Chapter 7: Leadership Resources

Student Government Association

The Student Government Association (SGA) includes all University students as members. SGA consists of two bodies, the Board of Directors (executive officers) and the General Council (representatives of academic classes and student organizations). Meetings of the General Council are the student body’s primary means of discussing and examining campus issues. An Open Forum is conducted each semester to engage the University’s administration, faculty, staff members, and students in a dialogue on student questions and concerns. Through application and elected positions, students participate in University governance by serving on committees with faculty and staff members. Students network with other campus leaders to positively enhance the University.

Representatives to SGA

As detailed in SGA’s Constitution, presidents of student organizations are preferred as the organizational representatives. In the case of academic schedule conflict with regularly-scheduled meeting times, the president may designate the organization’s vice president or other officer as the student organization’s representative to SGA.

No representative may concurrently represent more than one student organization. Members of the General Council must maintain a minimum of a 2.3 cumulative grade point average throughout their term. Additionally, members must remain in good disciplinary standing with the University as specified by the “Student Handbook.”

Student Government Participation

Participation of honor societies in SGA is optional if the particular RSO’s sole function is the induction of members. Graduate student organizations and Weekend College format organizations may also be exempt from participating with SGA due to scheduling. Chartered Student Organizations are encouraged to participate in SGA. Honor societies, graduate student, extended learning format organizations and CSOs must submit a completed “Notification of Student Government Participation” as part of their “Registration Renewal Packets.”

SGA Meetings

Representatives to SGA must attend all meetings of the General Council. As part of the voting membership of the General Council, representatives have one vote per item or motion. Voting by proxy is prohibited.

Representatives must notify the SGA Director of Records and Finance within 24 hours before absence, whether excused or unexcused, from meetings of the General Council.

Representatives may submit agenda items to the SGA Director of Records and Finance by published dates.

Participation in University Governance

Students, faculty, and staff members share in University governance through a system of policy-making and advisory committees and councils under the umbrella of the Faculty Assembly. Representatives to SGA hold voting positions on many of these committees and councils. Committee assignments are made by the SGA Vice President and are based on the nature of the student organization's mission and the interests of the individual representative.

In addition to attending all meetings of the General Council, representatives must also attend all meetings of committees to which they are appointed. Representatives must submit typed reports from committee meetings to the SGA Director of Records and Finance before the following meeting of the General Council. Representatives shall present these reports at this meeting of the General Council.

Representatives must notify the SGA Director of Records and Finance within 24 hours before absence, whether excused or unexcused, from a committee meeting.

Removal from Office

Representatives to SGA may be relieved of responsibilities on their respective University committees for the following offenses:

1. Accumulating two unexcused absences from University committee meetings.
2. Failing to maintain a minimum of a 2.3 cumulative grade point average.
3. Being placed on disciplinary probation or other sanctions due to inappropriate behavior.
4. Failing to perform the duties of office, abusing the position, or violating the Honor Code of the SGA Constitution.
Extended Membership Recruitment

The Campus Activities Office requires all RSOs that conduct extended membership recruitment processes to submit completed "Extended Membership Recruitment Packets" each semester such recruitment occurs. Completed packets are due by the third Friday of classes during both the fall and spring semesters. For RSOs whose recruitment process begins prior to this deadline, completed packets are due no later than seven days prior to the beginning of recruitment.

RSOs failing to submit completed packets will be prohibited from recruiting members for a minimum of one semester or until such time as determined by the Director of Campus Activities/University Center, or a designate. Local, state, national, and international affiliates, if applicable, will be notified as well.

Extended Membership Recruitment Packet
The "Extended Membership Recruitment Packet" contains the following credentials:
1. An "Officer and Advisor Contact List" including a list of officers and advisors with contact information.
2. A “Roster” including the status of each new or associate member (disassociated, initiated, continued association).
3. A “Requirements for Initiation” summary including all academic, educational, financial, service, and other requirements.
4. A "Schedule of Events" including names, descriptions, and dates of all recruitment events.
5. An “Assumption of Responsibility Form” indicating the following information:
   a. The method new or associate members are educated about their rights and responsibilities.
   b. The method new or associate members and current members are educated about the University’s “Policy on Hazing.”
   c. The method new or associate members are educated about due process for addressing membership recruitment grievances.
6. Copies of all information distributed to new or associate members.

Regardless of when an RSO's extended membership recruitment process begins, no process may extend longer than 60 days. No process may occur during the final three weeks of any semester. Additionally, no extended membership recruitment process may extend through a semester break period (i.e. winter break, summer break).

