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SGA Executive Council Fall 2014

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<td>President</td>
<td>whitag12</td>
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<td>karlen10</td>
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<td>hallz10</td>
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<td>Lydia Prior</td>
<td>Secretary</td>
<td>prior12</td>
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<td>irgenk10</td>
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<td>Katelyn Shultz</td>
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<td>schulk10</td>
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<td>Joshua Gilstrap</td>
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<td>Patti Suchan</td>
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<td>Caleb Redslob</td>
<td>Publicity Chair</td>
<td>redslc10</td>
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<tr>
<td>Mayeesa Mitchell</td>
<td>Student Services/Diversity Chair</td>
<td>mitchm12</td>
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<td>Michael Cantor</td>
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<td>cantom12</td>
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IMPORTANT DATES

University Community Affairs Board

FALL
Thursday, August 28, 2014
7:00PM
Phillips Lecture Hall

SPRING
Thursday, January 15 AND March 26, 2015
7:00PM
Phillips Lecture Hall

MANDATORY Senate Refresher Meeting

Sunday, August 31, 2014
3:00pm
Phillips Lecture Hall
*All Senators and Class Officers are required to attend this refresher and training session.

Senate Meetings
Thursdays at 7:00pm
Phillips 120 Lecture Hall

FALL
September 11
September 25
October 9
October 30
November 6
November 20
December 4

SPRING
January 22
February 5
*February 19.....*Congdon 206
March 5
March 19
April 9
April 16

Budget Defenses
SPRING 2015 Semester
- Monday, November 24: Budgets due to the Student Government Association by 5:00 PM
- Sunday, December 7, 5 – 8PM: Budget defenses in Phillips 221

FALL 2015 Semester
- Monday, April 13: Budgets due to the Student Government Association by 5:00 PM
- Sunday, April 26, 5 – 8PM: Budget Defenses in Phillips 221
Roles within HPU SGA

The Judicial Board

The Judicial Board of High Point University acts as the system of courts for our Student Government Association. This court, made of both faculty and student justices, handles all cases that involve violations of our conduct and honor codes (Campus Guide pgs). The Judicial Vice President acts as the Hearing Chair for all hearings with the Attorney General serving as the Hearing officer. For more information on this branch of the Student Government Association, please see the Student Guide to Campus Life pgs 46 and 75.

Attorney General

The Attorney General serves as the Hearing Officer and represents the University's interests in Honor and Conduct Court Hearings. In addition, the Attorney General is in charge of running student body elections. For all information on our Student Government Association election guidelines, please refer to the SGA Constitution.

Secretary

The secretary keeps accurate records of all senate meetings, as well as executive meetings; this task also includes keeping record of attendance and filing a copy of each successful bill and resolution within the Student Life office. Before every senate meeting the Secretary calls roll and reiterates the minutes from the previous senate meeting. Another responsibility of the Secretary is to attend all Student Life Committee meetings, which take place once a month. If a student/senator or faculty member has questions or concerns regarding bills, attendance, chartering an organization, or constitution/bylaws, the Secretary can be solicited for help.

Treasurer

The treasurer is in charge of overseeing the flow of money for the Student Government Association.

Please Note the Following:

General:

1.) The treasurer will announce the balances in the Student Government Association’s Operating, Contingency, and Discretionary accounts during his/her Executive Council Report.

2.) Prior to a senator presenting a bill, the treasurer will announce to the entire senate the account balance of that particular organization. This will immediately be followed by recommendations from the Budget Chair.
Requisition Forms:

3.) Requisition forms need to be filled out *completely* when your organization wants an advance, a reimbursement, or any other services. Please bring these forms to the Business Office in Roberts Hall when they are fully completed with the appropriate information and signatures.

4.) It is essential that receipts, check stubs, invoices, tax forms, etc. are attached with your requisition form when requesting money from your organization's account. The Business Office may not accept your request if the proper documentation is not provided.

5.) If at all possible, please limit your organization to one (1) requisition form per day.

Other:

6.) If your organization has a negative account balance a bill will not be approved until the club maintains a healthy balance.

7.) Account balances *will* roll over to the following semester/year.

8.) Bills and budgets should be rounded to the nearest dollar. This makes it easy for your organization, the Business Office, and the Executive Council.

9.) The treasurer and budget chair will be teaming up to work on a financial manual this semester that will help senators and organizations to be more fiscally responsible and will provide fundraising ideas for organizations to raise money.
Important Information

About Bills

When are bills due and how long should they be?

• Bills are due to the Office of Student Life by 5:00 PM the Monday before a senate meeting.
• Bills should be brief and to the point.
• Try to make it 1 page if possible.
• Bill web site: http://linus.highpoint.edu/~jgilstrap/home.php

Who all must sign the bill?

• A bill must be signed by the senator who is presenting the bill during the senate meeting and the club advisor. Failure to have the correct signatures will result in the bill not going to the floor.

Who must be present to defend a bill?

• The senator who signed the bill is the ONLY one who is allowed to defend the bill. If the senator who signed the bill isn’t present then the bill will not be heard.

If I am a bill presenter do I need to sign something before the meeting?

• YES, a sign in form informing the executive council that senator is here to present that bill will need to be signed. This will be next to the senator sign in sheet.

If I am a bill presenter when should I arrive to the meeting?

• Please arrive 5 to 10 minutes early. Sometimes there are questions that need to be addressed with the bill presenter before the meeting begins.

Are food/meals expenses covered?

• Food/Meal expenses will NOT be covered this year for organizational trips.
• However, if it is an organizational function on campus then it can be covered as long as the senate approves of it.
Does an advisor have to go on a trip with our organization?

- Yes, an advisor must go with the organization on a trip. The advisor must be known before any money can be given to the organization to go on a trip and a bill passes through the senate.

If the total amount of the bill is $147.63 should we round?

- YES, it is SGA policy to round to the nearest dollar.
CONSTITUTION

Preamble

We, the students of High Point University, in order to promote community, to embody the principles of democracy, to practice leadership and governance, and to serve the University community, do hereby ordain and establish this constitution for the Student Government Association of High Point University.

Article I: Name

The association shall be called the Student Government Association (SGA) of High Point University.

Article II: Purpose

The purposes of this organization shall be to develop honor and self-control; to encourage wholesome ideals and personal responsibility; to exercise those executive, legislative, judicial, and social responsibilities vested in the Student Government Association; to enhance the quality of campus life; to encourage community on campus; to budget and administer resources; to appropriate funds, where deemed appropriate, to campus organizations and other campus activities; and to facilitate open and effective communication among students, faculty, staff and administrators at High Point University.

Article III: Organization

The Student Government Association shall be composed of the Executive Council (EC) and three boards: the University Community Affairs Board; the Student Senate; and the Judicial Board.

Article IV: Powers

Section I. The executive powers of the Student Government Association shall be vested in the Executive Council (EC).

Section II. The University Community Affairs Board shall encourage community on campus and shall assist the University in assessing and improving the quality of campus life.

Section III. The Judicial Board shall exercise the judicial powers vested in the Student Government Association and shall assist the University in establishing and assessing effective
judicial systems. **Section IV.** The Student Senate shall conduct elections; confirm appointments; install and remove, where appropriate, officers and justices; exercise legislative powers; and administer the funds of the Student Government Association.

**Article V: Representation**

All day students shall be represented directly by the Student Government Association. All graduate and undergraduate students shall be represented indirectly by the Student Government Association. All day students may attend all regular and called meetings of any board of the Student Government Association except that judicial hearings administered by the Judicial Board may be closed. Although meetings of the Executive Council are closed, any student may request an audience with the Executive Council.

