



*Albany State University Student Organization
Leadership Series | Fall 2021*

**Module 2 | Setting Records
by Keeping Records**

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Meeting Minutes

1. Writing effective _____ is of value to every organization. They should include:
 - a. Time the meeting began and ended.
 - b. Summary of events during the meeting.
 - c. Exact detail of actions taken, including motions.
 - d. Who was in attendance at the meeting.
 - e. Future plans, programs, and activities.
2. The minutes are NOT intended to be a _____ of everything that is said during the meeting.
 - a. It is fine to _____ parts of the discussion or reports, if you wish.
 - b. _____ written reports, materials passed out at the meeting, and other documents to the minutes as _____. Label them with letters in the order they were distributed. For example, the president's report goes before the other officers, so that would be "Exhibit A"
3. Minutes of meetings should be distributed or posted with _____ hours of the meeting, unless your governing documents specify a different time frame.
 - a. Minutes of _____ club/organization meetings should be distributed to all members, officers, and advisors.
 - b. Minutes of _____ meetings are typically only distributed to the officers and advisors and are available "_____" by others. However, you may distribute those to all

members, if you want to, as long as there is not a restriction against it in your governing documents.

Governing Documents

A. Constitution

1. Defines the _____ and principles of the organization, along with the _____
2. Spells out the _____
3. Establishes the basic structure of the organization
 - a. _____
 - b. Officers
 - i. Elections
 - ii. Term of office
 - iii. Powers
 - iv. _____ rules
 - v. Meetings
 - a. Who is the _____ and line of succession?
 - b. Creation of the _____ and deadlines
 - vi. Quorum
4. Must provide for _____ and procedures for _____

B. By-laws

1. Sets forth the _____ for operating the organization
2. Defines the criteria to be member
 - a. Requirements
 - b. Responsibilities
 - c. Guidelines for _____ of a member
3. _____ and other fees
4. Duties of the officers
 - a. _____

- b. Responsibilities
- c. _____ descriptions
- d. Procedures for _____ vacant positions
- e. _____ from office
- 5. Membership and duties of the _____ Board
- 6. _____
 - a. Standing
 - b. Creation of special committees
 - c. Selection of members'
 - d. Chair appointment and/or selection
 - e. Meetings
 - f. Powers and duties
- 7. Must provide for amendments and procedures for ratification

C. _____ Rules and/or _____

- 1. Defines procedures, _____ and _____
- 2. Could include items such as:
 - a. _____ code
 - b. _____ hours
 - c. _____ and other compensation
 - d. Travel _____
- Other? _____

D. Roberts Rules of Order, Newly Revised is typically defined as the resource for anything not covered in the governing documents

Other Items to Keep and Share in Transition

- _____ information, including a complete roster of all members, including contact info.
- _____ sheets for events, projects, and activities.

- All receipts for any _____ incurred and documentation of reimbursements.
- _____ including letters and emails from state, regional, and national officers, if applicable. Also keep any official _____ such magazines or newsletters.
- Anything official from your school related to _____ of your club/organization and any _____ received.

Tips for Securing Documents

- Use file folders to keep materials organized by _____.
- Print _____ of any official documents or correspondence received.
- Gather everything in a _____ to pass on – don't count on using technology for file or document sharing.
- When using technology to maintain documents, always _____ either to a flash drive, back up drive, or to the cloud.
- Give a copy of everything to your _____ to hold on to. They tend to overlap several years in the life of a club/organization.