

# 4 Creating an Effective Organization

## 4.1 Starting a New Organization Correctly

### 4.1.1 *First Meeting*

- For both new and established organizations, the first meeting is an exciting and critical one. Like all meetings, it needs to 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 also be some discomfort at a first meeting. Some people are uncomfortable entering a new group. Later, members might appear to be wishy-washy as they are still deciding 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 the group can include them.
- The importance of the first meeting is clear. It should involve opportunities for members to talk informally with each other, learn about the leadership and goals of the group, and have fun.

### 4.1.2 *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.

## 4.2 Running an Effective Meeting

Careful planning is the secret to running an effective meeting. Poorly planned or unplanned meetings are typically viewed as boring, unproductive, and a waste of time. However, with proper planning any meeting can be productive and fun. The following steps will guide you in planning a meeting that is informative and enjoyable to all members.

### 4.2.1 *Before the Meeting:*

- Define the purpose of the meeting. If as officer's you can not come up with a purpose for a meeting, don't have a meeting. Without a purpose, members may feel that their time was wasted and it could discourage their attendance at future meetings
- **Develop an Agenda**
  - A well-planned agenda will allow you to run effective and productive meetings (Appendix p. 73). 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:
      1. If possible, distribute the agenda before the meeting. If this is not possible, hand out the agenda as members arrive at the meeting.
      2. Put the names of the members who are responsible for a report on the agenda.

3. Encourage members to contribute ideas for the agenda.
  4. A sense of humor helps when you are developing the agenda.
  5. A little fun will make the meeting more enjoyable for everyone
- Choose an appropriate meeting time. Set a time limit and stick to it. Remember that members have other commitments.
  - Distribute the agenda and any other materials before the meetings so that members can be prepared.
  - The location of the meeting is very important. Choose a location that is easy for members to find. Be sure to select a location that will accommodate the size of your organization. Take time to check the room prior to your meeting to ensure that the space is appropriate. Small rooms with too many people get stuffy and create tension. Larger rooms are more comfortable and encourage individual expression.
  - If possible, arrange members so that they face each other. For larger groups, try U-shaped rows. A leader is in better position to communicate when he/she is centrally located.
  - Be sure that everyone knows where and when the meeting will be held. If possible, hold meetings at the same time and place every week.

#### ***4.2.2 During the meeting:***

- Greet members to make them feel welcome and be sure to introduce any new members.
- If possible, serve light refreshments.
- Start on time. End on time.
- Review the agenda and set priorities for the meeting.
- Follow the agenda.
- Encourage group discussion to get all viewpoints and ideas. You will have better quality discussions as well as more highly motivated members.
- Encourage feedback. Ideas, activities and commitment to the organization improve when members see their impact on the decision-making process.
- Keep conversation on topic, toward an eventual decision. Feel free to ask for only constructive comments.
- Delegate responsibilities and establish due dates. Give members a voice in decision-making.
- Keep minutes of the meeting for future reference in case a question or problem arises.
- The leader or facilitator should model leadership skills such as staying on task, listening, valuing members, appreciating diverse points of view, having confidence in members. Admit your mistakes.
- Summarize agreements reached and end the meeting on a unifying or positive note. For example, volunteer thoughts of things they feel are good or successful, reciting a group's creed, or an inspirational thought.
- Set a date and time for the next meeting.

#### ***4.2.3 After the meeting:***

- Write up and distribute the minutes within 2-3 days. Quick action reinforces the importance of the meeting and reduces error of memory.
- Discuss any problems that may have surfaced during the meeting with officers so that improvements can be made.
- Follow up on delegated tasks. Make sure that members understand and carry out their responsibilities.
- Give recognition and appreciation to excellent and timely progress.

- Place unfinished business on the agenda for the next meeting.
- Conduct a periodic evaluation of meetings. Weak areas can be analyzed and improved for meetings that are more productive.

