

USE AN AGENDA

Be sure to have an agenda for each meeting. This will make the meeting run smoothly and less time will be wasted. It also assures that everything is considered, and nothing is forgotten. The following is a standard “order of business” from which you can write your agenda:

Call to Order

Attendance or sign-in sheet

Reading and approval of minutes Treasurer’s report (placed on file)

Reports of other officers

Reports of committees Unfinished business

New business

Announcements

Adjournment

HELPFUL MEETING HINTS

Start meetings on time.

Follow your agenda.

Write agenda on board or give each person a copy.

Have paper and pencil for each member.

Use parliamentary procedure.

Use the designated regular meeting place.

Have a regular meeting time - once a week, once every two weeks or once a month. If only once a month, be sure to communicate with your members between times (using bulletin boards, notes, announcements, text messages, Twitter, Facebook, website or e-mail).

Flyers can only be posted on the thin tack strips and Mustang News Boards throughout the building (not painted walls, wood walls, brick walls, etc.) and must be approved by the associate principal first.

MEETING MINUTES

Minutes must have the following content:

1. Type of meeting (regular, special, called, etc.)
2. Name of assembly
3. Date, time, and place of meeting
4. Fact of presence of president and secretary, or substitutes, and quorum
5. Minutes read, and statement of amendment, and/or approval
6. All main motions and disposition of them (also, points of order or appeal)
7. Time of adjournment and name of recorder
8. Signature of Secretary — word “Approved,” and the date of approval should be noted on bottom of minutes by secretary

Names of those making motions may be entered, but seconder’s name need not be recorded. Minutes are a record of what was “done,” not what was said. Minutes should be placed in a permanent record book. A new book or a division should be allowed for each club year.

SAMPLE MEETING MINUTES

The regular meeting of the _____ organization met on Wednesday, September 6, 2023, at 2:45 p.m. in Room 1020. The meeting was called to order by the President, _____. There were _____ members present and _____ absent. The secretary, _____, called the roll and read the minutes of the previous meeting. They stood approved as read/or as corrected. The treasurer, _____, reported a balance of _____. The report was placed on file. The projects committee chairman, _____, read the report of the committee. It was moved by _____ and seconded that the _____ organization sponsor a/an _____ on November 3, 2023. Motion carried. The President appointed _____ to chair the committee for refreshments for this event. It was moved and seconded that the club donate \$25.00 to the United Way. Motion carried. The meeting was adjourned at 3:30 p.m. Submitted by _____. Approved: September 18, 2023

SAMPLE CONSTITUTION

Article I

Name

The name of this club/organization shall be:

Name of Club/Organization

Name of School

City State

Article II

Purposes

To learn about/participate in . . .

Article III

Affiliation

Section 1. This club/organization shall be in effect for the duration of the school year.

Section 2. Club/organization paperwork must be filled out and submitted to the associate principal every school year.

Article IV.

Officers and duties

Section 1. The president shall preside over meetings and see that the work of the chapter goes forward.

Section 2. The vice president shall assist the president and act in his/her absence. He shall serve as chairperson of the program committee.

Section 3. The secretary shall keep an accurate list of members and a record of their attendance at meetings and shall record the activities of the chapter, including the minutes of business meetings. He/she shall carry on all chapter correspondence.

Section 4. The financial secretary shall collect dues and keep accurate record of all finances.

Section 5. The historian shall keep the history of the chapter and the scrapbook.

Section 6. The parliamentarian shall learn parliamentary procedure.

Article V.

Teacher Monitor

Section 1. The teacher monitor shall be a teacher approved by the associate principal.

Article VI.

Membership

Section 1. Membership is open to any student in any grade.

Section 2. Three consecutive unexcused absences from regularly scheduled meetings may cause loss of membership.

Article VII

Membership dues

The dues shall be _____ for the school year.

Article VIII

Meetings

The chapter shall meet at (stated times).

Article IX

Elections

Officers shall be elected by ballot annually.

Article X

Quorum

A majority of the members shall constitute a quorum.

Article XI

Committees

Section 1. The president shall be ex officio member of every committee.

Section 2. Committees shall include program, social, publicity, membership, finance, and service.

Section 3. The vice president shall be chairperson of the program committee.

Section 4. Chairpersons of other committees shall be appointed by the president with approval of the other officers.

Article XII

Amendments

This constitution may be amended by a two-thirds vote at any regular meeting, provided notice in writing of the proposed amendment shall have been filed with the secretary and presented at the monthly meeting preceding the one at which it is to be voted on.