown

USCB

Important Points

- Club Requirements
- Event Planning
- Advisors Role
- Executive Committee Roles
- Running a Meeting
- Recruiting and Retaining Members

Club Requirements



What is a Student Organization?

It is defined as any group, consisting of at least 70% USCB students, who desire to come together to support a particular view, explore common interest or accomplish identified tasks, which do not:

- a) Have illegal goals and objectives
- b) Advocate or support the overthrow of the US government
- c) Propose or participate in activities which would violate regulations of the Board of Trustees, the University or federal, state, or local laws and regulations or disrupt activities and discipline of the University
- d) Advocate incitement of imminent lawlessness which may produce such action referred to in (c) above; or
- e) Discriminate on the basis of sex, race, color, national origin or handicaps unless otherwise exempt

New Organization Registration

If you wish to form a new organization, contact the Director of Student Life and follow the following procedure:

- A. Representative(s) of the proposed organization meet with the Director of Student Life
- B. A constitution (including appropriate membership clause) and the Registration Form must be turned in and reviewed by the Director of Student Life.
 - An Advisor Confirmation Form will also be required to be submitted to indicate the advisor and their supervisor/department chair support and willingness to serve the organization.

New Organization Registration

- c) Upon final approval, and when the registration form is complete and returned to the Office of Student Life, the organization will be considered a registered organization, an account will be set up for them through the Business Office and notification of the organization's registration status will be set to the organization as well as specified departments/service areas on campus
- d) Should an organization be denied registration, the representatives will be notified in writing no more than two days after all criteria has been turned in and reviewed. The organization may appeal to the Vice Chancellor for Student Development.

Year-to-Year Re-registration

To remain in good standing, a student organization must re-register each spring. This process requires the completion of the registration form, uploading the most up-to-date constitution and bylaws, update membership lists, contact information, and the Advisor Confirmation Form for the officers for the organization.

Failure to complete the registration could result in the organization not being in good standing for the year.

Event Planning



Event Planning

A common way to share your organization with the campus community is through hosting events. The following slides will show the steps that go into planning a successful event.

Event Planning 101

Step 1

As an organization, brainstorm and select ideas for programs to host on campus.

Step 2

Know what the purpose of the event is and know how it helps accomplish the goals of the organization.

Step 3

Submit all the necessary paperwork to reserve spaces and equipment. This helps create a guide to follow in planning process.

Step 4

Arrange an advertisement plan that reaches your target audience.

Be sure it includes location, time, date, and some type of eye-catching detail.

Event Planning 101

Step 5

Within the week of your event, make sure all speakers, volunteers, and reservations are confirmed.

Step 6

Know the set up and take down times for your event and who is to arrive for both. Also, have some type of final push for advertisement.

Step 7

De-brief following the event as an organization.

What went well? Could be changed?
Make sure any thanks is sent to outside speakers or volunteers.

Event Planning and Reservations

To reserve a space, you should work with either your advisor or the Director of Student Life. They can reserve space within the campus reservation system of 25Live.

To advertise your event within the campus, you will also need to work with the Director of Student Life to approve advertisements and to craft the statement for the campus email.

Advisors Role



USCB

13



Advisor

At the time an organization forms, a full-time faculty/staff member with the University must be selected.

If the organization cannot find an advisor, they can work with the Director of Student Life to find someone.

Advisor Role: Registration Process

When a new organization seeks to register or to re-register for the coming year, an advisor must sign off to signify their willingness to support the student organization.

An advisor should continue to serve in this role until a replacement can be found or will work with the Director of Student Life to find a replacement, if necessary to step down from the role.

Advisor Role: For the Organization

An advisor should serve many roles for the organization:

1. Mentor: They should give time and support for the organization.
2. Team Builder: They should serve as a continuous thread to help the organization to connect to each other and to the history of the organization.
3. Communicator: They should help when the organization finds conflict within and with the university. They should advocate for the organization and help the members work through problems.

Advisor Role: For the Organization

4. Motivator: The advisor should help the organization through encouraging it to persevere and praise for the work that it is accomplishing.
5. Reflective Agent: They should help the organization evaluate the work that it is accomplishing and ensure that the organization is achieving their goals.
6. Financial Supervisor: They should actively work with the officers to help them stay in good financial stead with the University.
7. Interpreter: They should serve as an interpreter for the rules and constraints that are established by the University and help to stay in good standing.

Executive Committee



What is the Executive Committee?

The executive committee refers to the set of officers that lead the organization. The officers should be elected from within the organization and serve to advocate for the organization.

The next few slides will detail the main positions what those positions should do while serving the organization.