Conducting Effective Meetings

Conducting effective meetings is a crucial aspect of retaining members, as well as advancing and achieving the student organization’s goals and objectives. Members are more likely to be active in the organization if they are confident that their time is not wasted by disorganization and unclear goals and objectives. An organization’s meeting can be more effective by preparing agendas and providing minutes for members and advisors.

Agendas
Agendas are road maps for meetings. An effective agenda will illustrate systematically in what direction the organization’s leadership is planning to proceed.

The standard order of business followed by most organizations generally contains the following items:
- Call to order
- Roll call or attendance verification
- Review and approval of minutes
- Officer reports
- Standing committee reports
- Ad hoc committee reports
- Old business
- New business
- Announcements
- Adjournment

Reflecting the uniqueness of our Catholic campus, many organizations choose to incorporate prayer into their call to order.

The following is a sample student organization agenda:

Sample Student Organization (SSO)
September 1, 2008
Agenda
1. Call to Order
2. Invocation
3. Roll Call
4. Approval of Minutes
5. Officer Reports
   a. President
      1. Selection of SGA Representative
      2. Determination of best meeting days and times
   b. Vice President
      1. Dates for regional conference
      2. Fundraising ideas for regional conference
   c. Treasurer
      2. Membership Dues Deadline: 09/25
6. Committee Reports
   a. Service Committee: ideas for service projects
   b. Membership Committee: volunteers needed for Club Rush table this week

7. Old Business
   a. Spirit Day team update
   b. Registration Renewal Packet deadline

8. New Business
   a. SSO t-shirt order
   b. Ideas for advisor appreciation lunch

9. Announcements
   a. SGA meeting on Wednesday
   b. Study group meets Tuesdays at 6:00 p.m. in the Sueltenfuss Library

10. Adjournment

Minutes
Minutes are the official record of organizational proceedings. They are valuable aids in developing agendas for future meetings and valuable resources in reviewing the student organization’s activities and accomplishments during previous semesters and academic years.

Generally, the student organization’s secretary or deemed officer is charged with keeping these official records in a concise and accurate format.

The following are sample student organization minutes:

Sample Student Organization (SSO)
September 1, 2008
Minutes

Present: Maria Lopez (President), Stacie Garcia (Vice President), Mike Smith (Secretary), Teresa Gonzalez (Treasurer), Matt Brown (Service Chair), Sue Jones (Advisor), Mary Adams, Kristy O’Neil, Ann Jackson, James Jackson, Greg Schmidt, Jack Wilson

Absent: Susan Hall, Juan Garcia

Call to Order and Approval of Minutes
1. The meeting was called to order at 3:30 p.m. by Maria Lopez.
2. The invocation was delivered by Matt Brown.
3. Roll call was taken and minutes were approved without further revision.

Officer Reports
4. Maria Lopez requested nominations for SGA Representative. Mary Adams nominated Jack Wilson, who was SGA Representative last year. Jack’s nomination was approved unanimously.
5. Maria Lopez presented four options for meeting days and times for the fall semester. Stacie Garcia suggested Tuesdays at 5:00 p.m. before the study group meets. Stacie’s suggestion was approved by a vote of 9-1.
6. Stacie Garcia announced the regional conference will be held October 1-2. Registration fees are $25.00 per member. Stacie asked for ideas on fundraising projects to raise $300.00. Matt Brown suggested an “ugly tie” contest. After a brief discussion, Kristy O’Neil and Matt Brown agreed to help Stacie with the fundraising project.
7. Teresa Gonzalez reported SSO’s current account balance is $453.12. The deadline for submitting membership dues to Teresa is September 25.

Committee Reports
8. Matt Brown solicited ideas for SSO’s September service project. Sue Jones suggested contacting the Service-Learning and Volunteerism Office about a long-term project with a retirement home in the neighborhood.
9. Stacie Garcia passed around a sign-up sheet for volunteers to staff the SSO table at Club Rush.

Old Business
10. Maria Lopez provided an update on the Spirit Day team roster. One participant is still needed. Sue Jones agreed to sign up and challenge other advisors to participate with their student organization as well.
11. Maria Lopez provided an update on the student organization Registration Renewal Packet. Maria wants a finalized roster at the first meeting following Club Rush.

New Business
12. Teresa Gonzalez asked for opinions on t-shirt designs. Greg Schmidt volunteered to create a design and slogan. Teresa asked for a sample design by the first meeting following Club Rush.
13. After Sue Jones left for her class, Maria Lopez asked for suggestions for an advisor appreciation lunch. Jack Wilson suggested lunch at Lisa’s next Friday. After a brief discussion, the suggestion was approved. Jack will invite Sue Jones and send out reminder e-mail messages next Wednesday.