### 4.3 Five Steps to Effective Delegation

1. **Identify the key task** – The first critical step is to recognize and track all the main tasks that the members of your group must accomplish. Develop a task list for your group. Define the task and establish your goals for a project. Have a vision to carry through a project.
2. **Delegate each task appropriately** – Review the list in order to identify the tasks that you should do and those that can be delegated to the members of your group. Choose members whose skills and personality styles match the assignment. Empower members to provide them an opportunity to grow and be challenged.
3. **Explain each task to your members** – Define and clarify the nature of the task that is delegated to your members. To ensure a collaborative approach, do properly communicate to all members of your group as to what tasks and to whom it has been delegated. Be sure to give specific directions and to make your expectations clear, for both quality and time frame. Explain to the members clearly as to why the task is important and how it contributes to the organization as a whole.
4. **Develop a plan for each task assigned** – A sound plan is essential for the projects to succeed. Good planning is a critical part of the delegation process. The plan should define how the task will be accomplished, list the subtasks, and their completion dates. Make sure your members have all the necessary resources to complete the assigned task. Encourage your members to take a lead in developing the plan.
5. **Monitor the progress** – Review the progress of each task on a regular basis. Set checkpoints for both short-range and long-range projects. Give members the freedom to perform and avoid close supervision. Measure the success by quantifiable criteria. Give praise and constructive criticism where it is due. Try not to point the finger and look at a failed act of delegation as a learning opportunity. Help your members to learn and grow through both their successes and failures.

### 4.4 Program and Event Planning

Program and event planning helps your organization achieve its goals, teach leadership skills, and foster camaraderie within your organization. However, it takes a great deal of planning and forethought prior to your event to ensure success. The following list will describe some basic programming tips that will help keep you on track.

#### 4.4.1 *Concept*

- Determine the goals of the program.  
**Examples:** to bring a community together, to educate, to expose individuals to different points of view, to support other programs, to provide entertainment, to provide opportunities, to socialize, to recreate.
- Brainstorm the type of event and possible themes that will match your organizational goals.  
**Examples:** speaker, film, dance, fundraiser, trip, food, festival, athletic event, recreational tournament.
- Decide on a program within your budget.
- Discuss the options within your organization and make a group decision.

#### 4.4.2 Planning

##### 1. Date

- Find a convenient date for members in the group and for the entertainment/speaker you would like to sponsor.
- Choose a date that does not conflict with other existing campus programs. (For more information on scheduling go to <http://calendar.tamucc.edu/>).

##### 2. Entertainment/Speaker

- Determine the type of entertainment/speaker you would like to sponsor.
- Research local, regional, and national possibilities and negotiate a fee.

##### 3. Location

- Project the attendance to make sure that you have reserved an adequate facility.
- Determine the type of space that is needed for your event and any special needs you may have. Specific facility needs may include the need for: chairs, tables, lighting, sound, a stage, open space, a cooking area, an outdoor area, lecture hall, etc.

##### 4. Time

- Determine a convenient time for your targeted audience.  
**For example:** if you want commuter students to attend your program, many are on campus during the day; so plan a time between classes for a program. Do not plan a program when major organizations have standing meetings.

##### 5. Budget

- Project all expenses and incomes such as fees, advertising, security, food, etc.
- Stay on budget.
- Brainstorm additional funding sources if you need more money. (For more information on Fundraising, please refer to pp. 35-36)

##### 6. Publicity

- Design publicity strategies for targeted audience.
- Design your promotion to fit the style and theme of the program. Be creative.
- Make the publicity neat and accurate. Include the name of the program, date, time, place, and ticket information if necessary.
- Distribute publicity in ample time. This allows people to plan ahead. Two weeks advance notice is ideal.

##### 7. Food

- Determine food needs. Are you planning a dinner or a reception? If you are having the event on campus, have you contacted ARAMARK for catering needs? Consult with Corpus Christi-Nueces County Public Health Department (851-7273) to ensure that you have the proper food handler permits for your event if members or volunteers are preparing food.