President

- Presides over meetings of the organization
- Calls special meetings of the organization
- Facilitates executive board meetings
- Prepares and files any report required
- Appoints committee chair people
- Maintains contact with organization advisor, alumni, affiliated university department or community partner, and (inter)national organization
- Represents the organization to the University
- Serves as a spokesperson for the organization
- Assists all executive officers
- Provides follow-up to organization tasks
- Organizes executive board retreats or meetings
- Coordinates executive board officer transitions
- Represents organization at official functions
- Remains fair and impartial during organization decision-making processes
- Provides encouragement and motivation to fellow officers and organization members

Vice President

- Assumes the duties of the President in his or her absence
- Serves as an ex-officio member of standing committees
- Directs Constitutional updating and revisions
- Facilitates election of officers
- Recruits new members
- Serves as Parliamentarian
- Organizes an end-of-year celebration
- Represents organizations at official functions
- Remains fair and impartial during organizational decision-making processes
- Performs other duties as directed by the President

Secretary

- Obtains appropriate facilities for organization activities
- Keeps a record of all members of the organization
- Keeps a record of all activities of the organization
- Prepares an agenda with the president of all meetings
- Notifies all members of meetings
- Prepares organization's calendar of events
- Keeps the organization informed of both organizational and university business
- Keeps and distributes minutes of each meeting of the organization
- Creates and distributes agendas for each meeting of the organization
- Maintains attendance at all meetings
- Maintains organizational records, storage, and office
- Prepares and files any report required
- Handles all official correspondence of the organization
- Collects organization mail from the adviser or wherever mail is received
- Represents organization at official functions
- Remains fair and impartial during organization decision-making process
- Performs other duties as directed by the President

Treasurer

- Is familiar with accounting procedures and policies
- Serves as chair of the finance committee (if the organization has one)
- Pays organization bills
- Collect organization dues
- Keeps all financial records of the organization
- Prepares an annual budget
- Prepares all budget requests for funds
- Prepares and submits financial reports to the members
- Maintains a financial history of the organization
- Provides advisor with summary of financial records at the end of the academic year or at any point requested
- Advises members on financial matters (I.e. vendors, ticket selling procedures)
- Prepares purchase orders, requisition forms, or supply requests with the advisor or Director of Student Life
- Coordinates fundraising drives and solicitations
- Files reports on all stolen or lost equipment and maintains the inventory of all equipment and its condition
- Represents organization at official functions
- Remains fair and impartial during organization decision-making processes
- Performs other duties as directed by the President

Other Possible Positions

Sometimes an organization has need for other officer positions. It will be up to the organization what responsibilities these roles will have. The organization will need to include these officers within the registration process.

Some possible positions are:

- Parliamentarian
- Programming
- Recruitment/Retention Director
- Marketing/Public Relations
- Community Service Director
- Historian

Running a Meeting



Running an Effective Meeting

- Have concrete goals at each meeting (follow an agenda)
- Make sure all members know in advance the date, time, and location of the meeting
- Always start on time
- Prepare the agenda (see example)
- Have a process for group decision-making that is consistently used (refer to your constitution)
- Keep the meeting on track
- The secretary should be taking detailed minutes about the meeting discussion and decisions
- Do not hesitate to have a guest speaker or host an icebreaker within your meeting

Roberts Rule's of Order

ROBERTS RULES CHEAT SHEET

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).

Roberts Rule's of Order

PROCEDURE FOR HANDLING A MAIN MOTION

NOTE: Nothing goes to discussion without a motion being on the floor.

Obtaining and assigning the floor

A member raises hand when no one else has the floor

- The chair recognizes the member by name

How the Motion is Brought Before the Assembly

- The member makes the motion: *I move that (or "to") ...* and resumes his seat.
- Another member seconds the motion: *I second the motion or I second it or second.*
- The chair states the motion: *It is moved and seconded that ... Are you ready for the question?*

Consideration of the Motion

1. Members can debate the motion.
2. Before speaking in debate, members obtain the floor.
3. The maker of the motion has first right to the floor if he claims it properly
4. Debate must be confined to the merits of the motion.
5. Debate can be closed only by order of the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.

The chair puts the motion to a vote

1. The chair asks: *Are you ready for the question?* If no one rises to claim the floor, the chair proceeds to take the vote.
2. The chair says: *The question is on the adoption of the motion that ... As many as are in favor, say 'Aye'. (Pause for response.) Those opposed, say 'Nay'. (Pause for response.) Those abstained please say 'Aye'.*

The chair announces the result of the vote.

1. *The ayes have it, the motion carries, and ...* (indicating the effect of the vote) or
2. *The nays have it and the motion fails*

WHEN DEBATING YOUR MOTIONS

1. Listen to the other side
2. Focus on issues, not personalities
3. Avoid questioning motives
4. Be polite

HOW TO ACCOMPLISH WHAT YOU WANT TO DO IN MEETINGS

MAIN MOTION

You want to propose a new idea or action for the group.

- After recognition, make a main motion.
- Member: "Madame Chairman, I move that _____."

AMENDING A MOTION

You want to change some of the wording that is being discussed.

- After recognition, "Madame Chairman, I move that the motion be amended by adding the following words _____."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words _____."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words, _____, and adding in their place the following words _____."

REFER TO A COMMITTEE

You feel that an idea or proposal being discussed needs more study and investigation.

- After recognition, "Madame Chairman, I move that the question be referred to a committee made up of members Smith, Jones and Brown."

POSTPONE DEFINITELY

You want the membership to have more time to consider the question under discussion and you want to postpone it to a definite time or day, and have it come up for further consideration.