**Article VI: Executive Council**

**Section 1: Members.** The Executive Council of the Student Government Association shall be composed of the following members:

*Elected Members.* The following members of the Executive Council of the Student Government Association shall be elected by the day students of High Point University, except the Executive Vice President who is elected by the Student Senate:

1. President
2. Executive Vice President
3. Secretary
4. Treasurer

*Appointed Members.* The following members of the Executive Council of the Student Government Association shall be jointly recommended by the respective outgoing officer and the incoming President of the Student Government Association and shall be confirmed by both the elected members of the Executive Council and the Student Senate:

1. Judicial Vice President
2. Attorney General
3. Chief of Staff

*Chairs of Standing Committees.* The following members of the Executive Council of the Student Government Association shall be jointly recommended by the respective outgoing officer and the incoming President of the Student Government Association and shall be confirmed by both the elected members of the Executive Council and the Student Senate:
1. Academic Chair
2. Publicity Chair
3. Student Services/Diversity Chair
4. Technology Chair

**Installation of Officers.** The elected Executive Officers, appointed Executive Officers, and elected Class Officers of the Student Government Association shall be installed by the outgoing Judicial Vice President after the votes have been tallied by the Attorney General, provided there are no appeals. The Student Justices shall be installed by the Attorney General. Installations will occur for both the President and the Executive Council at the last Student Government meeting of the spring semester unless a position is needed to be filled. Installation for class officers will occur during the first business meeting of the Fall Semester. Installation for Student Justices will occur during the Student Justice training session at the beginning of the fall semester.

**Oath of Office.** Before taking office, each member of the Executive Council, Class Officers, and Judicial Board Members shall take the following oath:

(Raise your right hand.) “I, ________________, do solemnly swear to uphold the Constitution of the Student Government Association of High Point University, the University Conduct Code, and the University Honor Code; and I swear to perform, to the best of my abilities, the duties and responsibilities of the office which I now assume.”

**Section II. Duties and Powers.** The members of the Executive Council of the Student Government shall have duties and powers, as indicated:

**President.** The President shall:

1. schedule weekly meetings and call special meetings of the Executive Council;

2. preside over meetings of the Executive Council;

3. report all activities and decisions of the Executive Council at all meetings of the Student Senate;

4. appoint, in collaboration with the outgoing Judicial Vice President and the remaining Student Justices, the new Judicial Vice President;

5. appoint, in collaboration with the outgoing Attorney General, the new Attorney General;
6. appoint, in collaboration with the elected members of the Executive Council and subject to confirmation by the Student Senate, all remaining appointed members of the Executive Council;

7. appoint, in collaboration with the full Executive Council and subject to confirmation by the Student Senate, all chairs of all standing committees of all boards, including Executive Council Chairs: Academic, Publicity, Student Services/Diversity, and Technology;

8. serve as President of the University Community Affairs Board;

9. have veto power, except that a veto may be overturned by two-thirds vote of the Student Senate;

10. present an Annual Report to the High Point University Administration detailing the activities of the Student Government Association before leaving office in the spring;

11. meet monthly with the Class Officers;

12. meet on a regular basis with the Executive Vice President and Judicial Vice President;

13. oversee and execute the Student Government Association Philanthropy event;

14. plan an Executive Council retreat to be held before the start of the Fall semester to plan for the year;

15. meet with the SGA advisor weekly;

16. ensure that all Student Government Association and its Boards may be listed on University calendars, major activities for the fall semester shall be planned before members of the Executive Council and chairs of standing committees leave campus in the spring.

**Executive Vice President.** The Executive Vice President shall:

1. serve as President of the Student Senate;

2. preside over meetings of the Student Senate;

3. maintain a history of all legislative action and forward a copy of bills involving appropriation of funds to the Treasurer of the Student Government Association, the Office of Student Life, and the High Point University
Business Office;

4. oversee standing committees of the Student Senate;

5. appoint ad hoc committees of the Student Senate;

6. attend all Student Life Committee meetings;

7. enforce Roberts Rules of Order;

8. serve as a proxy for the President when designated;

9. assist the President with the preparation of the Annual Report.

Judicial Vice President. The Judicial Vice President shall:

1. serve as President of the Judicial Board;

2. preside over meetings of the Judicial Board;

3. coordinate all courts administered by the Student Government Association;

4. serve as the Hearing Chair for all courts;

5. appoint, in collaboration with the President and the Office of Judicial Affairs, all University Justices, with the President holding veto power over any nomination;

6. appoint, in collaboration with the Attorney General, a 3-5 person group of Student Justices to serve in his or her place when deemed necessary or appropriate by the Judicial Vice President or the Office of Judicial Affairs;

7. assist the Executive President when asked;

8. install the elected and appointed members of the Executive Council and the elected Class Officers;

9. assist the President with the preparation of the Annual Report.

Secretary. The Secretary shall:

1. record all action of the Executive Council;

2. record all action of the Student Senate;

3. file a copy of each successful bill and each successful resolution in the files of the Student Government Association;
4. correspond on behalf of the Student Government Association;
5. attend all Student Life Committee meetings;
6. assist the President with the preparation of the Annual Report.

**Treasurer.** The Treasurer shall:

1. monitor all funds of the Student Government Association;
2. keep official records of all receipts and expenditures;
3. make financial reports at meetings of the Executive Council and Student Senate;
4. organize and administer all income-generating activities;
5. submit all bills which have been passed by the Student Senate and approved by both the President of the Student Government Association and by the Vice President for Student Life to appropriate University offices within one week after the bill is passed;
6. coordinate the Budget Defenses at the desired time;
7. review and approve, in collaboration with appropriate University officials, all contracts entered into by the Student Government Association, the Executive Council, or the separate Boards;
8. assist the President with the preparation of the Annual Report.

**Attorney General.** The Attorney General shall:

1. adjudicate legal matters involving the Executive Council or the separate Boards of the Student Government Association;
2. appoint, in collaboration with the Judicial Vice President, a 3-5 person group of Student Justices to serve in his or her place when deemed necessary or appropriate by the Attorney General or Office of Judicial Affairs;
3. prosecute cases assigned to the University Conduct Court or the University Honor Court, and coordinate and oversee prosecution as the Hearing Officer;
4. check for eligibility on all elected officers, officials, Justices, and Senators;
5. conduct all elections;
6. enforce dress code;

7. install new members: Student Justices, Honor Council;

8. assist the President with the preparation of the Annual Report.

Chief of Staff. The Chief of Staff shall:

1. organize and distribute all written communication and other information for the Student Government Association Executive Council to the members of the Student Senate, and the Presidents and Advisors of the chartered organizations;

2. copy and prepare all bills and resolutions for the Executive Council and Senators for all Student Government Association Student Senate meetings each semester;

3. upload all bills, resolutions, and other important documents to the High Point University Student Government Association website in a timely manner;

4. recommend Senators to serve on standing committees, who shall be approved and appointed by the chairs of standing committees;

5. serve as a personal advisor and assistant to the President;

6. assist the President and Executive Vice President with the planning and preparation of the Executive Council training session and retreat and with the planning and preparation of the mandatory Senate Refresher meeting;

7. assist the Treasurer with the planning, preparation, and execution of Budget Defenses when necessary;

8. assist the Technology Chair with updating and maintaining the High Point University Student Government Association website when designated;

9. assist members of the Executive Council in the completion of other special projects when designated;

10. plan and coordinate the Student Government Association Inauguration Ceremony;

11. assist the President with the preparation of the Annual Report.