Announcements and Adjournment
14. Maria Lopez announced the SGA meeting is this Wednesday at 3:45 p.m. in UWAC 104. Jack Wilson was reminded to attend and prepare a report for the next SSO meeting.
15. Matt Brown announced the study group meets on Tuesdays at 6:00 p.m. on the third floor of the Sueltenfuss Library, beginning tomorrow. All members are encouraged to attend.
16. The meeting was adjourned at 4:50 p.m.
Meeting Checklist

Before the Meeting

- **Reserve facility space.** Utilize Express Request on the University webpage.
- **Prepare agenda.** Contact other officers, committee chairpersons, and the organization advisor for information on reports they will make.
- **Invite guests.** Contact individuals to make special presentations, provide information on upcoming events, or share insights on special interests.
- **Reserve or rent needed equipment.** When contacting other officers, committee chairpersons, the organization advisor, and special presenters, determine their special equipment needs. Make arrangements for delivery of audio equipment, projectors, laptop computers, TV’s, VCR’s, DVD players, etc.
- **Arrange for food service.** Determine if refreshments will be served and make arrangements as necessary. Will refreshments be served before or after the meeting?
- **Purchase or duplicate materials.** Make arrangements for supplies and resource materials (pens, paper, name tags). Duplicate copies of agendas, minutes, applications, flyers, etc.
- **Delegate tasks to organization members and officers.** Shared ownership of meetings tends to result in greater dedication and motivation. When appropriate, encourage others to become involved in planning.
- **Confirm reservations.** Contact all offices and departments with whom arrangements have been made for facilities, audio-visual equipment, and food service. Confirm dates, times, locations, and fees.
- **Retain all original receipts and invoices.** “Petty Cash Vouchers” and “Purchase Orders” will not be processed without original receipts. Designate one officer or member to retain these and other records of financial transactions.
- **Retain all facility and equipment reservation confirmations.** Take all reservation confirmation forms to the meeting. Should the facility or equipment not be set-up as requested, these will be necessary when contacting the Physical Plant Office or Equipment Delivery.

During the Meeting

- **Arrive early.** In order to prepare for the meeting, arrive with enough time to complete the following tasks:
  1. Confirm the facility’s set-up. Contact the Physical Plant Office if the facility is not set-up as requested. (Always have facility reservation confirmations on hand.)
  2. Confirm equipment set-up. Contact the Equipment Delivery Department if equipment has not been delivered or not set-up as requested. (Always have reservation confirmations on hand.)
  3. Adjust temperature and lighting (if necessary).
  4. Arrange materials (nametags, agendas, minutes, etc.).
  5. Arrange food and drinks.
- **Greet guests.** Extend a welcome to individuals making special presentations. Introduce them to other organization officers and members as well as the organization advisor.
- **Call the meeting to order.** Start the meeting on time. Distribute the agenda, minutes of the previous meeting, and other resource materials.
- **Conduct business.** Follow the agenda closely. Make the meeting productive by keeping the following in mind:
  1. Initiate discussions.
  2. Encourage all members to participate. Do not permit a few members to dominate discussions or decision-making.
  3. As conductor of the meeting, remain neutral.
  4. Maintain order. Remind members not to stray from topics of discussion.
  5. Summarize agenda items before moving forward.
- **Adjourn the meeting.** End the meeting with announcements. Summarize major decisions or actions. Remind officers and members about the organization’s next meeting.

After the Meeting

- **Type minutes.** Ensure the organization’s secretary types the meeting’s minutes and prepares them for distribution.
- **Evaluate the meeting.** Were the meeting’s goal(s) reached? Was the agenda followed? What should be repeated at future meetings? Offer suggestions for improving future meetings.
- **Thank presenters.** Recognize all speakers and presenters by sending them a thank you card or note. They will probably appreciate the gesture and support the organization’s future endeavors.
Leadership Awards

The Campus Activities Office celebrates the accomplishments of student organizations annually at the Student Leadership Banquet. In recognizing them, the Campus Activities Office thanks student organization officers, members, and advisors for their untiring efforts to improve the quality of life for the University community. RSOs are invited to nominate organizations for recognition in the following six categories.

Outstanding Educational Program
Awarded to an RSO meeting the following criteria:
- Developed and implemented a successful program educating the University community by raising awareness on a specific concern, issue, or topic.
- Publicized the program to the entire University community.

