



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

*Dave Kelly | America's Student Leadership Trainer<sup>sm</sup>*

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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 on the meeting, unless your governing documents specify a different timeframe.
  - 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.