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## **Membership Retention: Keeping Students Involved and Engaged in Campus Organizations**

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### **What are the most Important Aspects of Our Club/Organization:**

#### **I. Issues Affecting Retention**

- A. Meetings are \_\_\_\_\_ or \_\_\_\_\_.
- 1) Make the meeting \_\_\_\_\_ and \_\_\_\_\_ with lots of \_\_\_\_\_.
  - 2) A \_\_\_\_\_ welcomes \_\_\_\_\_ to the meeting.
  - 3) Have \_\_\_\_\_ to give the attendees a chance to \_\_\_\_\_ other people.
  - 4) Call the meeting to \_\_\_\_\_.
  - 5) Lead a \_\_\_\_\_ such as the Pledge of Allegiance.
  - 6) \_\_\_\_\_ club or organization \_\_\_\_\_.
  - 7) Have an \_\_\_\_\_, humorous \_\_\_\_\_, or a \_\_\_\_\_ of the day.
  - 8) Offer member \_\_\_\_\_ in the form of the " \_\_\_\_\_".
  - 9) \_\_\_\_\_ report on their \_\_\_\_\_ and items of interest.
  - 10) Introduce \_\_\_\_\_, such as the Dean of Students.

11) Have the greeter \_\_\_\_\_ other \_\_\_\_\_ and meeting \_\_\_\_\_.

12) \_\_\_\_\_ report on their area of \_\_\_\_\_ and upcoming \_\_\_\_\_.

13) Recognize \_\_\_\_\_, big \_\_\_\_\_, \_\_\_\_\_.

14) \_\_\_\_\_ the meeting \_\_\_\_\_.

B. The organization is not what the student \_\_\_\_\_ it to be.

1) Be \_\_\_\_\_ and upfront regarding what the club is about.

2) Be clear regarding \_\_\_\_\_ about \_\_\_\_\_ attendance and how much \_\_\_\_\_ is required.

3) Have a varied menu of \_\_\_\_\_, some of which do not require a lot of members to pull off. Ask them for their \_\_\_\_\_ and then put them in \_\_\_\_\_ of it!

4) Watch for \_\_\_\_\_ and break them up through:

a. \_\_\_\_\_

b. \_\_\_\_\_ activities requiring lots of \_\_\_\_\_ involvement.

5) Avoid \_\_\_\_\_ by watching for conflicts. Ask for help from \_\_\_\_\_, \_\_\_\_\_, even psychology professors or the counseling center.

6) Change \_\_\_\_\_ by doing something \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.

C. Challenges \_\_\_\_\_ members from being \_\_\_\_\_.

1) \_\_\_\_\_ for the student have changed:

a) Such as:

i. \_\_\_\_\_ with work or class schedules.

ii. Another \_\_\_\_\_ meets at the same time.

- iii. \_\_\_\_\_ may be heavier than expected.
- b) Employ:
  - i. All available \_\_\_\_\_!
  - ii. Have more than \_\_\_\_\_ meeting per week, at a \_\_\_\_\_ time and day, perhaps led by the \_\_\_\_\_.
  - iii. Participation in \_\_\_\_\_ and \_\_\_\_\_ even if they cannot make meetings.
- 2) Help with \_\_\_\_\_ such as \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ meetings.
  - a) Consider the \_\_\_\_\_ that someone should have to pay to be involved.
  - b) Use an \_\_\_\_\_ for financial commitments.
  - c) Conduct \_\_\_\_\_ - \_\_\_\_\_ such as \_\_\_\_\_ and \_\_\_\_\_. (You must clearly state the purpose of the activity and what the money is for.)
- 3) If members miss a lot of \_\_\_\_\_, call or send a \_\_\_\_\_ (not an \_\_\_\_\_) that the member was \_\_\_\_\_ and remind them of the next meeting. Even offer to \_\_\_\_\_.
- 4) Make the club or organization \_\_\_\_\_ to be a part of by making membership in the organization \_\_\_\_\_. Conduct an \_\_\_\_\_.

Give a \_\_\_\_\_ of membership or a \_\_\_\_\_ . Give \_\_\_\_\_ to membership in the group through \_\_\_\_\_ (scholarships, conventions, networking, etc.)

**II. The 5 “R’s” of Retention”**

- A. Give them a \_\_\_\_\_.
- B. Enforce \_\_\_\_\_.
- C. Give out \_\_\_\_\_.
- D. Assign them a \_\_\_\_\_.
- E. Help build \_\_\_\_\_.

**III. Basics of Parliamentary Procedure**

- A. Organizations using parliamentary procedure usually follow a fixed \_\_\_\_\_ . Here’s a typical example:
  - 1. Call to Order
  - 2. Quorum
  - 3. Minutes
  - 4. Officers’ Reports
  - 5. Committee Reports
  - 6. Unfinished Business
  - 7. New Business
  - 8. Announcements
  - 9. Adjournment
  
- B. Members can:
  - 1. Present motions (make a proposal): “ \_\_\_\_\_ ”

2. Second motions (express support for discussion of another member's motion): " \_\_\_\_\_ "
3. Debate motions (give opinions on the motion):  
" \_\_\_\_\_..."
4. Vote on motions (make a decision):  
" \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ "

C. To get a \_\_\_\_\_ on the floor:

1. The chair recognizes the speaker.
2. The speaker says, "I move."
3. The chair calls for a second.
4. Someone says, "I second."
5. The chair calls for discussion.
6. The motion is discussed.
7. The chair calls for a vote

D. Keys about motions

1. A motion should be made before \_\_\_\_\_ of a topic.
2. Only \_\_\_\_\_ motion can be considered at a time.
3. The person making the motion gets to \_\_\_\_\_ about it first, then the person who made the \_\_\_\_\_.
4. Motions can be \_\_\_\_\_ if members want to make changes to it. Amendments are done the same way as motions (motion is made, then seconded). Once a motion is amended, you can only talk about that part of the motion.
5. Amendments to the motion must be \_\_\_\_\_ on before going back to the main motion. If the amendment is \_\_\_\_\_, then it becomes part of the main motion. If \_\_\_\_\_, then you go back to the main motion.

- 6. After all of the discussion, take a vote: usually a \_\_\_\_\_ vote passes the motion.

**IV. Points of Information About Meetings**

- A. Play \_\_\_\_\_.
- B. Use \_\_\_\_\_ and \_\_\_\_\_.  
The best times are at the start of meetings, at a break during longer meetings and retreats, and whenever the activity is appropriate to the topic or issues being discussed.
- C. \_\_\_\_\_.
- D. Let \_\_\_\_\_ know in \_\_\_\_\_ that they will be \_\_\_\_\_ to speak or report.
- E. Rotate your meeting format
  - 1. \_\_\_\_\_
  - 2. \_\_\_\_\_
  - 3. \_\_\_\_\_
  - 4. \_\_\_\_\_
- F. \_\_\_\_\_ on time, \_\_\_\_\_ on time.
- G. Use \_\_\_\_\_ to make a \_\_\_\_\_.