Supporting Credentials: date, time, and location of program; number of organization members involved in planning of program; estimated number of audience in attendance; copies of publicity (printed and electronic)

Academic Excellence
Awarded to the academic RSO with the highest academic accomplishment and to the special interest RSO with the highest academic accomplishment (no nominations required):
- Organization with the highest grade point average for academic groups and special interest groups

Outstanding Social Program
Awarded to an RSO meeting the following criteria:
- Developed and implemented a successful program allowing students, faculty, and staff to participate and interact with each other in a positive format.
- Publicized the program to the entire University community.

Supporting Credentials: date, time, and location of program; number of organization members involved in planning of program; estimated number of audience in attendance; copies of publicity (printed and electronic)

Most Outstanding Advisor
Awarded to an RSO advisor meeting the following criteria:
- Attended a majority of the RSO’s meetings and events.
- Maintained high visibility and consistent contact with the RSO’s officers and members.
- Served as an advocate for the RSO.

- Created a positive environment for the leadership development of the RSO’s officers and members.

Most Improved Organization
Awarded to an RSO meeting the following criteria:
- Demonstrated new efforts and initiatives to increase its visibility on campus.
- Participated extensively in University events.
- Participated consistently in University governance through the Student Government Association.
- Increased its membership from previous years.
- Engaged in successful fundraising projects.
- Served the San Antonio community through projects registered with the Service-Learning and Volunteerism Office.
- Improved the leadership development of its officers and members by attending conferences and seminars both on and off campus.

Student organizations recognized during the current academic year are ineligible for this award.

Outstanding Organization
Awarded to an RSO meeting the following criteria:
- Developed and implemented quality programs and events.
- Maintained high visibility on campus.
- Participated extensively in University events.
- Participated consistently in University governance through the Student Government Association.
- Engaged in successful fundraising projects.
- Served the San Antonio community through projects registered with the Center for Service-Learning and Volunteerism.
- Improved the leadership development of its officers and members by attending conferences and seminars both on and off campus.
- Contributed to students’ holistic development.

Nomination Process
RSOs may nominate their organization or another organization for any number of RSO Leadership Awards. Other student organizations are encouraged to nominate RSOs for Leadership Awards. To nominate an RSO, submit a summary of the RSO’s contributions to the Campus Activities Office (UWAC 101). All summaries must be typed. Summaries must include the following information:
- Award Category
- Name of Nominated RSO or Advisor
- Summary of Accomplishment (address each of the award’s criteria; maximum 250 words)
- Supporting Credentials (as applicable)
- Name of Nominating RSO or Advisor
- Contact Information (Name, Mailing Address, Phone Number, E-mail Address)

If an RSO is nominating their organization or another organization for multiple awards, separate nominations are required for each award. For nomination deadline
information, contact the Campus Activities Office. No late or incomplete nominations will be considered.

Transition of Officers

A comprehensive leadership training program is important to introduce new officers to their positions and to familiarize them with their new responsibilities. Advisors are sometimes the only sources of continuity for student organizations from one academic year to the next.

Outgoing officers, especially seniors, who are often busy with job searches, academic work, and other graduation-related priorities to participate in organizational governance following elections. Nevertheless, it is important for outgoing officers and advisors to actively participate in the transition process.

Why Have a Transition Process?

- To provide the transfer of significant organizational knowledge and prepare incoming officers for the responsibilities of their new positions
- To minimize the confusion of leadership change
- To prevent officers from “reinventing the wheel”
- To increase knowledge and confidence of new leadership
- To provide an opportunity for outgoing officers to reflect on their successes during their administration and provide outgoing leaders a sense of closure
- To help incoming leadership absorb the special expertise of outgoing leadership
- To introduce incoming officers to the advisor and key University administrators
- To minimize the loss of momentum and accomplishments

Transition Materials

The following materials should be helpful to new officers during the transition process:

- Organization roster and contact information
- Organization officer job descriptions
- Organization committee descriptions
- Event files and resources from the past few academic years, including calendars, sample publicity, entertainment vendors and performer lists and event/activity evaluations
- Financial records, including copies of previous “Budget Allocation Packets”, most commonly used forms, and samples of budget documentations
- Current “Student Handbook”
- Current “Student Organization Handbook”
- SGA Constitution and By-laws
- Copies of electronic files and documents

Contact the Campus Activities Office for assistance in locating missing materials in the transition process.

The Transition Meeting

An effective transition of leadership is much more than a handing over of files. It is process for which both new and outgoing officers have responsibilities.

Outgoing officers should share with new officers their evaluation of the year’s events, as well as discuss their duties and responsibilities as organization officers. Outgoing officers should make themselves available for any questions or advice the new officers may have. With this information, new officers should develop their goals for the year, share mutual expectations, begin planning a calendar of events and meetings, and discuss organization budgeting.

For additional Transition Resources please refer to the “Forms” section of the Student Organization Handbook.