

# Southwestern Community College Club Council Training

## Club Organization & Robert's Rules of Order

5-6 October 2015  
Kirk Stephens

HANDOUTS ~ Sample Documents:

1. Club Constitution & Bylaws
2. Meeting Minutes; Guide for Secretaries
3. Treasurer's Report
4. Standard Order of Business
5. Agenda

# Sample Constitution and By-Laws

## ARTICLE I: NAME AND PURPOSE

**Section 1 Name:** The name of this club shall be \_\_\_\_\_.

**Section 2 Purpose:** The purpose of this club shall be \_\_\_\_\_

## ARTICLE II: MEMBERSHIP AND DUES

**Section 1 Membership:** Membership shall be open to define membership qualification

**Section 2 Dues:** Dues shall be \$ per semester/year

## ARTICLE III: OFFICERS

**Section 1 Officers:** The officers shall be a President, Vice-President, Secretary, and Treasurer.

**Section 2 Qualification:** Officers must be full-time, part-time students, carrying at least X credit hours, etc.

**Section 3 Election:** Officers shall be elected by ballot at the first meeting of the fall semester by a majority of the vote cast for that office.

**Section 4 Term:** Officers shall serve for one year and their term of office shall begin at the commencement of the fall semester.

**Section 5 Vacancies:** If a vacancy occurs in the office of President, the Vice-President shall assume the office for the remainder of the term and vacancies in any other office shall be filled by a special election.

## ARTICLE IV: DUTIES OF OFFICERS

**Section 1 President:** It shall be the duty of the President to preside at meetings, appoint committee chairpersons, serve as an ex-officio member of all committees, and perform other duties as ordinarily pertain to this office.

**Section 2 Vice-President:** It shall be the duty of the Vice-President to preside in the absence of the President, attend Club Council meetings, and serve as chairperson of the Program Committee.

**Section 3 Secretary:** It shall be the duty of the Secretary to record the minutes of all meetings, keep a file of the club's records, maintain a current roster of membership, and issue notices of meetings and conduct the general correspondence of the club

**Section 4 Treasurer:** It shall be the duty of the Treasurer to receive all funds, process all financial transactions of the club, keep an itemized account of all receipts and expenditures, and make reports as directed.

## **ARTICLE V: ADVISOR**

**Section 1 Appointment:** Each student club must have a faculty advisor appointed by the college.

**Section 2 Duties:** The responsibilities of the faculty advisor shall be to meet on a regular basis with the leader of the student club to discuss upcoming meetings, long range plans, goals, and problems of the club; attend regular meetings, executive board meetings as often as schedule allows; assist in the orientation of new officers; explain and clarify campus policy and procedures that apply to the club; provide direction in the area of parliamentary procedure, meeting facilitation, group-building, goal setting, and program planning; and assist the club treasurer in monitoring expenditures, and fundraising activities; and inform club members of those factors that constitute unacceptable behavior on the part of the club members, and the possible consequence of said behaviors.

## **ARTICLE VI: MEETINGS**

**Section 1 Meetings:** Regular meetings shall be held monthly during the regular academic year.

**Section 2 Special Meetings:** Special meetings may be called by the President with the approval of the Executive Committee.

**Section 3 Parliamentary Authority:** Robert's Rules of Orders shall govern this club in all cases to which they are applicable and are not superseded by this constitution and by-laws.

## **ARTICLE VII: EXECUTIVE COMMITTEE**

**Section 1 Membership:** The executive committee shall consist of the officers as listed in Article III and the club advisor.

**Section 2 Meetings:** The executive committee shall meet at least once between regular meetings of the club to organize and plan future activities.

## **ARTICLE VIII: COMMITTEES**

**Section 1 Program Committee:** – A program committee composed of the Vice-President as chairperson and three other members shall be appointed by the President at the beginning of fall semester, whose duty shall be to plan the overall program of the club.

**Section 2 Other committees:** *List any other standing committees, such as finance, marketing, social, etc.*

**Section 3 Special Committees:** The President shall have the authority to appoint ad hoc committees, with the approval of the Executive Committee, as need demands.