Academic Chair. The Academic Chair shall:
1. meet regularly, as deemed necessary, with the Provost of High Point University;

2. chair a committee consisting of students from each school at High Point University;

3. field questions and general inquiries from students and senators as they pertain to academics;

4. solicit improvements regarding High Point University’s academic programs;

5. serve as ex officio on the following faculty committees: Academic Planning Committee, Educational Policies Committee / University Curriculum Committee.

**Publicity Chair.** The Publicity Chair shall:

1. promote Student Government Association events including: Senate meetings, individual Student Government Association organizations’ events, and campus events;

2. promote events in accordance with the High Point University mission, purpose, and image to better the well-being of the University community;

3. manage all Student Government Association social networking tools;

4. work in collaboration with the Technology Chair.

**Student Services/Diversity Chair.** The Student Services/Diversity Chair shall:

1. work with the SGA President to develop a forum in Senate meeting for concerns that do not fall under the realm of the other chairs in the Executive Council;

2. meet with the appropriate Administrators to efficiently and effectively handle the respective concerns;

3. work with the Publicity Chair to encourage students who are not Senators to bring their concerns to the Student Senate;

4. be aware of services students are eligible to receive at High Point University and report on this information to the Student Senate;

5. oversee diversity initiatives on High Point University’s campus.
**Technology Chair.** The Technology Chair shall:

1. update the Student Government Association website on a regular basis;
2. keep track of all voting technology;
3. tabulate and keep record of all votes that take place in the Student Senate;
4. upload all bills and important documents to the Student Government Association website;
5. work with the Publicity Chair.

**Section III. Expectations of the Executive Council.** In addition to the duties of each Executive Council position, the following should also be expected of each Executive Council member:

1. attend all Executive Council and Student Senate meetings;
2. uphold the High Point University Student Government Association Constitution, University Honor Code, and University Conduct Code;
3. serve as a positive representative of High Point University.

**Article VII: Class Officers**

**Section I: Members.** Each class shall be composed of:

1. one President of each of the four classes;
2. three Class Representatives from each of the four classes.

**Section II: Class Officer Responsibilities.**

1. hold at least (1) service event per academic year;
2. hold at least one (1) fundraising event per academic year to create a fund for the senior gift;
3. attend and support the events of other classes;
4. attend a meeting of all Class Officers monthly with the President of the Student Government Association;
5. in the event of any openings in Class Officer positions, the current Class Officers shall be vested with the powers to appoint individuals to fill the vacancy(ies);
a. said appointments are subject to ratification by a majority of the Executive Council and may be overturned by a two-thirds vote of the Student Senate;

6. attend all Student Government Association meetings;

7. uphold the High Point University Honor and Conduct Codes;

8. uphold the High Point University Student Government Association Constitution;

9. any other duties assigned by the President of the Student Government Association.

Section III: Senior Class Officer Responsibilities: In addition to the responsibilities above, the Senior Class Officers will have the following responsibilities:

1. meet monthly with the SGA President to give an update on the status of the senior class gift and senior events;

2. meet on a regular basis with the Alumni Association and Annual Giving Office to plan for senior events and senior gift.

Article VIII: The Student Senate

Section I: Members. The Student Senate shall be composed of:

1. the Executive Vice President who shall serve as President of the Student Senate;

2. the President of each of the four classes;

3. three Class Representatives from each of the four classes;

4. the elected and appointed members of the Executive Council (ex officio);

5. all standing committee chairpersons appointed to the separate boards by the Executive Council. These boards shall consist of Academic, Publicity, Student Services/Diversity, Technology, and all others seen fit to enact at the discretion of the Executive Council;

6. the representatives of all duly recognized campus organizations who shall be known as Senators.

Section II: Voice. Any student may participate in deliberations of the Student Senate, except that time limitations may be imposed by the President of the Student Senate. Such limitations may be
overturned by a two-thirds vote of the Student Senate. The committee chairs are ex officio members of the Student Senate with voice and with vote. All other members of the Executive Council are ex officio members of the Student Senate with voice and without vote, except that the President of the Student Government Association rules in the case of a tie.

Section III: Quorum and Organizational Status.

1. for a vote to be taken, there must be a minimum of two-thirds of the active chartered organizations present at that time for quorum to be met;

2. for a vote to pass the Student Senate there must be a vote in favor of half present plus one;

3. for an organization to retain its active charter, an organization must have attended a minimum of five (5) scheduled meetings of the Student Senate during the previous semester.
   a. If an organization fails to attend at least five (5) regularly scheduled meetings of the Student Senate, said organization must go before a Charter Review Board of the Student Life Committee, which will have the power to impose sanctions or revoke the charter of/upon said organization.

Section IV: Duties and Powers. All legislative duties and powers, including but not limited to those stated below, shall be vested in the Student Senate, including the power:

1. to authorize all Student Government Association expenditures amounting to $100, or more, with the exception of the Discretionary Fund of the Student Government Association;

2. to confirm the appointment of non-elected members of the Executive Council;

3. to install Officers and Justices of the Student Government Association;

4. to fill vacancies which occur on the Executive Council during terms of office;

5. to impeach, where cause is established, members of the Executive Council and Student Justices;

6. to remove, where cause is established, chairs of standing committees;

7. to recommend, where cause is established, the impeachment of Officers.

Section V: Meetings.
1. the Student Senate shall meet at least bi-monthly, for a total of eight (8) meetings per semester;

2. following their election in the spring of each year, the Executive Council shall schedule regular meeting of the Student Senate for the upcoming year and provide a copy to the Vice President of Student Life and the Director of Student Activities so that meetings can be listed on the calendar of student activities;

3. special meetings may be called by the Executive Council of the Student Senate, as needed, provided notice is distributed to the membership at least 36 hours in advance of called meetings.

Section VI: Bill Material, Presentation and Submission Requirements.

1. a bill shall require a signature by the Senator, President, and Advisor of an organization;

2. a bill shall total more than $100 and be made out to the nearest dollar;

3. one Senator shall present the bill and they shall be dressed according to the dress code. The Senator that signed the bill shall present it;

4. the Senator that signs the bill is the ONLY one who may present the bill;

5. a bill shall be submitted by 5:00PM the Monday before the meeting they wish to present it;

6. an organization must have attended a minimum of five (5) of the scheduled meetings of the Student Senate during the previous semester in order to submit a bill request;

7. no bill shall be accepted for an event which has already taken place;

8. no bill for a University sanctioned trip, more than 5 miles away from the school shall be accepted unless an Advisor is clearly stated on the bill;

9. Advisor’s expenses can be submitted in an SGA bill to cover their costs for a trip.

Section VII: Resolution Material, Presentation and Submission Requirements.

1. a resolution shall require the signatures by two (2) Senators;

2. a resolution shall express the will of Senators or the Senate but take no action, rather it will propose a solution or best possible outcome to a proposition;
3. two (2) Senators shall present the resolution and they shall be dressed according to the dress code. The Senators that signed the resolution shall present it;

4. the two (2) Senators that sign the resolution are the ONLY people who may present the resolution;

5. the resolution shall be submitted by 5:00PM the Monday before the meeting they wish to present it;

6. Senators may also propose a resolution during the “new business” portion of the Student Senate.
   
   a. A Senator shall address their proposition to the Senate in the form of a motion. If there is a second on the motion, the Senate shall discuss the resolution and then vote on the resolution. If the resolution passes the Senate, the Secretary shall create the formal resolution document for the President;

7. if a resolution passes the Senate, it must be signed by the President, Executive Vice President, and Judicial Vice President before it shall take effect;

8. an organization must have attended a minimum of five (5) of the scheduled meetings of the Student Senate during the previous semester in order to submit a resolution.

