



Student Organization Interest Group Information

Office of Greek Life and Student Involvement

Advisor Information

Requirements:

The student organization advisor is a volunteer who is willing to commit their time and expertise to a group with the goal of enhancing the co-curricular experience. Any WWU faculty or professional staff member is qualified to be a student organization advisor.

Time Commitment:

Minimally, an advisor should expect to spend 2-3 hours per month on organization issues during the academic year. A very active advisor for an involved organization could expect to spend as much as 3-5 hours per week engaged in organizational activities.

Role and Responsibilities:

Empower:

Advisors empower students to accomplish their work. Advisors act as guides, allowing students to develop.

Knowledge:

Advisors are familiar with WWU policies and procedures pertaining to student organizations as outlined in the Student Life Handbook. Advisors assist in organizational planning and ensuring that policies and procedures are followed.

Resource:

Advisors act as educators, assisting student organizations in learning and practicing skills in decision making, program planning, goal setting, fund-raising, financial management, membership recruitment, marketing, and all other aspects of operating an organization.

Model:

Advisors model professional and ethical conduct for student organizations. Advisors assist students with underlying issues of business ethics, diplomacy, management theory, and other issues in organizational decision-making.

Advocate:

Advisors are advocates for student organizations in the WWU system by being knowledgeable about student organization activities. Advisors also provide a voice for student concerns and needs at levels where students may be unheard.

Advisor Information (cont'd)

Continuity:

Advisors provide continuity for student organizations, especially with new leadership. Advisors plan and coordinate to ensure that the organizations remain viable through student transition.

Resources:

Office of Greek Life & Student Involvement:

The Office of Greek Life & Student Involvement in the McNutt Campus Center is available as a consultant and/or referral for student organization advisors.

Student Life Handbook:

Outlines WWU policy in a number of areas including the operation of student organizations.

Further information, resources and technical assistance can be obtained by contacting the Director of Greek Life & Student Involvement at (573) 592-1658 or by email at Neil.Stanglein@williamwoods.edu

Meeting Agenda

It is customary for every group to adopt a standard order of business for meetings. The following is a suggested order:

1. Call to Order: “Will the meeting please come to order.”
2. Reading and approving of the minutes: “Are there any corrections to the minutes? Then the minutes stand approved as read.”

Or

“Are there any additional corrections to the minutes? Then the minutes stand as corrected.”
3. Reports of Officers and Standing Committees:
Example- President’s report
 Vice President’s report
 Secretary’s report
 Treasurer’s report
 Membership Recruitment’s report
 Bylaws Committee report
 Social Committee report
 Additional officers & committee reports
4. Reports of special committees:
Example- a special event chairman or any chairman specified for a limited period of time.
5. Unfinished Business/Old Business: “Is there any unfinished business/old business to come before the meeting?”
6. New Business: “Is there any new business to come before the meeting?”
7. Program/Guest Speaker
8. Advisor Report
9. Adjournment: President moves for adjournment; motion is seconded; President calls for a vote; actions depend upon majority vote. This motion cannot be discussed.

Brainstorming!

Need an idea? One of the most effective techniques to generate ideas is called brainstorming. Many of the creative and best ideas come through people working together. The old adage of two heads is better than one is true in the field of creative thinking!

Brainstorming is the free expression of ideas without evaluation of those ideas. Any group can use this process, but the most successful brainstorming sessions follow a system.

The group leader states clearly the problem or project, along with the background, for which ideas or solutions are sought. When a group/organization begins to brainstorm, it is important to set basic ground rules for all members and to appoint someone to write down all of the ideas that are generated. Usually a timed period of 5 to 10 minutes is sufficient to generate a great number of ideas.

Eliminations come only after as many ideas as possible are achieved. Then the group evaluates the list to determine which projects or ideas are valuable and justify time and money.

The group then examines the list of best projects and ideas, looking for those that would have the greatest impact with the prudent use of time and money. An additional “brainstorming” can be held to detail those specific projects.

BRAINSTORMING GROUND RULES:

Every idea is acceptable.

There should be no immediate evaluation of ideas.

The quality rather than the quantity of ideas is most desirable.

Building ideas or contributions is most desirable.

A time limit for brainstorming is set.

Respect every member's ideas.

Do not interrupt other members.

Campus Policies and Procedures

Event Registration: “All events, with the exception of regular meetings, hosted by students or student organizations must be registered with the Director of Greek Life & Student Involvement or another appropriate office (i.e. recreation events are registered with the recreation office, horse shows with the EQS division). This includes off-campus events. Events with alcohol must follow the procedures outlined within the alcohol policy.” *Student Handbook, pg. 21*

Posting Flyers: “Flyers, posters, and other promotional materials can be displayed on designed bulletin boards. Materials may not be displayed on doors, windows, walls, etc.” These items will be removed. Flyers should be removed when the advertised dates have passed. *Student Handbook, pg. 29*

Facility Rooms: “For events, activities and meetings held on campus, the necessary space or facilities must be reserved at least two weeks in advance by completing a master calendar request form obtained from the University Information Center located in the McNutt Campus Center lobby. Some locations require department approval (i.e., athletic space, mock court room, theaters), however, a master calendar request form must still be completed. Availability of space may be checked by calling ext. 1655, but until the written form is submitted, no space is reserved. Organizations planning to host events with alcohol must complete additional forms and follow procedures.” *Student Handbook, pg. 23*