## **ARTICLE IX: AMENDMENTS**

**Section 1 Selection:** These bylaws may be amended by a two-thirds (2/3) majority vote of the chapter membership.

**Section 2 Notice:** All members shall receive advance notice of the proposed amendment at least seven days before the meeting.

## Sample Minutes

The regular meeting of the Nerd Herd Computer Club (NHCC) was held on Thursday, October 1, 2015, at 1:00 P.M., at Southwestern Community College. NHCC President Norbert presided and the Secretary Davis took minutes. The minutes of the last meeting were read and approved.

The Treasurer reported receipts of \$227 from the recent flea-market fundraiser, expenses were \$27, and the balance on hand, October 1, of \$1,130.87. The report was filed.

Nora Miller, reporting on behalf of the Membership Committee, moved “that our club’s brochure be mailed to all Information Technology students at SCC.” The motion was adopted after debate.

The motion relating to the purchase of a new banner for our club, which was postponed from the last meeting, was then taken up. After debate, the motion was adopted as follows: “That our club immediately purchase a new 6’ banner with the club name and logo.”

Adam Farqhar moved “that we set up a booth at the next state fair.” The motion was lost.

The President introduced the guest speaker, Mr. Nathan Geeko, whose subject was “Securing a Home Network.”

The meeting adjourned at 2:32 P.M.

(signature)  
Robert Davis, Secretary

## Minutes – Style Guide

1. The first paragraph contains:
  - a. The kind of meeting (regular, special, annual, or adjourned)
  - b. The name of the group holding the meeting
  - c. The date and hour of the meeting, and the place if it is not always the same
  - d. A notation of the presence of the regular Presiding Officer and the Secretary, or the name of their substitutes
  - e. Action taken on the minutes of the previous meeting (approved as read or as corrected)
2. The body of the minutes contains (each subject covered should be written in a separate paragraph):
  - a. Reports of officers, boards, standing committees, and special committees
    - i. Officers (including the Treasurer’s report)
    - ii. Standing committees
    - iii. Special committees
  - b. Motions
    - i. Final wording of all main motions (with any adhering amendments); also whether each was adopted, lost, or temporarily disposed of, but not if withdrawn
    - ii. All notices of motions
    - iii. All points of order and appeals, noting whether sustained or lost, the reason for each ruling by the chair
    - iv. The name of the maker of important motions, but not of the seconder
  - c. Announcements
3. The last paragraph (one sentence) contains the hour of adjournment.
4. The minutes are closed with the signature and title of the Secretary.

**Report of the Treasurer  
Nerd Herd Computer Club  
Ending 31 August 2015**

*Balance on Hand 31 July 2015* 983.25

Receipts:

Membership Dues 50.00

Club Council Funding 150.00

Computer Flea Market 275.00

Total Receipts: 475.00

**TOTAL** 1,458.25

Disbursements:

Postage 24.50

Printing 44.99

Snacks 88.75

Total Disbursements: 158.24

*Balance on Hand 31 August 2015* 1,300.01

1,458.25

**Standard Order of Business**  
*per Robert's Rules of Order*

- I. Reading and Approval of **Minutes**
- II. **Reports**
  - A. Individual
  - B. Committee
- III. **Unfinished Business**  
*(if any exists from last meeting)*
- IV. **New Business**  
*(motions from the floor)*

**Meeting Agenda**  
**Nerd Herd Computer Club**  
**11:00 a.m., October 9, 2015**

- I. Call to Order
- II. Approval of the Minutes
- III. Approval of the Agenda
- IV. Reports
  - A. Treasurer's Report
  - B. Vice-President's Report
  - C. Faculty Advisor's Report
  - D. Standing Committee Reports
  - E. Ad hoc Committee Reports
- V. Lunch
- VI. Guest Speaker: Susan Spammer
- VII. Adjourn

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Other Agenda Items:

- Invocation
- Pledge of Allegiance
- Sing-Along
- Movies
- Activities
- Breakout Work Session