#### 4.4.3 Implementation

- Develop a list of tasks that need to occur before, during, and after the event; then determine who will be responsible for each one.  
**For example:** ushers, clean-up crew, stage crew, publicity, and hospitality.
- On the day of the program
  1. Arrive early to check on room arrangements and the set up.
  2. Prepare a brief introduction statement.  
**For example:** “Welcome to tonight’s performance sponsored by \_\_\_\_\_. If you are interested in having more events like this one, please talk to a representative of our organization.”

- Do an evaluation of the program at the next meeting.
  1. Determine if you have accomplished your program goal.
  2. Record both positive and negative results for future planning.
  3. Prepare financial statement actual expenditures.
  4. Send thank you notes to appropriate people.

## **4.5 Preparing a Budget**

### **4.5.1 *Setting Targets and Measuring Results***

Student organizations should become familiar with preparation of financial plans, budgets, and the benefits of using a budget as a management tool. There are three primary purposes for developing a budget:

- To put the group's plans into monetary terms.
- To provide a means of allocating limited resources among the organization's activities.
- To aid in tracking the organization's actual revenues and expenditures against its goals.

Student organizations should budget their operations annually. The proper management of funds is important, especially when dealing with limited financial resources. Also, the more complex the group's objectives, such as managing multiple programs with different activities and funding sources, the more important the budget process becomes. If a group has both restricted funds (UCSO funding) and unrestricted generated (dues, membership fees, etc.) funds, the use of budgets to identify expenditures provides the necessary means for tracking the two fund types.

### **4.5.2 *Developing a Budget***

If your organization has been in operation for a fair amount of time, the easiest way to prepare a budget is to start by recording your last two or three years of actual financial data by year. A schedule thus prepared will allow you to compare trends and identify major expense centers. It will also point out areas where your group is growing or declining and indicate areas where reductions and cost savings might be possible. This historical information can then be used as a basis for preparing a current year budget forecast. The budget forecast is adjusted and modified from the historical data for projected major changes in revenues, programs, or expenditures. Obtain historical data from your organization's records to assist you in this process. If your organization does not have these records, begin creating a system now that can be used in the future.

### **4.5.3 *Choosing a Format***

You can choose among several methods of preparing and monitoring budgets. They can be organized by program and cost item, fund type, or solely by program. The most common format uses program and cost item formatting. This method provides a sufficient level of detail for analyzing the individual budgeted items and identifying cost item variances by categories, plus overall program variances.

### **4.5.4 *Summary***

While preparing a budget may seem excessive and cumbersome, any student organization that operates without a formal budgeting process cannot effectively manage or plan its operations. A properly prepared budget allows even small organizations to identify potential problems and to take corrective action before they become major issues.

## **4.6 Accessibility to All**

It is important that your organization is accessible to all interested students. Texas A&M University-Corpus Christi is a large community of diverse people, which is a tremendous benefit for recognized student organizations. Groups that are intentional about being inclusive in their recruitment and retention of members have the advantage of being able to interact with students from a variety of backgrounds and experiences, which strengthens the group experience for all students involved.

University Center and Student Activities is committed to fostering diversity within the student organization community. When we speak of diversity, we are speaking not only about ethnic diversity, but also diversity of religion, national origin, sexual orientation, ability, age, gender, socioeconomic status, and other unique characteristics that make us who we are. As a leader in a recognized student organization, it is important to consider how you can make your organization as inclusive as possible for all students. Consider questions such as:

### ***4.6.1 Where do you hold your meetings?***

Consider holding your meetings in locations where all students can feel comfortable, and not in establishments in which might make some students feel unsafe.

### ***4.6.2 When do you hold your meetings?***

If your organization always holds your meetings at night, you might be excluding commuters or students who have family responsibilities.

### ***4.6.3 Are your meetings and activities accessible to students with disabilities?***

Let members know that you are willing to change meeting sites or provide accommodations for persons with disabilities.

### ***4.6.4 What do you talk about in your group? Is your group conversation inclusive, or do people use derogatory or racist language?***

Educate yourself and your organization on how racist, sexist, or other forms of hateful language can be very damaging.

