

STUDENT  
LEADER'S GUIDE



SICC

1969 - 1970

**STATEN ISLAND  
COMMUNITY COLLEGE**  
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STUDENT ACTIVITIES PUBLICATION

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## P R E F A C E

This guide is designed to help you better understand the techniques of leadership, the nature of groups, the roles of individuals in groups, and the rules and regulations governing student activities at Staten Island Community College. It is hoped that you will find its contents informative and helpful, and that it will serve you as a functional guide as you assume a position of leadership in student activities.



## THE LEADER AND HIS ROLE

As a leader, your behavior should stimulate your fellow students to commit themselves to a common task and freely and creatively contribute their ideas and energies to it. Mainly, you should work to help individuals become a cooperative group and then help the group to do the following:

1. Define its purposes
2. Interpret these purposes into practical goals
3. Clarify the assignment of responsibilities
4. Guide the processes of planning
5. Open up the potentialities of available resources
6. Keep operations consistent with purposes and goals
7. Maintain action and change continuously
8. Evaluate efforts and results

Good leadership is a product of the proper interaction of several dynamic elements, namely, the group, the task and the situation. You should study the following types of roles a leader may assume and keep in mind that the success of the leader in each role depends on its suitability to the three dynamic elements cited and your skill as a leader. However, it is extremely important that you as a leader in your society develop and emphasize democratic leadership, the kind that encourages individual freedom and releases strong and knowledgeable individuals to work harmoniously together to arrive at decisions and solutions to problems.

In order to be successful as a leader, you must maintain a close relationship with members of your group and maintain a thorough knowledge of your particular situation at all times.

The roles of a leader are varied, and you must determine the particular behavior for you to use in a given circumstance in terms of your specific group situation and your own abilities. Study the following types of leaders and understand that different circumstances and groups call for a variety of leadership roles and behavior.

## **THE DEMOCRATIC LEADER**

1. encourages and assists the group to discuss and determine all policies.
2. helps the groups to formulate its own goals and points out alternative consequences. Supplies technical advice or facts when needed but permits group choice.
3. permits members to work with whom they please and divides the tasks as they see fit. Maintains a pressure toward achievement, industry, and against disorder. Reacts as if he were a member of the group.
4. tries to be objective and fair in praise and criticism, and does not hold himself up as the final judge or all-wise being.

## **THE LAISSEZ-FAIRE LEADER**

1. allows complete freedom to the group to formulate its own policies. Maintains a "hands-off" position.
2. offers advice and materials only when asked. Takes no part in discussion or decision making.
3. takes no part in assigning work or allocating time. Maintains no pressure toward achievement and enters into disorder only as a last resort. Believes in freedom.
4. makes no judgments of praise or criticism except when asked and then remains passive.



## THE AUTOCRATIC LEADER

1. determines the policies because he is the chosen leader.
2. determines all techniques, procedures and activities.
3. appoints the committees and determines the work task, time and place.
4. gives his own personal praise or criticism.

Another factor determining your success as a leader is your personal style of working with others. For the most part, your personality determines your style—the one you use most naturally and most frequently. Look briefly at the types of styles you may use as a leader and recognize that most leaders are a combination of them. Styles should vary to suit the particular group, setting and situation.

1. The “friendly helper” is generally warm, loving, sympathetic and affectionate.
2. The “strong achiever” is usually tough, aggressive, self-assertive, and even hostile at times.
3. The “logical thinker” is impersonal, intellectual and, at times, mechanical.

A leader is not necessarily an officer of an organization, although he very frequently is. As a newly elected officer you may have questions about the responsibilities of your office. The following outlines of an officer's responsibilities will help you understand what is expected of you as an officer and leader.

## DUTIES OF THE PRESIDENT

1. Prepare agendas. A business meeting starts long before the presiding officer bangs his gavel.

2. Follow parliamentary procedure in business meetings. Such procedure is not a hindrance but a help in conducting a meeting smoothly.
3. Appoint committee chairman and members. Always consider the qualifications and personality of those you select in relation to the purpose of the committee.
4. Delegate responsibility. This is important to make sure plans are completed and individuals are given helpful experience. A real leader doesn't have an attitude of "if you want it done, do it yourself," he respects the rights and integrity of each member of the group.
5. Plan programs. There is no one way to plan a program because the methods used should be adapted to the particular group in mind. All groups, however, should consider the following points:
  - a. the purpose of the organization—its aims and goals
  - b. the members—their interests, abilities and expectations
  - c. the amount of time that can be spent in meetings and on projects
  - d. money available—how much can be used for the various parts of the program

## **DUTIES OF THE VICE-PRESIDENT**

1. Preside in the absence of the president.
2. Preside when the president wishes to take part in the discussion.
3. Assist, not substitute.



4. Be an important member of the executive council.
5. Help the president with tough emergency questions.

## **DUTIES OF THE SECRETARY**

1. keep the records of the group
2. carry out correspondence

In many groups, the job of the secretary is divided into recording secretary and corresponding secretary and given to two individuals.

Keeping records of a group is not busy work; records or minutes keep the organization on the right track. They are a source of information which tell just what has been done in the past and help successors know what is being done at the present time.

## **DUTIES OF THE TREASURER**

The treasurer of a student organization holds a most important position. It is his duty to prepare tentative budgets with the executive council and committee chairman. In all organizations, the treasurer should keep a systematic and accurate accounting of all income and expenditures.

## **THE LEADER AND THE GROUP**

A group is composed of several individuals working together in personal relationship, in a particular setting, on a task that requires their mutual cooperation.