**Section VIII: Budget Request, Submission and Presentation Requirements.** In order for an organization to submit and present a budget:

1. the organization must have attended a minimum of five (5) of the scheduled meetings of the Student Senate during the current semester;

2. the organization must sign-up and submit their budget on time;

3. the organization must submit a budget in the correct format with the signature of their Advisor, President, and Senator;

4. the SGA Senator must attend at least one SGA refresher during the previous semester to submit a budget unless no refreshers are held;

5. the organization submitted, along with budget request, the SGA document for tracking the organization’s philanthropy efforts.

**Section IX: Organizations Petitioning for Charter.**

1. in order for a petitioning organization to be brought up for installation or
reinstatement to the Student Government Association they must be approved by the Student Life Committee;

2. the petitioning organization must have attended a minimum of five (5) of the scheduled meetings of the Student Senate during the previous semester;

3. the petitioning organization must submit an active roster of at least fifteen members;

4. the petitioning organization must submit a working constitution.

Section X: Philanthropy.

1. collectively, the Senate in conjunction with the Executive Council, will plan a philanthropy event.

Article IX: The Judicial Board

Section I: Members. Members of the Judicial Board shall include:

1. the Judicial Vice President of the Student Government Association who serves as President of the Judicial Board and as the Hearing Chair of the University court system;

2. all University Justices will be appointed by the Judicial Vice President, and approved by the Student Government Association President as well as the Office of Judicial Affairs;

3. the Attorney General of the Student Government Association who serves as the Hearing Officer of the University court system;

4. in the event that the Judicial Vice President is unable to preside over a court hearing as the Hearing Chair, an appropriate designee will serve in his or her place as the Acting Hearing Chair;

5. in the event that the Attorney General is unable to preside over a court hearing as the Hearing Officer, an appropriate designee will serve in his or her place as the Acting Hearing Officer;

6. two members of the faculty or staff of High Point University appointed by the Provost of the University and the Vice President of Student Life, respectively.

Section II: Eligibility. All members of the Judicial Board must be full-time students enrolled in the day program and must have a cumulative Grade-Point Average of 3.0, or higher. They must
be in good standing with the Office of Student Life as well as the Office of Judicial Affairs.

Section III: Voice. The Judicial Board functions primarily as a system of courts.

    Conduct Court. When the Judicial Board is functioning as a Conduct Court, the panel of Justices for each court session is comprised of the Judicial Vice President, or an appropriate designee, serving as the Hearing Chair, two (2) Student Justices, and one (1) Faculty or Staff Justice. Each Justice has a voice and vote in the decision making process with the exception of the Hearing Chair who will only vote in the case of a tie. The Attorney General, or an appropriate designee, will serve as Hearing Officer.

    Honor Court. When the Judicial Board is functioning as an Honor Court, the panel of Justices for each court session is comprised of the Judicial Vice President, or an appropriate designee, serving as the Hearing Chair, two (2) Student Justices, and two (2) Faculty or Staff Justices. Each Justice has a voice and vote in the decision making process with the exception of the Hearing Chair who will only vote in the case of a tie. The Attorney General, or an appropriate designee, will serve as Hearing Officer.

    Sanctions Only Hearing Board. When the Judicial Board is functioning as a Sanctions Only Hearing Board, the panel of Justices for each court session is comprised of the Judicial Vice President, or an appropriate designee, serving as the Hearing Chair, one (1) Student Justice, and one (1) Faculty or Staff Justice. Each Justice has a voice and vote in the decision making process. The Attorney General, or an appropriate designee, will serve as Hearing Officer.

    Priority Hearing Board. When the Judicial Board is functioning as a Priority Hearing Board, for the purpose of adjudicating Title IX complaints, the panel of Justices for each court session is comprised of two (2) senior Student Justices, the more senior of which will serve as the Hearing Chair, two (2) Faculty or Staff Justices, and one (1) Security Supervisor. Each Justice has a voice and vote in the decision making process. The investigating officer will serve as Hearing Officer.

    Sanction Review Committee. When the Judicial Board is functioning as a Sanction Review Committee, for the purpose of considering the early dismissal of a sanction of “discipline probation” or “suspension”, the panel of Justices for each court session is comprised of the Judicial Vice President, or an appropriate designee, serving as the Hearing Chair, one (1) Student Justice, and one (1) Faculty or Staff Justice. Each Justice has a voice and vote in the decision making process. An appropriate staff member from the Office of Student Life will serve as the Hearing Officer.
Section IV: Duties and Powers. The Judicial Board shall:

1. assess the University judicial systems and recommend modifications, where appropriate, to the Student Government Association and to the University Administration;

2. assess the University Conduct Code and the University Honor Code and recommend modifications, where appropriate, to the Student Government Association and to University Administrators;

3. encourage support of the University Conduct Code and the University Honor Code;

4. administer the system of student courts according to guidelines which have been adopted by the Student Senate of the Student Government Association and which are published in the operational guidelines of the Student Government Association;

5. in the event of conflict between the Judicial procedures described in the operational guidelines of the Student Government Association and the Judicial procedures of the University described in the Student Handbook, the guidelines of the University shall be controlling.

Section V: Meetings. The Judicial Board shall meet as many times necessary during the course of the University calendar. Meetings are scheduled in conjunction with the Office of Judicial Affairs.

Article X: The University Community Affairs Board

Section I: Members. The University Community Affairs Board is composed of:

1. the President of the Student Government Association, who serves as President of the University Community Affairs Board;

2. representatives of campus organizations;

3. representatives of athletic teams;

4. Class Officers;

5. representatives of every Greek lettered organization that is not already represented above.

Section II: Voice. Any student shall have the right to be heard by the University Community Affairs Board. Voting members shall include the representatives of campus organizations. The
President of the University Community Affairs Board shall vote only in case of a tie.

**Section III: Duties and Powers.** The University Community Affairs Board shall:

1. recommend and implement, where appropriate, other programs and activities designed to encourage community on campus;

2. assist the Office of Student Life, the Board of Assessment for Educational Support Services and Campus Life, and the Institutional Effectiveness Committee in assessing educational support services and campus life;

3. actively encourage a campus environment which is inclusive, diverse, and free of bigotry, racism, sexism;

4. actively encourage a campus environment free of substance abuse, including both alcohol and other controlled substances;

5. resolve issues as identified by the President and Student Services Chair.

**Section IV: Meetings.** The University Community Affairs Board shall:

1. meet no later than the week before Fall Break in the Fall Semester and no later than the week before Spring Break in the Spring Semester;

2. special meetings can be called by the President of the University Community Affairs Board;

3. in the event of quorum not achieved the meeting will continue.

**Article XI: Professionalism**

**Section I: Conduct of Meetings.** All meetings will be run according to Roberts Rules of Order. In addition, all organizational representatives (Senators), Class Officers, standing committee members, and Executive Council members shall raise their hand and wait until the President of the Senate calls on them. When the President of the Senate calls on them, that person shall state their name and who they are representing. Furthermore, there shall be no texting, eating, drinking, computer usage, or loud outbursts during a meeting. Failure to abide by these rules shall result in removal of the meeting at the discretion of the President of the Senate and Attorney General.

**Section II: Special Procedures.** The Executive Council and each Board shall develop and publish operational guidelines for recurring activities. Such procedures shall be established and revised by two-thirds vote of the respective body.
Section VI: Dress Code. All participating members of the Student Senate, including the Executive Council, Executive Officers, Senators of each class, all standing committee chairpersons appointed to the separate boards by the Executive Council, consisting of Academic, Publicity, Student Services/Diversity, Technology, and all others seen fit to enact at the discretion of the Executive Council, the elected representatives of all duly recognized campus organizations who shall be known as Senators, shall comply with the following dress code:

1. Gentlemen: collared shirt, dress slacks, or khakis, and dress shoes or loafers. No jeans, flip-flops, and tennis shoes;

2. Ladies: dress, skirt, or dress pants. No jeans, flip-flops, and tennis shoes.

Article XII: Impeachment and Removal

Section I: Cause. Students may be impeached or otherwise removed from office only for cause:

1. failure to perform the duties prescribed in the Constitution and operational guidelines of the Student Government Association;

2. failure to follow published procedures;

3. violation of the University Conduct Code;

4. violation of the University Honor Code.