### ***4.6.5 How do you advertise your organization and its activities?***

If you only advertise in limited areas, it is likely that you are excluding some interested students from your organization. Think about how you can reach out by intentionally advertising in new ways and to new areas on campus. Remember that relying only on word-of-mouth advertising has a negative effect on diversity! For more information, or to discuss issues of diversity, inclusiveness, and equality more in depth, please contact staff members in University Center and Student Activities (UC 226). For specific information about how you can accommodate students with disabilities in your organization, please contact Services for Students with Disabilities (Driftwood 101) at 825-5816.

## **4.7 Recruiting and Retaining Members**

### ***4.7.1 Rights for Recruiting Members***

RSOs shall have the privilege of recruiting new members from the Texas A&M University-Corpus Christi student body, whether through times established by a governing council or on their own, provided that they adhere to all university rules, including but not limited to the following:

1. Functions sponsored by the organization or any person acting on behalf of the organization for the purpose of recruitment shall be free of alcoholic beverages and other controlled substances.
2. The use of intimidation by either secluding the person being recruited or using inaccurate information to persuade a person to accept membership is prohibited. If a violation occurs, organizations may lose their recognition and/or face disciplinary action by the appropriate judicial body.
3. RSOs should verify that students who are potential new members are currently enrolled and in good academic standing with Texas A&M University-Corpus Christi. Students who are early admit students concurrently enrolled in a high school, may not be offered membership.

#### **4.7.1.a Where and How Can an RSO Recruit?**

- Fall Fest held on September 13, 2006, from 11-1pm in the Lone Star Ballroom
- Recruitment table in the UC Foyer
- Ask professors to announce meetings in class
- Banner and/or table tents in the UC
- Ask Freshman Seminar Leaders to speak in their class about the organization
- Ask members to bring friends they think may be interested
- Mailbox stuffers in the on-campus boxes

#### **4.7.2 Retaining Members**

Students stay with organized, dynamic groups that meet their personal goals for membership. Prospective members want to know that the organization is moving forward and will be successful in achieving its goals. Identifying the needs of the individual members is the key to having a strong organization with enthusiastic members. To remember why students join organizations and what helps retain them, just think GRAPE.

#### **4.7.3 The Grape Principle:**

##### **G is for Growth**

Does your organization provide growth opportunities for all interested members? Are there opportunities for members to move into positions of leadership or are leadership opportunities usually “saved” for the senior members?

##### **R is for Recognition**

Do you recognize members when great things occur in your organization? Don't wait until the end of the year. People need and appreciate being recognized in a timely manner for their hard work and accomplishments. Recognition or awards that are presented may also serve as a motivating factor for other members who would like to achieve a certain level of success.

##### **A is for Achievement**

A sense of “team” achievement is important. Healthy organizations make sure that everyone feels as if they contributed to the success of the organization. When the organization is honored, it is important to realize that everyone has contributed and should have a feeling of accomplishment, from a member who may have done a simple task to the president of the organization.

## **P is for Participation**

Can everyone participate in programs and events? Make sure your organization is open and willing to accept all student members' contributions regardless of how long they have been with the organization.

## **E is for Enjoyment**

Volunteering and working hard in an organization has to be fun! If being part of a group isn't fun, why be a member? A student's time is valuable and there are many opportunities for involvement. Make sure one of the best options on campus is being involved with your organization!

### **4.7.4 Keeping Members Active**

Once you obtain members, it is important to keep them. Here are some ideas to keep your members active!

- Involve them in the decision making process.
- Make sure they know what role they play in the organization.
- Give them leadership opportunities (plan an event, lead a committee, be an officer).
- Show you appreciate them!
- Celebrate birthdays & accomplishments.
- Use teambuilding activities so the group can learn to work together and get to know each other.
- Have social events just for the members-go bowling, play mini-golf, pizza & movie night, etc.
- Use a point system to recognize people for their hard work.
- Get to know your members and what they want to get out of their membership. Then tailor activities to their individual needs.

### **4.7.5 Evaluating your organization due to apathy**

If your organization consists of apathetic members and they tend to quit, it is time to evaluate the organization's effectiveness. To do so, you need to answer the following questions:

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

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.