To be a good leader you must first understand the composition of the group, what determines the group behavior and what makes the group an effective one.

Individual members in groups play certain roles. Dr. Gordon Klopff, in *College Student Government*, says that "in understanding roles that individuals assume in groups it is necessary to recognize that the tasks performed in a group are associated with the personalities of the individuals involved. Cultural, social, and economic background, their previous group experiences, and their whole personality structure will partially determine the role they serve in the group. For example, an individual with hostile feelings toward a member of the group may block any contribution that individuals may attempt to make.

Basic needs of individuals determine the roles they play in an organization. Individuals want security, social approval, and vocational success. Members of the group must help each other meet these needs."

To enable a group to progress, there are a number of roles that individuals need to assume. These are productive roles rather than egocentric, personal roles. Individuals need to train themselves to react in terms of group standards rather than individual needs.

Examples of productive roles for small group members:

1. INITIATOR—the person who suggests new activities, new ideas and new problems. He understands the value-attitudes and needs of the group and is able to outline objectives based upon them. Accepting the role of "change-agent," he realizes that changes in atmosphere are most easily accomplished by a change in the type of leadership. He knows, too, that hand in hand with the creation of the new must go the destruction of the old, for only in that way is it possible to liberate for forces of the new pattern.
2. ORIENTOR—the person who seeks to have the group define its goals, outline its activities, and determine the direction its discussion is taking with respect to its goals. He verifies the facts and actions, and interprets the experience of others. He may even call the group to return to the subject at hand.



3. FACILITATOR—the person who keeps communication channels open by asking for a restatement, a definition of terms or a summary. He sets out to determine the abilities and experiences of each member, and he sees that everyone in the group knows that a permissive atmosphere encourages participation and hinders filibustering. He asks that action proceed promptly.
4. ENCOURAGER—the person who stimulates others to greater activity by giving them approval, encouragement and recognition for the part they play. He often invites individuals to participate and offers to help those who are slow.
5. HARMONIZER—the person who, realizing that progress is based on differences, makes a rational attempt to have all sides considered. He is sympathetic and considerate, and minimizes or relieves tension by declaring that differences are desirable and should be reconciled. His attitude is permissive and he often reduces conflict through humor. He attempts in various ways to hold the group together.
6. SUMMARIZER—the person who pulls the ideas together in order to show their relationships and who suggests how they might work out in practice.

One of the factors determining the behavior of groups is group atmosphere. Group atmosphere does not refer to the temperature in the room, although this might be related to it. By group atmosphere is meant the informality or freedom of the group situation. Is it a permissive and friendly situation? Are the members willing to share their personal feelings? Do people express their real feelings about a problem or an issue frankly?

Group atmosphere is necessary in developing a learning environment. One of the goals of a good leader is to create the kind of environment in which members feel free to speak when they have something to say.

Another factor which determines the behavior of a group, is group standards. Group standards refer to the code of operation that a group adopts in a particular situation.

Strong leaders, constructive individual behavior, responsible followers, a desire for cooperation and positive attitudes toward individual members make a group effective.

To get genuine group thinking and group action there must be shared responsibility on the part of the members. Members of the group must want to contribute to the task of reaching the set of goals. This can develop only when the chairman and the designated leaders share their responsibilities with the members, and when the members are willing to carry them out.

## **RECRUITMENT OF GROUP MEMBERS**

To be accepted by a group, an individual must have something to offer the other members. He must also have something in common with the group and be able to fulfill some of their needs.

To recruit new members, a group must make membership attractive. Nonmembers will want to join if they are missing something.

A group cannot project an attractive image unless it is strong and cohesive (see section on Improving Group Efficiency); in other words, the morale of the group should be high. When the group morale is high, individual members are enthusiastic. It is the enthusiasm of the individual members which makes the group attractive.

Public relations is an important part of recruitment. It is more than just making signs and printing advertisements in the newspaper. Public relations is the activity of publicizing the attractiveness of the group. Good public relations does not take place once a year or once a semester; rather, it is a constant effort.

Public relations happen every time a group or a member of the group gives out a signal. There are many kinds of signals.



Signals are perceived by non-members in the types of activities and programs (successful or unsuccessful) sponsored by the group (see the section on planning a good program). Signals come from the members themselves. What kind of people belong to the group (attractive, friendly, intelligent, etc.)? And, how well do the members get along with each other? Are there factions which divide the group, or is the group cohesive?

## **IMPROVING GROUP EFFICIENCY**

Groups need to build in feedback mechanisms to help in their own steering. Such a process of feedback calls for collecting information on the discrepancy between what the group wants to do (its goal) and what it is doing (its means) so that it can make corrections in its direction.

Human beings, and therefore groups, not only need continuous self-correction in direction but also (and here they differ from machines) need to learn, grow and improve.

The work of each member of an organization is connected with the work of other members through one or more of the organization's internal structures. In setting about to improve the operation of an organization, the first step is to examine these internal structures to find the sources of difficulty. Next, it is necessary to plan appropriate changes, and to take whatever action is necessary to effect the changes.

## **HOW TO PLAN A GOOD PROGRAM**

Program committees composed of people well acquainted with the membership often have a great deal of information about what their groups want. Nevertheless, it is always a good idea to start with some planned procedures to determine needs and interest. First of all, guesses by a few people can often be wrong. We are all tempted to think in terms of what people ought to have rather than what they want. In addition, asking people what they want involves them in the planning itself and gives them a stake in its success.

As a program planner, your job is to bring order and sequence to the activities of your group so that the members may find satisfaction and enjoyment in a shared experience. Planning will be easier if you begin thinking in terms not only of what you and your group want to do, but of how you want to do it, and of what the participants expect.