Section II: Executive Council. Members of the Executive Council may be impeached for cause, in which case the following procedures shall apply:

1. the charges shall be investigated by Judicial Board under the leadership of the Attorney General of the Student Government Association, except in the case of conflict of interest, in which case the Executive Council, absent the accused, shall appoint a chief investigator or chair;

2. following their investigation, the Judicial Board shall advise the Executive Council of their decision;

3. where impeachment is recommended, the Executive Council, absent the accused, shall establish concurrence or non-concurrence by simple majority vote;

4. where the Judicial Board recommends impeachment and regardless of the decision of the Executive Council, a resolution to that effect shall be introduced during a scheduled meeting of the Student Senate at which time the action of the Executive Council shall be reported;
5. the accused Officer has the right to address the Senate, but not respond to questions;

6. ordinarily, following discussion, the vote shall be delayed until the next regular meeting, except that a special meeting may be called provided that at least 48 hours shall have elapsed;

7. where at least three-fourths of the Senators vote to support impeachment, the Officer shall relinquish the office held.

Section III: Justices. University Justices may be impeached, in which case the following procedures shall apply:

1. the charges shall be investigated by Executive Council under the leadership of the Attorney General of the Student Government Association, except in the case of conflict of interest, in which case the Executive Council, absent the accused, shall appoint a chief investigator or chair;

2. where the Executive Council recommends impeachment, a resolution to that effect shall be introduced and discussed during a scheduled meeting of the Student Senate;

3. ordinarily, following discussion, the vote shall be delayed until the next regular meeting, except that a special meeting may be called provided that at least 48 hours shall have elapsed;

4. where at least three-fourths of the Senators vote to support impeachment, the Justice shall relinquish position.

Section IV: Committee Chairs. The Executive Council may remove and replace chairs of standing committees, in which case three-fourths of the Senators must concur.

Section V: Officers of Organizations. For reasons of cause, the Student Senate may recommend that organizations initiate impeachment proceedings against officers of the organization, in which case the following guidelines shall apply:

1. the charges shall be investigated by the Judicial Board under the leadership of the Attorney General;

2. following their investigation, the Judicial Board shall advise the Executive Council of their decision;

3. where impeachment is recommended, the Executive Council, absent the accused, shall establish concurrence or non-concurrence by simple majority vote;
4. where the Judicial Board supports impeachment and regardless of the decision of the Executive Council, a resolution suggesting that an organization initiate impeachment proceedings shall be introduced and discussed in the Student Senate;

5. ordinarily, following discussion, the vote shall be delayed until the next regular meeting, except that a special meeting may be called provided that at least 48 hours shall have elapsed;

6. where at least three-fourths of the Senators vote to support impeachment, the organization shall be advised.

**Article XIII: Membership Bylaws**

**Section I: Active and Inactive Organizations**

1. organizations that are denoted as “active” are on the SGA roster, and have a voice in the Student Senate meetings;

2. for organizations to remain active, they must attend a minimum of five (5) of the scheduled meetings of the Student Senate during the previous semester. If an organization fails to do so, they will automatically be moved into bad standing;

3. an organization may be present on High Point University’s campus, and not officially recognized by the Senate. These organizations will be referred to as inactive in the SGA’s records, for they do not actively participate in Student Government;

4. inactive organizations are invited to attend SGA meetings, but do not receive a vote, nor are eligible to receive any SGA funding.

**Section II: Good Standing and Bad Standing**

1. an organization that meets the minimum required meetings five (5), will remain in good standing with the Student Government Association;

2. an organization that does not meet the minimum required meetings five (5), will be moved into bad standing;

3. to be moved back into good standing, organizations must undergo a charter review process set forth by the Student Life Committee;

4. in bad standing, organizations retain their charter as an active organization, but lose their vote in the Senate and lose power to ask for money from the Senate.
Section III: Quorum and Voting in Meetings

1. for a vote to be taken and new business held, there must be a minimum of two-thirds of the active charted organizations present at that time for a quorum to be met;

2. active organizations in bad standing may not vote on bills;

3. active organizations in bad standing must still be present at meetings, because they contribute to achieving quorum for new business to be held;

4. bills are voted on by the active organizations in good standing. The active organizations in bad standing do not affect the vote count in determining the action of a bill.

Section IV: Chartering Process

1. an organization that wishes to charter on HPU’s campus and receive active standing may come before the Student Life Committee;

2. they must present a constitution and roster sheet to the Student Life Office, and they will be scheduled a time to present their case before the Committee;

3. for an organization to become chartered, they must have a minimum fifteen (15) members on the roster and an Advisor;

4. once approved, an organization shall meet with the Executive Council for orientation on SGA policies.

Section V: Membership Qualifications

1. for an organization to maintain their active charter, the organization must also have fifteen (15) active members;

2. evening degree students are not included in the count of active members.

Section VI. Advisors.

1. An Advisor is either a High Point University Faculty/Staff member or a person who has been bonded and background checked by the University and has insurance in accordance with High Point University;

2. Advisors responsibilities:

   a. meet with the club President and Executive Council at the beginning of each semester to:
1. know duties of Officers;
2. review budget;
3. go over plans for the semester;
4. know the Student Government Association Senator;
5. know the current membership count;

b. monitor club activities to make sure they are concurrent with club goals and objectives;

c. review and approve all bills that will be presented to SGA Student Senate;

d. attend Student Life Committee meetings when the club is requested to be present;

e. assist in writing a new constitution if needed;

f. accompany the club on any trips:
   1. if the Advisor is unable to go on a trip, the Advisor should help find a suitable replacement to accompany the club;
   2. make sure trips are actually working towards the clubs goals and objectives;

g. it is suggested that the Advisor meet with the club EC regularly and keep updated on fiscal responsibility.

**Article XIV: Fiscal Responsibility**

1. all chartered organizations shall have a right to a unique SGA account in the University Business Office;
   
   a. however, each organization is responsible for their account in terms of tracking all monies dispersed, maintaining a positive account balance, and budgeting their account each semester;

2. organizations with negative account balances will not have the right to propose a bill before the Student Senate;

3. organizations who fail to show proper documentation for advancement of funds within two weeks of the advance will not have the right to propose a bill before the Student Senate;

4. in the event an organization ends a semester with a negative account balance, the Executive Council shall have the right to decide whether to replenish their funds at a
Budget Defense;

5. in the event an organization ends with a negative account balance for two (2) consecutive semesters, the organization shall move into bad standing;

6. the amount that is put on the bill is what the Student Government Association expects the money to go towards;

7. any money left over from a bill must be returned to the Student Government Association;

8. budget amounts will roll over from semester to semester and year to year;

9. the Executive Council will take into account how much an organization has left in their account prior to deciding how much should be allocated to an organization’s budget.

Article XIV: Amendments

Section I: Proposal to Amend. An amendment to this constitution may be proposed in two ways:

1. by any member of the Student Senate with the approval of a majority of the Senators;

2. by a petition which is signed by ten percent of the student body and presented to the Student Senate.