#### **4.7.6 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 really 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: Didn't they hear me? Don't they understand me? Did I raise an issue they don't want to discuss? Do they disagree with me? Did I hurt someone's feelings? If a member is unsure if his/her voice will be heard or understood, he/she may not be willing to bring an issue to the table and valuable input may be lost.

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.

#### **4.8 Considering Community Service**

Community service, volunteerism, and service learning enhance your university experience in many ways. The following are a few of the ways that the members of your organizations can benefit from participating in community service.

- A strong sense of self-worth and pride
- New experiences, new friends, new possibilities
- Increased independence and managerial skills
- Improved decision-making abilities
- Visibility and prestige in the community and on the job
- Personal growth
- Contacts for job advancement
- Satisfaction from helping to build a stronger and safer community

If you are interested in doing community service, please contact University Center and Student Activities at 825-2707 or Career Services at 825-2628 to find out more about non-profit community agencies who need volunteer help.

##### **4.8.1 Before Making Community Service Plans**

- Contact the agency that you want to help and find out what they need and their rules are for volunteering.
- Prepare your members before going and explain the agency's purpose, purpose of your service, and what your members may see or hear while volunteering.
- Afterwards, as an organization you should talk about the experience and how your members feel about it.

## **4.9 Leadership Transition**

Maintaining the group continuity from year to year can be a problem of real significance. This can be true even of a successful group. The natural attrition of graduation, conflicts and lost interest can wipe out a critical portion of the membership in one semester. Once the critical mass of numbers, quality, experience and leadership is lost, the organization is at greatest risk of becoming ineffective and possibly inactive.

Implementing an effective officer transition for your student organizing is a critical responsibility of your outgoing leadership. Here are some reasons why transitioning is important:

- Provides the new leaders with significant organizational knowledge.
- Minimizes the confusion of leadership change throughout the entire organization.
- Outgoing leaders gain a sense of accomplishment and closure.
- Helps the incoming leadership take with them some of the special expertise of the outgoing leaders.
- Increases the knowledge and confidence of the new leadership.
- Minimizes the loss of momentum and accomplishments of the organization.
- Provides a sense of continuity among the membership.

The following are suggestions that may prove helpful in your leadership transition.

### **4.9.1 *Start Early***

- Identify potential leaders in your organization early in the year.
- Encourage these potential leaders through personal contact.
- Have the officers help develop skills by delegating responsibility to potential leaders.
- Share with them the benefits of leadership.
- Clarify job responsibilities.
- Let them know that the transition will be orderly and thorough.
- Model effective leadership styles.
- Create an organizational structure to support leadership development.
- Develop a mentoring program.
- Develop leadership notebooks.
- Create a shadowing program.
- Orient the new officers together with the outgoing officers so they can understand each other's roles and start building their team.
- Transfer the knowledge, information, and materials necessary for the new officers to function well.
- Ask outgoing officers what they wish someone had told them.

### **4.9.2 *Make the Transition Smooth***

- Hold officer elections one month before installation to provide an overlap period for new and old officers to work together.
- Fill the gaps for new officers by asking yourself what information you wish someone had shared with you a year ago.
- Review and make current if necessary your constitution and bylaws to reflect changes made during your administration.
- Review the job descriptions to make sure they accurately describe the offices your organization needs and uses.
- Encourage informal meetings between incoming and outgoing officers.
- Plan a transition retreat.

- Review and update your mailing list or membership records.
- Leave behind files that might be helpful to the new person.
- Introduce incoming officers to advisors, University Center and Student Activities staff, the Student Organization Center, other student leaders, and university administrators.
- Orient incoming officers to resources used in the past.

#### **4.9.3 Add Your Personal Touches**

- Share the effective leadership qualities and skills you learned on the job.
- Share problems, helpful ideas, procedures and recommendations.
- Write and share reports containing traditions, ideas or completed projects, continuing projects and concerns, or ideas never carried out.
- Have the officers go through personal and organizational files together.
- Acquaint the new officers with physical environment, supplies, and equipment.