The following actions lead to a good program:

1. Start with the interests of members
2. Have a variety of subjects and methods
3. Start and end on time
4. Have a good band, speaker, film, reading, or other needed resource
5. Make provision for fellowship
6. Get members doing things
7. Provide for physical comfort
8. Add something to each person's life

### ***The Prospectus and Continuity***

While you know just what you want, not everyone else does, but by putting everything on paper, you make clear to everyone exactly what you have in mind. A prospectus and continuity can be used for long range goals and also most effectively for a specific activity.

A prospectus gives a simple view of the entire activity. It is often a good idea to devote one page to each part of the activity.

A prospectus should contain the following:

1. WHAT is to take place



2. WHEN is it to take place
3. WHERE is it to take place
4. WHO is responsible for WHAT
5. How is it to take place (including all physical requirements and diagrams).

A continuity is a detailed schedule of events listed in the order of their occurrence.

## COMMITTEES

People are the most important resource of any organization. All too often, however, these people are either misused or not used. Leaders may attempt to do too much by themselves. Group morale and resource mobilization can be readily improved through the use of wisely constituted committees with specific tasks to complete. Study the following questions and answers about the importance of committees:

1. Why have a committee?
  - a. distributes the work load of an organization
  - b. gives people a chance to participate and contribute
  - c. engenders group ideas, which are often better than those of one individual
  - d. provides an orderly way to plan and carry out the work
  - e. develops leadership skills
2. What's wrong with many committees?
  - a. no one knows what the committee is supposed to do

- b. there's a lot of talk, but little is accomplished
  - c. one fellow does all the work
  - d. some members have no interest or experience in the job
  - e. there is no time schedule and work is not planned
  - f. members fail to show up for meetings
3. What are the proper limits of committees?
- a. a committee should have its own goals, not similar to those of other committees within the organization
  - b. the goals of a committee should be well defined
  - c. there should be a definite time limit to accomplish the goals
  - d. the committee is limited by rules and procedures of the organization
4. What should we do on committees?
- a. give ideas, opinions, feelings and convictions
  - b. take and use the ideas of others
  - c. test out ideas with other members who may have had experience with the problem
  - d. think out loud, making it easier for others to develop the group's ideas.
5. What a good committee member does
- a. familiarizes himself with the aims and procedures of the parent organization



- b. expresses himself well
  - c. focuses on the job at hand and sticks to it
  - d. is open-minded and accepts the ideas of others
  - e. sees ahead and plans for the future
  - f. is agreeable and cooperative and avoids personality conflicts
  - g. acts positively and without bickering
6. How do committee members waste time?
- a. come in late
  - b. argue over minor details
  - c. don't have the facts
  - d. get off the track
  - e. don't do "homework" to prepare for the meeting
  - f. talk about something after they've decided it
  - g. tell personal anecdotes
  - h. interrupt with conversations and leave the room
7. What are the elements of a good committee meeting?
- a. informal yet business-like atmosphere
  - b. attention to the committee's purpose
    - 1) things written down as they happen
    - 2) relevancy of everything checked

- c. resources to be used
    - 1) reports and studies of past meetings checked
    - 2) people who are familiar with the subject consulted
  - d. good discussion opportunities
    - 1) a series of speeches should be avoided
    - 2) direct questions should be asked so that answers will be focused
  - e. periodic progress review
    - 1) what has been accomplished
    - 2) what is to be carried over to next meeting
8. What can I get out of committee membership?
- a. meet new people and form new friendships
  - b. broaden ideas, and gain much self-confidence
  - c. develop many new interests
  - d. see realized the programs and policies that you want to see happen
  - e. develop a deep personal satisfaction in doing your part and carrying your share of the load
  - f. learn you can also help others attain the above five by-products of successful committee membership

## **THE LEADER AND DISCUSSION PARTICIPANTS**

The following tips will help you handle some of the types of discussion participants you will encounter in your work:

### ONE WHO DOMINATES DISCUSSION:

Make a summary of his statements, comment on their importance and redirect to other members for their opinion.

### ONE WHO DOES NOT PARTICIPATE:

Try to make him feel that his opinions and views are wanted, ask him questions you feel he would be able to answer easily. Ask him if he agrees with any specific comments made by other discussion participants.

### ONE WHO GOES OFF TOPIC UNDER DISCUSSION:

Comment on importance of his comments, but show that they do not concern the topic under discussion. Remind the group of the main topic under discussion.

### ONE WHO TENDS TO MAKE HIS COMMENTS TO HIS NEIGHBORS WHILE OTHERS ARE SPEAKING:

Ask if he has anything to offer to the discussion. Inform him that it is unfair to talk while others are expressing their views.

### ONE WHO IS ALWAYS MAKING NEGATIVE COMMENTS:

Ignore him if possible. Try to speak to him after the discussion and seek his cooperation.

### ONE WHO QUESTIONS DISCUSSION LEADER'S OPINION:

Try to rephrase the question and redirect to rest of the group.

### ONE WHO CANNOT EXPRESS HIS VIEWS ACCURATELY:

Try to summarize his statements and redirect to the group.

## THE LEADER AND DECISION MAKING

Both formal and informal groups make decision. Informal groups such as the family have undefined methods for coming to



decisions. Formal groups usually have structured procedures for making decisions. When a number of people have a common goal, it is possible for them to work together in order to achieve their goals. This can be done after barriers have been removed. Goals are achieved through various methods of decision making. No one method is applicable to all situations. Many problems use more than one method for solution. One of the most effective methods, however, is parliamentary procedure. An abbreviated form of parliamentary procedure may be found on pages 45 & 46.