Mail Center: “Intra-campus correspondence may be sent without postage through the campus mail center, but the individual student box numbers must be displayed. Campus mailings exceeding 10 pieces should be alphabetized. To reduce overcrowding in mailboxes, all intra-campus mail communications will be removed from student mailboxes and discarded on the last business day of each month.” The mail center has a listing of all students’ post office boxes for reference. *Student Handbook, pg. 50*

Fund Raising/Solicitation: “Recognized organizations or special interest groups are provided an opportunity to solicit funds directly from the Student Assembly. In addition, applications for campus fund-raising projects must be submitted to the Student Assembly for approval. The application should include a description of the project, proposed schedule, and target audience. Any club, organization, or individual student wanting to solicit cash or donations of any kind from external business, organizations, or alumni or individuals must have prior approval from the University Advancement Office. The University must be notified in advance to control fund-raising activities so they do not conflict with other University development activities.” All Fraternity and Sorority fundraising events must be registered through the Director of Greek Life & Student Involvement.” *Student Handbook, pg. 23*

Copies: “Recognized campus organizations have use of the copy facilities in the basement of the Academic Building. An assigned copy code is obtained from Director of Greek Life and Student Involvement. The organization will be billed and should pay monthly on the copy accounts.” *Student Handbook, pg. 39*

Constitution - Formation

All organizations and groups need a structure by which to operate. A Constitution should reflect your organization's structure and areas of importance. The divisions of a Constitution are listed as "articles" and the subdivisions are listed numerically.

Article 1- State the name of the organization and any affiliation to which the group belongs.

Ex. Name- The Woods Writing Club, a chapter of the National Press Club.

Article 2- State the purpose of the organization- be specific. If you chose, list the organizations objectives (generally beginning with "To")

Ex. The purpose of the Woods Writing Club is to encourage all students in self-expression and creative writing:

- To provide a forum for publication
- To award scholarship for creativity
- To introduce students to published authors

Article 3- Membership-state who the members are and what is required of them

Ex. The membership shall be comprised of any William Woods student who is currently enrolled in a creative writing course or who has published any original material in the year.

Membership requires dues of \$5 paid no later then October 15 of each calendar year.

This section could include details (grade point requirement, major or minors, etc.) or could be as simple as a single line.

Article 4- Define the leadership of the organization. List the officers and a brief description of each one's responsibilities. Define the term of office-when elected. State any requirements to hold an office. (i.e. Grade point, previous experience, etc.) Include how an office is filled if vacated before the end of the term.

Ex. Vacated office shall be filled by election, with the exception of the President's position, which will be filled by the Vice President.

Article 5- Meetings –state when they will be held or will be determined.

Ex. The meeting dates will be determined by the executive officers.

Article 6- Define what number is the quorum for your organization.

Article 7- State how to amend your constitution.

Article 8- Parliamentary Authority- this statement is usually in all organizational structures defining how the meetings will be operated. It gives the leadership and membership rules of control by which to operate the meetings.

Ex. The parliamentary Authority of the organization shall be Robert's Rules of Order. It shall apply in all instances except those provide for in the constitution.

Impeachment should be addressed either in existing "articles" (Article 4) or added separately.

Additional "articles" can include roles and responsibilities of the executive council, financial structure of organization, a listing of standing committees and their responsibilities, or election procedures.

Mission Statement

A Mission Statement defines who you are.

It is important for all members of an organization, group, or company to have an understanding of their purpose. This understanding is the foundation for meetings and working together.

An organization's mission statement is most often found in the organization's constitution. Whether in the constitution or just written, the Mission Statement should be reviewed annually by the entire group.

One or all of the following three parts will help you in preparing your mission statement.

#1 State what the group does and does not believe itself to be. (what it is)

#2 Report what a group was. (heritage)

#3 State what a group shall become. (destiny)

Parliamentary Procedure

One of the best ways to keep a meeting on track is parliamentary procedure.

Advantages:

1. Justice and courtesy are extended to each person.
2. Only one item of business is considered at a time.
3. The majority opinion is maintained.
4. The rights of the minority are respected.
5. This is the oldest and best-known technique for conducting business.

Disadvantages:

1. It may be so complicated that it obstructs, restrains, or hinders group discussion or action.
2. It is not universally known or understood.
3. It may not be the best technique for securing ideas and suggestions.
4. It does not encourage creativity.

Example:

Member: "I move that...(state motion)"

Chair: "Is there a second?"

2nd Member: "I second the motion."

Chair: State the motion. "It is moved and seconded that...(state the motion)."

"Is there any discussion?" or "is there any further discussion?"

After the discussion has ceased. Repeat motion again, "It has been moved and seconded that...(state motion). All in favor of the motion say Aye. All opposed say No." The chair announces the passage or failure of the motion.

If the Chair is not sure of the vote, the chair may ask for a show of hands, a standing vote, or a roll call vote.

Organizational Minutes

Minutes for _____
Name of Organization

Date _____ Time _____

Meeting location _____

Members in attendance _____

Officer Reports:

- President-
- Vice President-
- Secretary-
- Treasurer-
- Additional Officers-

Old Business:

- 1.
- 2.
- 3.
- 4.
- 5.

New Business

- 1.
- 2.
- 3.
- 4.
- 5.

Submitted by: _____
Secretary