#### **4.9.4 Share the Organization's Structure**

- Constitution and by-laws
- Job descriptions/role classifications
- Organizational goals and objectives
- Status reports on ongoing projects
- Evaluation of previous projects and programs
- Previous minutes and reports
- Resources and contact lists
- Financial books and records
- Mailing lists
- Historical records, scrapbooks, and equipment

#### **4.9.5 Maintaining Good Files**

Keep two types of files: archival and procedural.

- Archival files represent the history of the organization and can be an invaluable resource in planning and decision-making.
  - Archival files should include semesterly or annual files for general correspondence, financial records, minutes, and organizational rosters.
  - Also keep a file of each program with details such as budget, samples of advertising, copies of related correspondence, and a written evaluation.
  - Make sure that all archival files are clearly labeled and kept in some logical order, probably chronological.
- Procedural files should be guides containing details on how to do a variety of necessary functions, topics of constitutions, forms, brochures, program planners, etc.
  - These files should be placed in a safe, accessible location.
  - If your organization depends on its officers to keep its files, then some provision must be made to ensure that the files are physically passed from one administration to the next.

### **4.10 Parliamentary Procedure**

Any organization that conducts a business meeting should become familiar with basic parliamentary procedure (See Appendix). Without order, a meeting can turn into total chaos in a matter of minutes. The purpose of parliamentary procedure is to provide order to conduct business in as efficient and orderly a manner as possible. Remember, parliamentary procedure

should help you run your meetings, not hinder your progress. Use it wisely, but do not get so caught up in it that it gets in the way of conducting business.

This is not to be considered as a complete set of rules to cover all possible questions that might arise. The following guide covers the points most often encountered in parliamentary procedures. For a more detailed set of rules, consult *Robert's Rules of Order, Revised* (available for checkout in UC 226) and *Sturgis Parliamentary Manual*.

#### **4.10.1 Addressing the President**

The president should conduct all meetings. Members addressing the president should refer to him/her as Mister/Madam President.

#### **4.10.2 Obtaining the Floor**

Before a member may make a motion or speak in debate, he/she must obtain the "floor." To claim the floor, a member raises his/her hand and waits to be "recognized" by the president. The president will recognize the member by announcing his/her name or title. This member then has the floor and can stand and speak until he/she yields the floor by resuming his/her seat. While a motion is open to debate, there are three important cases where the floor should be assigned to a person who may have been the first to rise and address the president. These cases are:

1. If the member who made the motion claims the floor and has not already spoken on the question, he/she is entitled to be recognized in preference to other members.
2. No one is entitled to the floor a second time as long as any other member who has not yet spoken to the pending motion requests the floor.
3. The president should attempt to alternate opposite opinions on a question if he/she is aware of members requesting the floor that have opposing views.

#### **4.10.3 Making a Motion**

When making a motion make sure that the motion is for or against something, instead of "I motion that we vote on this event."

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 one making the motion, may second it. He/she usually simply says, "I second the motion."

The president then states the "question" on the motion. Neither making nor the seconding of the motion places it before the organization, only the president can do that by stating the question. When the president has stated the question, the motion is pending and is open to debate (providing that it is a debatable motion). If the organization decides to do what the motion proposes, it adopts a motion or it is carried. If it decides against the motion, it is rejected or lost. After the discussion, the vote is taken by one of the following ways: 1) by consent, 2) by standing or raising the hand, 3) by roll call, or 4) by ballot

#### **4.10.4 Steps for Presenting a Motion**

1. Obtain the floor – wait until the speaker is finished. Rise and address the chair
2. Make your motion – speak clearly and concisely. State your motion affirmatively, “I move that...”
3. Wait for a second – another member will second the motion or the chair will call for a second. If there is no second, your motion will not be considered
4. Chairman states your motion – the chair must say, “It is moved and seconded that we...” After this happens, debate or voting can occur. Your motion is now “assembly property” and you cannot change it without the consent of members.