The following examples are methods which are used in decision-making activities:

**PARLIAMENTARY PROCEDURE.** This is a system of rules which provides an orderly approach, some efficiency of group effort, and equal opportunity for all to participate directly in group action. It allows the minority to have an equal voice and is also designed to prevent domination of the group by the leader or chairman. Compromise can be effected through amendments.

**DEBATE.** Two or more different opinions are argued. Very little compromise takes place.

**CONSENSUS.** It is an agreement in matters of opinion. No vote is necessary.

**PROBLEM SOLVING DISCUSSION.** There is an effort to reach a solution to a problem through informal interchange of information, ideas and judgments. This method is sometimes called the "conference." It seeks consensus over majority rule. It seeks deeper insight into the problem but is time consuming and inappropriate for large groups.

**BRAINSTORMING.** This is one of the most recently developed methods. When confronted with a problem, suggestions are made rapidly and non-critically in succession. Judgment is suspended; emphasis is on creativity and imagination. The suggestions are narrowed down for feasibility. It is especially valuable in situations in which thinking about problems has become stereotyped and a new, fresh approach is needed. It can be applied successfully to large groups.



**MEDIATION AND ARBITRATION.** Both are used when a conflict cannot be resolved by the participants involved, and a third party finds a decision.

**AUTHORITARIAN ACTION.** Leadership usually uses force to solve the problems. It occurs when other attempts to solve the problem have failed.

## **THE LEADER AND PROBLEM SOLVING**

The process by which the group accomplishes its task is called problem solving. The following represent the steps in this process:

1. **Defining the Problem:** Is it of concern to the members; can it be clarified; can it be considered part by part?
2. **Producing the Ideas:** Has everyone had an opportunity to contribute; are the contributions relevant to the problem; can the group draw from experience or other resources?
3. **Testing the Ideas:** Is there sufficient information; are the facts substantiated; are proposals considered independently of the personalities making them; what are the consequences of choosing this proposal over that one; have we considered alternatives?
4. **Choosing Among Ideas:** Has there been ample discussion; is there room for compromise and consideration of the minority?
5. **Planning for Action:** Is responsibility fixed for carrying out the details of the decision; is there provision for evaluation of the outcome?

## **THE LEADER AND DIAGNOSING AN ORGANIZATION'S WORK STRUCTURE**

Ask yourself the following questions when you attempt to diagnose your organization's work structure:

1. Have all necessary tasks been assigned so that no gaps occur in the production process?
2. Are the various tasks carried out in the most efficient order or sequence?
3. Are authority and task functions coordinated so that work is not halted or slowed down when decisions are made?
4. Are all the authority functions that have been assigned related and necessary to the work of the organization?
5. Does the authority assigned to different members conflict or overlap?
6. Is everyone clear about what authority is given to each position?
7. Can members easily share needed information?
8. Do members feel free to express their real feelings and views about the work of the organization?
9. Do members desire to contribute their talents and abilities to the work as fully as they can?
10. Are members mutually concerned about providing for each other's needs?
11. Are members able to form informal groups easily?
12. Are informal groups primarily concerned with unresolved problems which exist in the internal structures?
13. Do members think that rewards in the form of job satisfaction and privileges are well balanced?
14. Do all members have some opportunity to share in the prestige/privilege rewards available in the organization?



## THE LEADER AND REPORTS

One of the most important phases of a student activity is writing a final report. This is not as difficult as it may appear. The final report is started on the day the chairman is appointed and is supplemented with the reports from his committee chairman and their sub-chairmen. When the activity is over, all that is necessary is a short resume.

The final report should answer these questions:

**WHO?** Who was responsible for the various jobs and events? Who was involved? Who did the work? Name individuals, groups and organizations.

**WHAT?** What was done? Be specific. Use maps, drawings, charts, layouts, etc. to make everything clear. What was used? What was purchased? What was borrowed? Include a copy of budget and a final income-expense statement.

**WHEN?** When was everything done? Be specific. Use continuity sheets whenever possible.

**WHERE?** Where did everything take place? Again, be specific and use diagrams, drawings, etc. Where did you obtain the material used?

**WHY?** Why were things done the way they were, rather than some other way?

**AND . . . . .**

What recommendations would you and your committee make to next year's chairman to improve this activity?

The final report should include anything and everything that will be of use to a future chairman. This is, of course, the very



justification for the writing of a final report, that is, to enable future chairmen to profit by the present chairman's experience. As the philosopher David Hume, put it, "If I have seen further, it is because I have stood on the shoulders of those who have gone before."

## THE LEADER AND SELF-EVALUATION

This inventory chart is to help you evaluate for yourself what kind of leader you are, and to select the areas in which your leadership may be improved. Whatever the setting or relationships, the kind of leadership exercised is of extreme importance.

	Always	Sometimes	Rarely
1. Arrangements are made to have our meeting room comfortable and adequate for our work.			
2. The members quickly and easily come to know and understand each other.			
3. Most of the members attend meetings regularly.			
4. In our group discussions, the members can readily see other points of view.			
5. I encourage the group to agree on the procedure we shall use in the discussions.			
6. Most members participate in the meetings.			
7. The agenda represents the wishes of the entire membership and is agreed upon by them.			
8. The members consciously show respect for one another.			
9. I try to keep myself or any few individuals from dominating the discussion.			
10. I see to it that the discussion is clarified and summarized periodically.			
11. I encourage the acceptance of the feelings and ideas of all members.			