Section II: Notification. Where amendments to the constitution are proposed, the Executive Committee shall advise the student body of the proposed amendments at least two weeks before the Student Senate shall hold a referendum on the proposed amendment(s). Responsibility for notification may be assigned to a standing committee of the Student Senate.

Section III: Referendum. An amendment shall become effective upon ratification by two-thirds of the students voting.

Section IV. Constitutional Reviews

1. A Constitutional Review meeting shall be held at least once during the academic year.

*Amended April 18, 2013 by the HPU SGA Student Senate*

*Amended April 10, 2014 by the HPU SGA Student Senate*
SENATOR EXPECTATIONS

1. Please wear appropriate attire. The Constitution requires the following attire:
   a. **Gentlemen**: collared shirt, dress slacks or khakis, and dress shoes or loafers.
      Jeans, flip-flops, and tennis shoes are not permitted
   b. **Ladies**: dress, skirt, or dress pants are recommended. Jeans, Flip-flops, and tennis shoes are not permitted

2. Please Be on Time!! Meetings begin promptly at 7:00 PM

3. Respect other Senators and those who are presenting. That means no talking unless called on by the chair, texting, or passing notes

4. Actively participate by contributing to discussions, voting, and making motions

5. When presenting a bill, know the material you are presenting

6. Ask questions if you are unsure; utilize Senate as a learning experience

7. Be fiscally responsible

8. Vote your conscience
ORGANIZATION ADVISOR RESPONSIBILITIES

Advising a student group can be a very rewarding experience and the role of the club advisor can be very important to the development of a club and its members. The following information has been compiled to assist you in your role as a High Point University club advisor.

As a club advisor, you play an integral role in the development of student leaders. As a University administrator working in an advisory capacity, you have various responsibilities. We have broken these down into the following three areas:

• Responsibilities to the Organization
• Responsibilities to the Student Leaders
• Responsibilities to the University

RESPONSIBILITIES TO THE ORGANIZATION

• Be familiar with the organization’s constitution (Constitutions are on file in the Student Life Office).
• Learn about pertinent University policies and procedures, and advise officers on adhering to them.
• Agree to be a University representative to the student group (meet with University administrators, if needed; work to ensure University policies and procedures are explained to the club).
• Attend club meetings and/or executive meetings, as needed. Ensure they meet regularly!
• Be aware about all plans and activities of the group, including programming, trips, expenditures, etc.
• Be present at the events or activities sponsored by the group, especially off-campus events.
• Authorize all financial reimbursements made to club members by signing receipts clubs submit to you (please be sure to review all items which have been purchased to ensure they are not violations of University policies).
• Provide insight and assistance with the orientation of newly elected student leaders.

RESPONSIBILITIES TO STUDENT LEADERS

• Be available to the members of the club. At times, they will need advice, guidance, or just an ear to bounce off their ideas.
• Meet with club officers on a consistent basis to gain an understanding of the club’s progress toward its goals, and learn how you can foster leadership
development. If you don't know how to help, just ask the club leadership--they'll tell you!

- Encourage members to play an active role in the governance of the organization.
- Encourage all members to be part of the planning process and supportive of group decisions.

RESPONSIBILITIES TO THE UNIVERSITY

- Consider yourself as a person who works with students, not one who controls or directs the group's events and/or operation. Please remember...this is a student organization.
- Meet with Office of Student Life staff members, as needed.
- Review monthly account statements.
- Become familiar with University policies and procedures.

SOME THINGS TO KEEP IN MIND WHEN WORKING WITH STUDENT LEADERS

- Please do not direct the activities of the club. Allow students to make their own decisions and learn from their experiences.
- Failing is part of the learning process. Mistakes and poor decisions will happen. While it may be your first reaction to intervene and fix all of the mistakes you see, this is not the role of the advisor. Take advantage of failures, and use them as teachable moments with students.
- On the other hand, while it may be easy to sit back and say "everything is a learning experience, I won't interfere with what they say or do," it is your responsibility to ensure that students understand what the consequences could be for decision they make. In other words, be proactive when a potentially controversial/policy-related situation/decision arises.
- Please do not control the finances of the club. Part of the educational experience students learn in leadership positions is how to formulate a budget and maintain records of expenditures. Your primary role regarding finances will be to monitor the expenses, provide feedback on the budget, and approving reimbursements for expenditures.
- Club members must have original, itemized receipts in order to get reimbursed. Please keep in mind that the university will not reimburse clubs for alcohol or alcohol-related paraphernalia (alcoholic beverages, shot glasses, beer mugs, etc.).
STUDENT GOVERNMENT ASSOCIATION - RESOURCES

The following tools and documents help guide the direction and action of the Student Senate. Retrieved from:

http://www2.highpoint.edu/student_life.php?id=resources&active_accordion=2

SGA Constitution. Current version of SGA Constitution
(SGA Constitution)

Parliamentary Procedure. Some parliamentary basics. What a member of the Senate has the power to do, and how to say it, as well as the rules for different types of motions.
(Parliamentary Procedure PDF) (Parliamentary Procedure Powerpoint) - Updated 9/4/2011

SGA Senate Manual. Download the 2011-12 SGA Senate Manual to become familiar with numerous operations and resources of the HPU SGA!
(SGA Senate Manual)

A Bill to Be Entitled. All bills submitted for consideration by the Student Senate of the Student Government Association must follow this format. In order to be accepted all bills must also be signed by the author, organization president and organization advisor. After entering requested money in section 5, the total will be automatically calculated and reflected in (Total Requested from SGA) If using a MAC, Adobe Reader will need to be installed on your computer, a link is provided below.
(A Bill to Be Entitled) - Updated 3/28/12 (A copy of the form can now be saved to your computer) (Adobe Reader)

Budget Proposal. All budget request proposals for consideration by the budget/appropriations committee must follow this format. All budgets must also be signed by the appropriate persons as stated above in order to be accepted.
(Budget Proposal Document)

Election Guidelines - Revised Fall 2011. Outlines the operational guidelines, rules and regulations on SGA Executive Council and Class Officer petitioning, campaigning, and voting processes. All interested parties should read and agree to this information prior to obtaining a petition for office.
(Election Guidelines)
Charter Review Protocol. Organizations are brought forth for charter review if they do not meet the minimum required number of meetings, five (5), in a single semester, or for violating the membership bylaws as outlined by the Student Government Association. (Charter Review Protocol)

Handheld Wireless Card Reader Rentals. If you would like to rent a card reader for your organization, please download and print the document, fill out the information and get the appropriate signatures and return the papers to the Information Technology department. (Card Reader Rental PDF)

Constitution Acceptance Process. When a club begins to get organized, they will put together a constitution, elect officers and advisor, and begin attending SGA meetings. Their constitution will also need to be accepted by the Student Life Committee (SLC) prior to becoming an officially chartered club of HPU. Attached is the full process. (Constitution Acceptance Process)

Charter Guidelines. All new student organizations must be reviewed and chartered by the Student Life Committee. Chartered student organizations wishing to make changes to the constitution must present those changes to the Student Life Committee to be reviewed and approved. This document is intended to assist organization leaders in writing, or rewriting, the constitution. (Charter Guidelines)
ADVISOR ROLES

Each advisor perceives his/her relation to a student organization differently. Some advisors play very active roles, attending meetings, working with student officers, and assisting in program planning and development. Others maintain a more distant relationship to the organization. It is hoped that each advisor will maintain some regular contact with his/her organization. An advisor accepts responsibility for keeping informed about activities of the organization and for advising officers of the organization on the appropriateness and general merits of policies and activities. However, advisors are not responsible for the actions or policies of student organizations; students are solely responsible. Advisors should be both accessible and interested and should provide whatever counsel a group or its members might seek.