#### **4.10.5 Four Types of Motions**

1. Main Motions – introduce subjects to the assembly for its consideration. They cannot be made when another motion is before the assembly. They yield to privilege, subsidiary, and incidental motions. For example, “I move that we purchase...”
2. Subsidiary Motions – Change or affect how the main motion is handled (voted on before the main motion). For example, “I move the questions before the assembly be amended by striking out...”
3. Privileged Motions – Are most urgent about special or important matters not related to pending business. For example, “I move we adjourn.”
4. Incidental Motions – Are questions of procedure that arise out of other motions, must be considered for other motion. For example, “I move to suspend the rules for the purpose of.”

#### **4.10.6 Amending a Motion**

The motion to amend is to modify a pending motion before it is acted upon. An amendment must be closely related to or have some bearing on the subject of the motion to be amended. 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 a sentence out of a motion.
3. Substitute another motion for the one being considered.
4. Substitute words to replace wording under consideration.

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 ...”

The amendment to a motion, if seconded, must be voted upon before the original motion. An amendment is adopted by a majority vote even in cases where the motion to be amended requires a 2/3 vote for adoption. If the amendment to the motion is carried, the original motion must be voted upon as amended.

#### **4.10.7 Approval of the Minutes**

At the beginning of regularly schedule meetings, it is optional to distribute copies of minutes of the previous meeting for study by members. If minutes are distributed the president then asks, “Are there any corrections to the minutes?” and pauses. Then the president says, “If there are no corrections” (or no further corrections), the minutes will be approved.

#### **4.10.8 Point of Order**

A point of order may be raised by a member whenever an unparliamentarily or disorderly procedure has been made. This may be done without being recognized by the chair. A point of order:

- Can be applied to any breach of the rules
- Is in order when another has the floor (over rules person speaking)
- Does not require a second
- Is not debatable unless the president, being in doubt, submits the point to a vote of the membership; in which case, the rules governing its debateability are the same as for an appeal.

#### **4.10.9 Previous Question**

The previous question is the motion used to bring the meeting to an immediate vote on one or more pending questions. The motion for previous question:

- Takes precedence over all debatable or amendable motions to which it is applied
- Can be applied to any immediately pending debatable or amendable motion
- Is out of order when another has the floor
- Must be seconded
- Is not debatable
- Is not amendable
- Requires a 2/3 vote

#### **4.9.10 Postpone indefinitely**

A motion to postpone indefinitely is a motion that the membership declines to take a position on the main question. Ursas option kills the main motion, at least for the duration of the session, and avoids a direct vote on the question. It is useful in disposing of a badly chosen main motion that cannot be adopted or expressly rejected without possibly undesirable consequences. The motion to postpone indefinitely:

- Is out of order when another has the floor
- Must be seconded
- Is debatable
- Requires a majority vote

#### **4.10.11 Adjourn**

To adjourn means to close the meeting. The motion to adjourn is to close the meeting immediately, made under conditions where some other provision for another meeting exists and where no time for adjourning the present meeting has already been set. The motion to adjourn:

- Is not applied to any motion and no motion can be applied to it
- Is out of order when another has the floor
- Does not need to be seconded
- Requires a majority vote

### **4.11 Constitution & Bylaws**

Student organizations should consider adopting constitutions and bylaws that will help their group in orderly functioning. Constitutions and bylaws articulate the purpose of and spell out the procedures to be followed by student organizations. The documents should be referred to when questions arise, reviewed annually, and utilized in the training of new officers. The needs of a group will change over time and it is important that the constitution and bylaws are kept up to date to reflect the current state of affairs. Make sure that all members have copies of these

important documents so that they are informed about the organization and its procedures.

#### **4.11.1 Constitutions**

A constitution will serve to clarify the organization's purpose, delineate basic structure and provide the cornerstone for building an effective organization. It will also allow members and potential members to have a better understanding of what the organization is all about and how it functions. Constitutions usually require a 2/3 vote of the membership for adoption. (See Appendix)

#### **4.11.2 Bylaws**

Bylaws set forth in detail the procedures a group must follow to conduct business in an orderly manner. They provide further definition to the articles of the constitution and can be changed more easily as the needs of the organization change. Bylaws usually only require a simple majority for passage.