	Always	Sometimes	Rarely
12. We welcome objective criticism and evaluation of our group, the meetings and the leadership.			
13. I am aware of the "needs" of the members of my group.			
14. I help the group realize its full potential.			
15. I am able to prevent disagreements from becoming factions.			
16. I am able to effectively delegate responsibility.			
17. My committees function on their own; I do not have to watch them at all times.			
18. I do all the work for the group.			
19. I effectively use the non-elected leaders.			
20. I can follow as constructively as I can lead.			
21. I am aware of the roles that the members of my group are playing.			

## ADMINISTRATION OF STUDENT ACTIVITIES

The By-Laws of the Board of Higher Education provide for faculty supervision of activities and chartering of student organizations. The faculty has the power to regulate, suspend or discontinue extracurricular activities in the interests of the college.

The student and faculty organizations at Staten Island Community College involved in the preparation, implementation and supervision of these regulations are the Student Association (S.A.), the Student Activities Advisory Board (S.A.A.B.), and the Faculty Committee on Student Activities and Services (F.C.S.A.S.), The Staten Island Community College Association, Inc., (S.I.C.C.A., Inc.) and the Board of Directors of the S.I.C.C.A., Inc. are concerned with fiscal matters. (See the Student Hand-



book for details.) The Director of Student Activities, who is a member of the Department of Student Personnel, is the liaison between the faculty and the student organizations.

The regulations herein are reviewed by the Student Activities Advisory Board once a year and recommendations for changes are submitted to the Faculty Committee on Student Activities and Services.

## **FACULTY-STUDENT COMMITTEES**

### **(FCSAS) FACULTY COMMITTEE ON STUDENT ACTIVITIES AND SERVICES**

FCSAS is a faculty committee whose chairman is the Dean of Students and whose function is to regulate all student activities at S.I.C.C., directly and indirectly, through individual faculty-student advisory boards or committees. The existing boards are the Student Activities Advisory Board, Athletic Advisory Board, Publications Advisory Board, and Bookstore-Cafeteria Advisory Board.

### **(BCAB) BOOKSTORE-CAFETERIA ADVISORY BOARD**

The BCAB is a faculty-student committee which provides an opportunity for students and faculty to review services offered and/or rendered and resolve problems which may arise in these areas. It also serves as an advisory board on policy matters to the FCSAS.

### **(SAAB) STUDENT ACTIVITIES ADVISORY BOARD**

SAAB is a faculty-student committee whose primary objective is to coordinate all student activities and extracurricular functions held under the auspices of S.I.C.C., with the exception of athletic activities and student publications. SAAB consists of ten mem-



bers: five students elected by the Student Senate and five faculty members appointed by the FCSAS. SAAB periodically reviews the activities of student organizations and makes recommendations to the FCSAS.

#### **(AAB) ATHLETIC ADVISORY BOARD**

The AAB, a nine member committee, includes representatives from the administration, faculty, student body and alumni. The committee supervises the over-all functioning of intercollegiate athletics and the intramural program; it annually reviews the athletic program of the college and makes recommendations to the FCSAS.

#### **(PAB) PUBLICATIONS ADVISORY BOARD**

The PAB includes representatives from the faculty and student body. This board provides an opportunity for students and faculty to resolve problems confronting various student publications and serves as an advisory board on policy matters to the FCSAS.

#### **(ESSAAB) EVENING SESSION STUDENT ACTIVITIES ADVISORY BOARD**

The ESSAAB is an evening student-faculty committee concerned with the policies and activities of the extramural program in the evening session.

### **STRUCTURE OF STUDENT ORGANIZATIONS FACULTY ADVISERS**

All Student Association organizations must have a faculty adviser, selected every two years by the members of the organization. Faculty advisers must be present at all functions and should be well informed of the scheduled events. If an organization wishes to change its adviser it may request a resignation from their adviser and select another.

## FORMING NEW ORGANIZATIONS

If a group of students wishes to start a new organization on campus, the following procedures should be followed:

1. Obtain an Activity Registration Form from the ~~Activities~~ <sup>Student</sup> Office. <sup>govt</sup>
2. Fill out Section labeled New Organization and leave it with the ~~Activities~~ <sup>SC</sup> Office.
3. Obtain a Constitution Form from the Activities Office and use this form as a guide to write the new organization constitution.
4. Submit five copies of the constitution to the ~~Activities~~ <sup>SC</sup> Office not later than one month after submitting the Activity Registration Form. These will then be submitted to the following committees for approval: Student Senate Constitution Committee, the Senate, the Student Activities Advisory Board and the Faculty Committee on Student Activities and Services.

Note: Athletic clubs are limited to intramural competitions. All students participating in intramural programs must undergo a medical examination.

## MAINTAINING OFFICIAL MEMBERSHIP

In order to renew its charter each semester, each organization must submit a Charter Renewal Form and a report evaluating the activities of the group during the past semester to the ~~Activities~~ Office. <sup>SAA/B</sup>

This form must be submitted not later than the second week of each semester. Information concerning student organizations will be prepared and distributed.

## ACTIVE STATUS

The Student Activities Advisory Board reserves the right to set a minimum membership number for an organization to be con-

sidered active. An organization with less than this minimum may be considered active with the permission of the Student Senate and Student Activities Advisory Board.

## ROOMS AND MEETINGS

Every semester, the Student Activities Advisory Board assigns a permanent meeting room to each chartered organization for that semester. A schedule of all such rooms is mailed to all organizations one week prior to the first scheduled meeting. The Student Activities Advisory Board also may limit the number of official meetings of organizations during the semester in order to insure a just distribution of facilities. Facilities granted organizations are commensurate with the size of its membership on file and/or the purpose of the intended meeting.