- After recognition, "Madame Chairman, I move to postpone the question until _____."

PREVIOUS QUESTION

You think discussion has gone on for too long and you want to stop discussion and vote.

- After recognition, "Madam President, I move the previous question."

LIMIT DEBATE

You think discussion is getting long, but you want to give a reasonable length of time for consideration of the question.

- After recognition, "Madam President, I move to limit discussion to two minutes per speaker."

Roberts Rule's of Order

POSTPONE INDEFINITELY

You want to kill a motion that is being discussed.

- After recognition, "Madam Moderator, I move to postpone the question indefinitely."

POSTPONE INDEFINITELY

You are against a motion just proposed and want to learn who is for and who is against the motion.

- After recognition, "Madame President, I move to postpone the motion indefinitely."

RECESS

You want to take a break for a while.

- After recognition, "Madame Moderator, I move to recess for ten minutes."

ADJOURNMENT

You want the meeting to end.

- After recognition, "Madame Chairman, I move to adjourn."

PERMISSION TO WITHDRAW A MOTION

You have made a motion and after discussion, are sorry you made it.

- After recognition, "Madam President, I ask permission to withdraw my motion."

CALL FOR ORDERS OF THE DAY

At the beginning of the meeting, the agenda was adopted. The chairman is not following the order of the approved agenda.

- Without recognition, "Call for orders of the day."

SUSPENDING THE RULES

The agenda has been approved and as the meeting progressed, it became obvious that an item you are interested in will not come up before adjournment.

- After recognition, "Madam Chairman, I move to suspend the rules and move item 5 to position 2."

POINT OF PERSONAL PRIVILEGE

The noise outside the meeting has become so great that you are having trouble hearing.

- Without recognition, "Point of personal privilege."
- Chairman: "State your point."
- Member: "There is too much noise, I can't hear."

COMMITTEE OF THE WHOLE

You are going to propose a question that is likely to be controversial and you feel that some of the members will try to kill it by various maneuvers. Also you want to keep out visitors and the press.

- After recognition, "Madame Chairman, I move that we go into a committee of the whole."

POINT OF ORDER

It is obvious that the meeting is not following proper rules.

- Without recognition, "I rise to a point of order," or "Point of order."

POINT OF INFORMATION

You are wondering about some of the facts under discussion, such as the balance in the treasury when expenditures are being discussed.

- Without recognition, "Point of information."

POINT OF PARLIAMENTARY INQUIRY

You are confused about some of the parliamentary rules.

- Without recognition, "Point of parliamentary inquiry."

APPEAL FROM THE DECISION OF THE CHAIR

Without recognition, "I appeal from the decision of the chair."

Rule Classification and Requirements

Class of Rule	Requirements to Adopt	Requirements to Suspend
Charter	Adopted by majority vote or as proved by law or governing authority	Cannot be suspended
Bylaws	Adopted by membership	Cannot be suspended
Special Rules of Order	Previous notice & 2/3 vote, or a majority of entire membership	2/3 Vote
Standing Rules	Majority vote	Can be suspended for session by majority vote during a meeting
Modified Roberts Rules of Order	Adopted in bylaws	2/3 vote

Minutes

- Why take minutes?
 - To provide a record of what was decided at meetings and why.
 - For clarification and shared understanding among members
 - To provide an action plan to ensure the decision are acted upon

Minutes

- Minutes should include:
 - Date, time, place
 - Who attended and their role (I.e. President, Advisor)
 - Agenda items with a summary of what was covered, who presented, and who was assigned tasks
 - Motions and what the outcome of the motion was, including who made the motion and who seconded it.
 - Any amendment to the motions should be included.
 - What decisions were made during the meeting. Include what the problem was, the alternative presented, and the agreed solution
 - Action items, include who was assigned to what the timeframe for completion is.

Sample Agenda



Club Name

Type of Meeting (regular meeting, special meeting, officer meeting)

Date, Time, Location

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes (should be of the previous meeting)
- IV. Executive committee report (originates from last executive committee meeting)
- V. Officer reports
- VI. Committee reports (if you have any separate committees)
- VII. Old business (items that were held over from the last meeting)
- VIII. New business
- IX. Announcements
- X. Adjournment

Recruiting and Retaining Members



Recruiting

An organization can only succeed if it continues to have members. In order to recruit new members, we recommend the following:

- Recruit at Sharkapalooza at Welcome Week
- Set up informational tables outside of the cafeteria or library
- Advertise your organization through bulletin boards and weekly email
- Use your current members to conduct a social media blast
- Create some type of bring a friend incentive program for your current members

Doing these and other activities will allow new students to find your organization and join.

Retaining

Once an organization recruits members, it begins the work retain. In order to retain members, we recommend the following:

- Stay positive and upbeat
- Be consistent
- When mistakes are made, admit it
- Have confidence and trust in your members
- When an idea will not work, talk about why
- Give members responsibility and ownership within the organization
- Appreciate and recognize the work your members are doing
- Hold people accountable to assigned tasks

Doing these and other activities will keep your current members engaged and active in the organization.



Questions?

Contact the Director of Student Life
with any further questions at
uscbliife@uscb.edu.