#### **4.11.3 Requirements to be Included in Constitution**

Organization constitutions must be submitted to University Center and Student Activities every two years. The organization should review the document, suggest changes/additions to the membership and vote on the changes/additions. Following is a list of mandatory items every document must have:

1. Voted on and approved by the general membership.
2. Reviewed by the organization and submitted to University Center and Student Activities every two years.
3. All constitutions must be typed in a clear and precise form.
4. Each officer and the advisor will keep a copy.
5. Concise statement of purpose, which includes the general goals and direction of the organization.
6. Clear definition of membership requirements including statement that no student shall be excluded because of race, creed, national origin, disability or gender (except for exempt Title IX organizations).
7. List of officer titles, their duties, and a clear definition of requirements to be officers (remember, at least two officers are needed).
8. Time of year when officers are elected and the process for elections.
9. Requirements of a quorum to conduct official business and the definition of a quorum (50%+1, 2/3, etc)
10. Statement indicating that all money collected by that organization be deposited in a public banking facility within 2 business days of receipt and require two signatures to withdraw funds from the account - the advisor's and that of one officer.
11. Meeting requirements must be stated (i.e., how many times a week, month, etc.). Exact day and times are not necessary.
12. Attendance requirements of officers and members must be specifically stated. If there are no attendance requirements, such a statement should be included.
13. Requirements and procedures to remove an officer, member and advisor must be specifically stated.
14. The financial obligations of the members must be specifically stated. If there are no financial obligations, such a statement should be included. The financial requirements of the organization must not be an indirect means of exploitation of the members.
15. The process for amending the constitution must be stated. When amendments are initiated, the constitution must be resubmitted to University Center and Student Activities.

16. Procedures for replacing an officer and advisor.

## **4.12 Web space & Listservs**

### **4.12.1 Websites on the University Server**

Space is available on the Texas A&M University-Corpus Christi server for student organization websites. Please submit the following information to University Center and Student Activities to obtain space on the server:

Student Organization Name  
Student Webmaster's Name  
Student Webmaster's Phone Number  
Student Webmaster's E-mail  
User ID (6-8 character identification for site)

Please allow 2-3 weeks for sites to be set up by Computer Services.

Each organization is responsible for designing and maintaining their site. Organization sites can be linked to the University Center and Student Activities or Recreational Sports site by submitting the organization's site address to the appropriate office. Websites that are inappropriate will be removed from the server and the organization and/or webmaster could face a disciplinary hearing with a judicial officer.

### **4.12.2 Listservs**

Organizations have found listservs very beneficial and an easy way to communicate with members. They may be created through online services such as Yahoo! Groups ([www.yahogroups.com](http://www.yahogroups.com)) or through the university.

To establish one through the university, contact the UCSO advisor or Sports Club Director with the following information:

- Organization's name, advisor's name, number, email address and Social Security Number.
- Purpose of the listserv (why it is needed).
- Suggested name for the listserv (ex: [boosterclub@listserv.tamucc.edu](mailto:boosterclub@listserv.tamucc.edu))
- University Center and Student Activities or Recreational Sports will contact Computer Services to establish the account, and then Computer Services will contact the organization's advisor.

### **4.12.3 UCSO Listserv Instructions**

*It is required that at least two officers subscribe to the listserv.*

Important information regarding UCSO meetings, deadlines, SOC information and upcoming events are announced over the listserv.

- To subscribe: [ucso-request@listserv.tamucc.edu](mailto:ucso-request@listserv.tamucc.edu)
- Subject line: Subscribe
- To send a message: [ucso@listserv.tamucc.edu](mailto:ucso@listserv.tamucc.edu)
- To unsubscribe: [ucso-request@listserv.tamucc.edu](mailto:ucso-request@listserv.tamucc.edu)
- Subject Line: Unsubscribe

**DO NOT use the listserv to forward chain letters or other junk e-mail!**