If an organization wishes to change its assigned location, it must contact the ~~Activities~~ Office which will make the change if it is possible. SG

If an organization wishes to change its meeting hour to a time other than the Thursday activity hour, it must submit a request in writing to the Student Activities Advisory Board.

All new organizations or organizations in the process of becoming chartered must request a meeting room each week in the ~~Activities~~ Office. (See page 16, Reserving Space.) SG



# Schedule of Club Meetings

## *Schedule of Day Session Club Meetings*

September — 18, 25  
October — 2, 9, 16, 23, 30  
November — 6, 13, 20  
December — 4, 11, 18  
January — 8  
February — 5, 19, 26  
March — 5, 12, 19, 26  
April — 9, 16, 23, 30  
May — 7, 14, 21

## *Schedule of Evening Session Club Meetings*

September — 29  
October — 21  
November — 19  
December — 18  
January — 9  
Spring semester to be  
announced

## DAY SESSION CHARTERED ORGANIZATIONS

	<i>Room</i>
Student Association Government .....	C-114 C136
<b>DEPARTMENTAL CLUBS</b>	
Beta Tau Society .....	B-203
Bio-Medical Society .....	B-204
*Business Investment Group .....	
Electronics Society .....	B-156
Engineering Society .....	B-228
Language Club .....	A-324 D101
*Physics Study Club .....	
Student Nurses Association .....	B-213
<b>SPECIAL INTEREST CLUBS</b>	
*Art Club .....	
Chess Association .....	A-304
*Chinese Culture Club .....	
*Conservative Club .....	
Discussion Club .....	A-224 B118
Martial Arts Club .....	Gymnasium
Mixed Media Workshop .....	C-134
*Photography Club .....	
*Political Science Club .....	
Rifle Club .....	B-119
*Spanish-American Club .....	
*Table Tennis Club .....	
Theatre Workshop .....	B-201
<b>RELIGIOUS ORGANIZATIONS</b>	
*Christian Collegiate Club .....	
Menorah Society .....	A-225
Newman Club .....	B-227
<b>FRATERNITIES &amp; SORORITIES</b>	
Bartlett Rangers .....	B-208
Delta Alpha Mu .....	A-305
*Delta Sigma Rho .....	
Lambda Omega Chi Sorority .....	A-317
Manchester House .....	A-201

## FRATERNITIES & SORORITIES (Cont'd.)

*Room*

\*Staten House

### PUBLICATIONS

Clarion .....	C-132
Dolphin .....	C-113
Horizons .....	C-132
The Bay (will be called The American Standard when title is approved) .....	C-132

### EVENING SESSION CLUBS

*Room*

Art Club .....	C-134
Engineering & Technology Society .....	B-201
Evening News .....	C-132
Math Club .....	B-146
Natural Science Club .....	B-327
Newman Club .....	C-128
Philosophical Forum .....	A-225
Psychological Workshop .....	B-148
Student Government .....	C-114

\*Organizations in the process of becoming chartered. Must file an activity registration form weekly in Activities Office for a meeting room.



## **PLANNING ON ACTIVITIES SCHEDULE**

The Student Senate and the Activities Office is interested in planning a balanced calendar of events and, in the process, prevent conflicts from occurring and similar functions from being crowded together.

To achieve these ends, all organizations planning to sponsor college-wide events on weekends must submit their request for a date to the Activities Office not later than the first week in May when the activities calendar is being made up. Priority for weekend dates is given to the Kaleidoscope and Social Activities Committees.

## **MEMBERSHIP AND LEADERSHIP IN STUDENT ORGANIZATIONS**

All day session students at Staten Island Community College regardless of race, religion, national origin or sect may be members in student organizations. In order to attend field trips on any outside activity connected with a student organization, a student must submit a signed permission slip from his parents. These slips are obtained from the Activities Office.

## **ELIGIBILITY FOR OFFICE**

To be eligible for office (including committee chairman), a student must be a fully matriculated student and must maintain a "C" average (2.0). Any student holding an office or chairmanship who falls below this standard may be permitted to retain his office after special petition to the Student Activities Advisory Board indicating special mitigating circumstances.

A student may not be president of more than one organization without the explicit permission of the Student Activities Board.

## **ELECTION OF OFFICERS**

Election of new officers for all organizations must take place not later than the first week in April. These newly-elected officers

will be required to attend a leadership training conference planned and held jointly by the Student Association Government and the Activities Office and will take part in planning their organization activities and budget for the following academic year.

## PRESIDENTS' COMMITTEE

The Presidents' Committee is a student activities coordinating committee composed of all organization presidents, the chairman of which is the Student Senate President. This committee meets monthly to coordinate the student activities calendar and to discuss and solve common problems of student organizations. Notices regarding the date, place and time of these meetings are posted on the activities bulletin board and also sent to the organization mail boxes. Every organization president is responsible for keeping himself apprised of these scheduled meetings. If an organization president is unable to attend a meeting, he should contact the **SG** Activities Office and make arrangements for a substitute to attend. Those organizations that fail to comply with these policies will be penalized by having funds withheld from them.

## TREASURERS' COMMITTEE

The Treasurers' Committee is composed of the treasurers of all organizations sponsored and financed by the Student Association. The Student Senate Treasurer calls and presides at this meeting, which meets once at the end of each semester, to inspect organization books and discuss financial matters. All organizations are expected to keep orderly books with an accurate account of funds disbursed and purpose for which these funds were spent. (See Budget Procedures for further information regarding the use of funds.)