Given the myriad of purposes, activities, and objectives of various student groups, the role of the advisor will vary in some degree between groups. The purpose of this section is to outline basic roles of an advisor. As groups vary in their expectations and needs, it is important that you, as an advisor, develop an understanding with the organization you are to represent as to the nature of your involvement. The advisor and group should agree on a set of expectations of one another from the onset and should write this list down as a contract between the group and the advisor.

Following are some of the roles you may assume as an advisor:

Mentor

Many students will come to see their advisor as a mentor and the success of these relationships can last many years and be rewarding for both the student and the advisor. If the student is seeking an education and a career in your field, you may be asked to assist in his/her professional development. To be effective in this capacity, you will need knowledge of their academic program and profession, a genuine interest in the personal and professional development of new professionals, and a willingness to connect students to a network of professionals. You may be approached to review resumes, to connect students with community resources, or to be a sounding board for their ideas of what they want to accomplish in the field.

At times, students will seek out someone to assist with their personal development. In this capacity, a mentor will have a basic understanding of student needs and perspectives, a desire to challenge students intellectually and emotionally while providing support to meet the challenge, and the ability to listen to students’ verbal and nonverbal communication. Students may want to talk to you about family or relationship issues, conflicts they are having with other students, or to have conversations about their ideas and thoughts on different subjects.
Team Builder

When new officers are elected or new members join the organization, you may need to take the initiative in turning the students from individuals with separate goals and expectations into a team. Team building is important because it enhances the relationships of the students between one another and the advisor. Positive relationships help the organization succeed and to work through conflicts and difficult times.

To accomplish the goal of creating an effective team, it is necessary to conduct a workshop (if you and the students have the time, a full-scale retreat encompassing team building and goal setting could be planned) to engage students in this process. As the advisor, you may consider working with the student officers to develop a plan and to have the students implement it. Training students in effective techniques for team building will keep students invested in the organization and give them the opportunity to learn what it takes to build a team.

Conflict Mediator

Inevitably, students are going to join the organization with different agendas, goals, and ideas about how things should function and the direction they should be taking. When working with students who have come in to conflict, it may be necessary to meet with them and have them discuss their issues with each other. In many cases, it may be necessary to remind them that they both want what is in the best interest of the organization. Ask them how they think they can work together, point out the organization’s mission, and ask how their conduct is helping the group achieve its mission.

Reflective Agent

One of the most essential components to learning in “out of classroom” activities is providing time for students to reflect on how and what they are doing. As an advisor, you will want your officers to talk to you about how they think they are performing, their strengths, and their weaknesses. Give them the opportunity to discuss their thoughts on their performance. Then be honest with them. Let them know when you agree with their self-perceptions and in a tactful manner let them know when you disagree. Remember, any criticism you provide students should be constructive and you will want to provide concrete examples of actions the student took that seem to contradict their self-perceptions. When students discuss their weaknesses, ask them how they can improve
those areas and how you can help them. Students usually have the answer to what they need; they just don’t like to ask for help. Remember to have students reflect on their successes and failures.

Educator

As an advisor, your role of educator will often come through the role of modeling behavior, guiding the student in reflection of their actions, and being there to answer questions. One of the most difficult actions to take as an advisor is to do nothing, but sometimes this can be the most important action of all. Allow the students to make their decisions even if they do not agree with your ideas. Sometimes, students will succeed; other times they may fail. The key is to return to the role of the reflective agent and give the students a safe place to reflect on their experiences.

Motivator

As an advisor, you may have to motivate students to excel and to carry out their plans and achieve their goals. Some students are easily discouraged and at the first sign of difficulty they may want to quit. You will need to be their “cheerleader” to keep them excited about all of the potential successes they will experience. You can motivate students through the recognition of their efforts, appealing to their desire to create change, and to connecting their experiences here at High Point University to the experiences they will have in the community.

Policy Interpreter

Student organizations operate under policies, procedures, and rules. At times, students may not be aware of these policies and they will do things in an inappropriate manner. The more you know about these policies the better advising you can give to the students on their plans.

As an advisor you will assume numerous roles and all possible roles are not mentioned here. A key idea to remember is that you are an advisor not the leader. You provide guidance, insight, and perspective to students as they work on projects, but you should not be doing their work. Students will learn if they are engaged. Be careful of being challenged into doing the work for a student project. The students make the decisions, and they are accountable for those decisions, and for the successes and failures of their groups.
ADVISING STYLES

Situational advising allows you to change your advising style to match the developmental needs of the individual or organization you advise. Your advising style is the way you advise when you work with someone. It is how you conduct yourself, over time, when you are trying to influence the performance of others.

Advising Styles

You will need to vary these based on your assessment of the students/groups readiness level. Many times, advisors may struggle with students because they believe that they need a higher level of interaction or direction when the student is actually able to accept more of a delegating style and vice versa.

Directing

The advisor provides specific instructions and closely supervises task accomplishments. Use this style with students/groups that are at a low level of readiness.

Coaching

The advisor continues to direct and closely supervise task accomplishment, but also explains decisions, solicits suggestions, and supports progress. Use this style with groups that have a few leaders that are at a higher readiness level who will need your support with the rest of the group to get things accomplished.

Supporting

The advisor facilitates and supports the efforts toward task accomplishments and shares responsibilities for decision making with the students. Use this style with students/groups that are just starting to understand the concepts that will lead to success – the group is just sharing to “get it”.

Delegating

The advisor empowers the students to conduct their own decision making, problem solving, and delegating. Use this style with students/groups that are at a high level of readiness.
ADVISING SKILLS

Flexibility

You must be able to move from one style to another in order to meet the needs of the different types of students and multiple circumstances you will encounter.

Diagnosis

You have to learn how to diagnose the needs of the students you advise. Determining what is needed as opposed to what is wanted is sometimes a difficult task. It is also important to note that what is needed is not always the thing that will get the most positive response – it is what will lead the student through a problem, set the standard for the future, or help to teach the student a valuable life lesson.

Contracting

You have to learn how to come to some agreements with students. It can be helpful to work together to reach an agreement as to which advising style they seek from you. This is a valuable lesson for assisting students with understanding the rules of engagement and interaction that will be carried forth as they mature.
MEMBERSHIP AND RECRUITING

New members are the lifeblood of every organization. They bring new ideas, increase the organization’s person power, foster organizational growth, prevent member burn out, and take over leadership roles when you leave.

People join organizations for many reasons. They want to get involved, meet people, and make new friends; they want to develop skills and have fun. Groups need new members because they bring new ideas and talents, in addition to replacing old members. It is vital that an organization has a well-conceived and executed recruitment and retention plan.

Recruitment and retention is the responsibility of every member of your organization! Every member must be involved in the planning and implementation of a recruitment and retention campaign. Some organizations create a Membership Development Committee that oversees the design and implementation of a recruitment campaign, maintains membership information, plans and implements member training programs, coordinates the leadership selection/election process and plans social functions to enhance team building.

The following suggestions will help make your organization’s recruitment efforts more successful:

Know and Understand Your Organization

It is important that both the leadership and the membership know what the organization goals and objectives are.

• Have an organizational meeting to discuss goals and objectives. Are your goals still accurate? Is it time to update them? Where do you plan for the organization to be in six months? A year?

• Decide on a direction to take. During this “organizational housekeeping” process, a certain theme or direction should become clear. What is this?

• Develop a membership profile. What type of people do you need to help the group succeed? Who would you like to have join? Who would complement your current membership?

Set Recruitment Goals

Now that you know the type of people you are interested in recruiting, the next step is to set some recruitment goals. How many new members can your organization reasonably
assimilate into the group? Will you allow people to join at any time or only during a pre-designated recruitment period? Will you hold a mass meeting or is membership by invitation only?