Organizations negligent in attendance will be penalized by having funds withheld from them. Notices of the meetings will be posed on the activities bulletin board and also sent to organization mail boxes. It is the responsibility of each treasurer to apprise himself of the meetings.



## PREPARING A BUDGET

All detailed requests should be categorized under the following broad headings:

**SUPPLIES:** Exclude general office supplies, which should be requisitioned from stocks issued to the Activities Office. (See Page 38.)

**SERVICES:** Printing, photographic services, speakers' fees, membership fees, repairs to equipment, film rentals, registration fees for meetings or tournaments, etc.

**SOCIAL  
ACTIVITIES:** Refreshments, decorations, tickets, tablecloths, cups, trophies, etc., whether for an organization social or a community welfare project. Alcoholic beverages are prohibited on campus.

**TRAVEL  
EXPENSES:** Include carfare, tolls, meals, etc., within 50 mile radius or to The City University of New York-sponsored event. (Include special nation-wide conferences.)

**EQUIPMENT:** Storage units, record players, athletic or recreational items, music stands, electronic equipment, rifles, flags, banners, etc. **DO NOT** request items which can be properly purchased by the college through departmental allocation of educational equipment funds, e.g., laboratory equipment.

**MISCELLANEOUS:** NOT a lump sum contingency item, but one which cannot be categorized under one of the above headings.

Although it is difficult for organization officers to fully anticipate the needs of their successors, organization advisers can be



helpful in providing guidance for reasonable estimates of need based upon past experience. The Activities Office staff and the Corporation Treasurer also stand ready to offer advice when needed.

The Student Senate and the other reviewing bodies ask that budget requests be clear and detailed in order to justify serious consideration.

Note: An organization may modify its budget without authorization up to 10% of its annual budget; all other modifications require the approval of the Student Activities Advisory Board.

## PROCEDURES

*SG Treasurer*  
Organization treasurers will receive Budget Request forms from the ~~Faculty Adviser to the Student Association~~ and must follow the following procedures:

1. Fill in six copies of the Budget Request form.
2. Detail needs in Column 1.
3. Enter amounts required in Columns 2, 3 and 4. (See sample Budget Request form.)
4. Submit five complete forms to the *SG* Activities Office.

Note: The timetable of deadlines for budget processing is as follows and must be met by all concerned:

1. Organization Treasurers submit five copies to the *SG* Activities Office on the last Monday in April.
2. The Activities Office submits these copies to the Student Senate during the last week in April.
3. The Student Senate submits four copies of its recommended allocations to the Chairman of the S.A.A.B. before May 1.
4. The Student Activities Advisory Board will meet during the

first week in May and forward three copies of the Budget Request form, with its recommended allocations, to the following:

President of S.I.C.C. Association, Inc.—(President of College)  
Secretary  
Treasurer—(Fiscal Officer)

## **WITHDRAWING FUNDS FROM AN ORGANIZATION ACCOUNT**

### **I. REIMBURSEMENT**

A. The organization treasurer should obtain a Voucher form from the Student Senate Treasurer ~~or the Activities Office~~.

B. Fill in all requested information.

C. Obtain the required validating signatures on the Voucher.

D. Staple all receipts of funds spent to the completed Voucher form.

E. Send completed Voucher and receipts to the Bookstore. (Check will be sent to the Student Senate Treasurer who will issue it to requester.)

### **II. ADVANCE PAYMENT**

This procedure is followed if an organization wants payment in advance for an exact amount or does not know beforehand the exact amount of money needed from its account for an activity. A request is made for an advance of the exact or estimated amount of funds as follows:

A. The organization treasurer should obtain an Advanced Expense form and a Voucher form from the Student Senate Treasurer ~~or the Activities Office~~.

B. Fill in ALL requested information on the Advanced Expenses form.

C. Obtain the required validating signatures on the Advanced Expenses form.

D. Send completed Advanced Expenses form to the Bookstore.

After the funds have been spent, the following procedures should be followed:

A. The organization treasurer should fill in all requested information on the Voucher form.

B. Obtain the required signatures.

C. Staple all receipts to the completed voucher.

D. Return all unspent funds or indicate a reimbursement of funds with this Voucher.

E. Send completed Voucher form to the Bookstore. (See sample of both withdrawal forms.)

## **GENERAL INFORMATION FOR STUDENT ORGANIZATIONS**

### **BULLETIN BOARDS**

Each organization may use the Activities Bulletin Boards to advertise its programs. Bulletin Boards are to be kept neat and up-to-date or the privilege to use them will be removed by the Student Senate. (See poster regulations.)

### **KITCHEN FACILITIES**

Any organization may reserve the kitchen facilities for a special activity. See the Activities Office for reservations. If an or-



ganization wishes to use these facilities on a weekend, it must obtain approval also from the Dean of Administration's Office.

## MAIL

All organization mail will be placed on the organization desks located in the Student Organizations offices. Each is responsible for checking it frequently for important notices.

## STUDENT ORGANIZATIONS OFFICES

Because of the shortage of office space, the college is unable to provide offices for each student organization. Consequently, all organizations must share Room C-132, each having a desk and chair assigned for its use. Although the lack of privacy presents a great problem, it is hoped that student officers will make the best of this situation.

It is extremely necessary, therefore, that all students clearly understand the purpose and function of this room as an office exclusively for student organization officers to conduct their business.