- Keep your membership profile in mind. When designing your recruitment strategy, ask yourself what places do these prospective members most likely frequent? Do they have special interests? What kind of publicity would attract their attention?

- Remember what made you get involved. Probably the most important step in designing a recruitment strategy is for you to think back to when you first became involved. What attracted you? How were you recruited? If you weren’t, how did you hear about the group? Why have you stayed involved?

Get Everyone Involved

Have your current members identifying new people they know who might want to get involved. Personally invite them to attend a meeting. Word-of-mouth is the best and least expensive type of publicity you can use.

- Talk about your group. Tell people what you have to offer them. Ask them about themselves – and really listen.

- Sell your organization and the benefits of membership. Tell them how the organization can benefit someone like them.

- Personalize the message to each potential member. Let them know how their talents, skills, and interests would help the organization.

Design an Advertising Campaign Using Visual Elements

Recruitment campaigns need to have a visual element as well. Have those members with artistic talents work on your social media elements, posters, flyers, banners, bulletin boards, etc. Be creative. Get the publicity up early enough. Your publicity can only be effective if it’s noticed.

Hold an Orientation for New Members

Developing and conducting an organizational recruitment campaign is very important.
Yet, as we all know, retaining these new members is another matter entirely.

• Don’t make a mistake – Train your new recruits.

• Teach them about your organization; understanding the organization and its goals and objectives, structure, norms, and taboos is equally as important.

• Some things to cover in an orientation program: rights and responsibilities of members, organizational governance and policies, organization history, traditions, and programs

RECRUITMENT TIPS

• Remember that a personal contact is always better than 1000 flyers and social media advertisements. People join organizations because they like the people they find there. Nothing can replace the simple act of getting to know someone and asking them to join the organization.

• Co-sponsor campus events so that the organization name gets out there more. Be sure to have information about the organization at each event.

• Ask key people to give recommendations of possible members and leaders.

• Don’t expect a person to come to a meeting in a room full of people he/she doesn’t know.

• Offer to meet the student somewhere and go to the meeting together. Then make sure you personally introduce that person to others in the group.

• Have a membership drive

• Feed potential members. College students are attracted to free food.

• Recruit people by the issues that interest them. There are people very interested in one issue, you can recruit them to head up a program on that issue.

• When someone has expressed an interest in getting involved to any degree in your organization, immediately get them involved and give them a meaningful task to do.

• Go out of your way to make new members or potential members feel like “players” right away.

• Hold meetings and events in comfortable, visible, easy-to-come-to places.

• Make a list of all of the advantages of being a member. This could include public
speaking opportunities, or any number of other things. Use this list of advantages as your major selling points for new members.

• Always take photos at meetings and events, and then put together a scrapbook for prospective members to see.

• Create a display that you can set up during the Activities Fair.

• When working to recruit members, always try to think in terms of “what’s in it for them”.

• Have an informational meeting.

• Rent a video camera and make your own recruitment video. Show your group members at events, show a few minutes of a typical meeting, show your members hanging out, etc.

• Print up business cards for your members to carry. Be sure to have a place for members to write his/her own name and number, but the card should also say, “Open meetings! Please come!”
MOTIVATION

What do others want?

It is NOT money or personal gain that most people want. They want intrinsic satisfaction. People will work harder for intrinsic satisfaction than they will for monetary income. The following are some ways that you as a leader can help people satisfy those intrinsic needs:

People Need to Feel Important

See people as worthwhile human beings loaded with untapped potential; go out of your way to express this attitude.

Give Praise

Reinforce for continual achievement. All people need praise and appreciation. Get into the habit of being “praise-minded”. Give public recognition when it is due.

Give People Status

The more status and prestige you can build into a committee or an organization, the more motivated the members become. There are many status symbols you can use to make others feel important. For example, develop a “Member of the Week/Month” Award or “Committee Chairperson of the Month” Award. In addition, simply treating people with courtesy is a way of giving them status.

Communicate

People like to know what is going on in the organization. They want to be told about problems, objectives, and “inside information”. They feel recognized and important when they are kept informed. Two-way communication within the organization is necessary in order to achieve a mutual understanding. Mutual understanding leads to motivation!
Give Security

People need more than financial security. People will look to you for intrinsic security. For example, they must know that you like them, respect them, understand them, and accept them not only for their strong points, but also for their weaknesses.

People Need You – People Need People

They need you to give them what they want and need: intrinsic satisfaction. When you give them what they want, they will give you what you want. This is what motivation is all about. It is not something you do to other people, but something they do for themselves. You give them the reasons and that makes you the motivator – a person who gets things done through others.

Develop Purpose

Always explain why. Instill in the members that their assistance is vital for success. Share ways that participation can encourage personal growth.

Encourage Participation in Group Goal Development

Include all members when planning goals. Consider and follow through on members’ suggestions. Remember that we support that which we help create.

Develop a Sense of Belonging

People like to belong. Those who feel like they belong will more likely invest themselves.

Specific Ways to Increase Motivation

Give others credit when it is due them. Use “We” statements, and not “I”

Play up the positive and not the negative

Make meetings and projects appear attractive and interesting
When you are wrong, admit it

Use members’ names often

Let members in on the early stages of plans

Be fair, honest, and consistent – show no favoritism

Be careful what you say – do not gossip

Listen to others

Expect only the best and be proud when members achieve it!

GRAPE Theory of Motivation

**Growth**: Being able to increase one’s skills and competencies, performing new or more complex tasks, participating in training programs.

**Recognition**: Promotion within the organization, praise for achievements, positive and constructively critical feedback, receiving an award, printed references to an individual’s activities, being “listened to”.

**Achievement**: The opportunity to solve a problem, to see the results of one’s efforts, to reach goals that one has established to create a ‘whole’ tangible product

**Participation**: Involvement in the organizational decision making, planning, and scheduling one’s own work and controlling one’s own activities.

**Enjoyment**: Having fun in a warm, friendly, supportive atmosphere
20 Tips for Advisors to Increase Organizational Productivity

1. Know what the students expect of you as an Advisor.

2. Let the group and individual members know what you expect of them.

3. Express a sincere interest in the group and its mission. Stress the importance of each individual's contribution to the whole.

4. Assist the group in setting realistic, attainable goals. Ensure beginning success as much as possible, but allow the responsibility and implementation of events to lie primarily with the organization.

5. Have the goals or objectives of the group firmly in mind. Know the purposes of the group and know what things will need to be accomplished to meet the goals.

6. Assist the group in achieving its goals. Understand why people become involved. Learn strengths and emphasize them.

7. Know and understand the students with whom you are working. Different groups require different approaches.

8. Assist the group in determining the needs of the people the group is serving.

9. Express a sincere interest in each member. Encourage everyone to be responsible.

10. Assist the members in understanding the group's dynamics and human interaction.

11. Realize the importance of the peer group and its effects on each member's participation or lack thereof. Communicate that each individual's efforts are needed and appreciated.

12. Assist the group in developing a system by which they can evaluate their progress.

13. Use a reward system and recognition system for work well done.

14. Develop a style that balances active and passive group members.

15. Be aware of the various roles that you will have: clarifier, consultant, counselor, educator, facilitator, friend, information source, mentor, and role model.

16. Do not allow yourself to be placed in the position of chairperson.
17. Be aware of institutional power structure – both formal and informal. Discuss institutional developments and policies with members.

18. Provide community for the group from semester to semester (not mandatory but encouraged).

19. Challenge the group to grow and develop. Encourage independent thinking and decision-making.

20. Be creative and innovative. Keep a sense of humor!
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