## HAVING MATERIALS DUPLICATED

The Student Association has a mimeograph machine which it uses to service the needs of all organizations. The procedures for having materials duplicated are as follows:

1. Obtain a Supplies-Duplicating-Poster (SDP) requisition form and a stencil if needed for duplicating from the ~~Ac-~~ <sup>56</sup> ~~tivities~~ Office.
2. Fill in requested information.
3. Submit requisition with stencil one week prior to the date needed to the ~~Activities~~ <sup>56</sup> Office.

## REQUISITIONING MATERIALS AND SUPPLIES

All chartered organizations and organizations in the process of becoming chartered may requisition materials and supplies for their use from the following list of materials and supplies available: (These materials and supplies should not be budgeted; see budget sample.)

Oaktag—colors  
Mimeo paper—colors  
Glitter—colors  
Glue  
Pencils  
Erasers  
Magic Markers—colors  
Paper clips  
Thumb tacks  
Yellow pads  
Rulers  
Stencils—duplicating

Procedures for requisitioning materials and supplies:

1. Obtain SDP requisition form from the <sup>56</sup>Activities Office.
2. Fill in request. Do not order in excess of need for each occasion.
3. Submit requisitions for materials one week prior to the date needed.

## HAVING POSTERS MADE

The Student Association has a sign making machine which makes various sizes of professional looking posters. All student

organizations may have their posters made by this machine if they prefer not to make handmade posters.

Procedures for requisitioning posters:

1. Obtain SDP requisition form from <sup>SG</sup>Activities Office.
2. Fill in requisition keeping in mind the poster regulations.
3. Submit requisitions for posters at least one week prior to the date needed.

## PUBLICIZING ORGANIZATION ACTIVITIES

A student organization wishing to publicize its activities in an outside news media should contact the Office of Public Information. If an organization wishes to publicize its events on campus, it should contact "The Dolphin" for newspaper coverage, the Student Association Government for public address announcements, the Office of the Dean of Students for coverage in the "Calendar," and the Activities Office for coverage in "Scop Vibrations."

## POSTER REGULATIONS

1. All posters, handbills, etc., displayed in the college buildings and/or on the college grounds must be approved by the <sup>SG</sup>Activities Office.
2. If students wish to post materials on a departmental bulletin board, they must obtain permission from that department chairman. First, however, the posters must be approved by the <sup>SG</sup>Activities Office.
3. Posters may only be tacked to bulletin boards. Posters may NOT be scotch taped to the walls.
4. If posters are handmade, they must be attractive, neat, legible and in good taste.
5. The maximum poster size is 12 x 24 inches.



6. The maximum number of posters for one organization at a given time is 25.

7. Handbills may be distributed on campus provided they have on them the name of the sponsoring organization. Distribution of handbills in the dining room and/or bookstore must be approved by the Food Service Manager or the Bookstore Manager.

8. All posters must be removed by 5:00 P.M. of the school day following the event.

9. ILLEGAL posters, not approved or illegally posted, will be taken down and a penalty placed on the organization posting them.

10. Organizations which repeatedly fail to follow these procedures may be restricted from advertising future events.

11. The Student Senate, on occasion, will make exceptions to these rules when necessary.

## RESERVING SPACE

If a student organization wishes to use an area other than its assigned meeting room for a special program on Thursdays during the activities hours, it must fill out an Activity Registration form available in the Activities Office.

If a student organization wishes to use college facilities for weekend activities, it must fill out an Activity Registration form available in the Activities Office and, in addition, it must obtain permission from the Dean of Administration's Office.

The following procedures must be followed:

1. Obtain Activities Registration Form from the Activities Office.
2. Fill out pertinent information requested on this form and return to the Activities Office.
3. This form must be filled out two weeks prior to the event. (See sample Activity Registration Form.)

After the request has been approved, signed copies will be forwarded to all persons involved, including the requesting organization. If the request has not been approved, the requesting organization will be notified through the mail.

## CONDUCTING CHARITY DRIVES

All charity drives held on or off campus must first have the approval of the Student Activities Advisory Board. Such drives are restricted to recognized philanthropic works of municipal and national scope, and all drives will be limited to one week; any extension of time must be approved by the Student Activities Advisory Board.

The procedures for obtaining permission to hold a charity drive are as follows:

1. Obtain Activity Registration Form from the ~~Activities~~<sup>SC</sup> Office.
2. Fill in pertinent information requested and return to Activities Office which will submit the request to the Student ~~Activities~~<sup>SC</sup> Advisory Board for approval. The organization will be notified of the decision through the mail.
3. All forms must be submitted for approval three weeks prior to the event.

## INVITING OUTSIDE SPEAKERS

The outside-guest policy of Staten Island Community College is predicated on a commitment of the college to the independent search for truth and to the preservation of an atmosphere of free inquiry. Students can therefore invite to the campus speakers of their choice. It goes without saying that such speakers do not necessarily represent the views of the faculty, the administration, or the students.

When inviting an outside speaker, student organizations are to fill in the Outside Speaker section of the Activity Registration



Form in the <sup>56</sup>Activities Office. Be sure to fill in all requested information.

The signature of the faculty advisor will signify that, to the best of the adviser's knowledge, the organization will comply with the foregoing guidelines.

### **PROCEDURES FOR REGISTERING AN OUTSIDE-GUEST SPEAKER:**

1. Obtain Activity Registration Form from the <sup>56</sup>Activities Office.
2. Fill in all pertinent information requested and return to the <sup>56</sup>Activities Office.
3. Submit this form at least two (2) weeks prior to the proposed meeting date where circumstances permit.

### **DARK ROOM**

The facilities of the Dark Room are available to all organizations by reservation. See the <sup>56</sup>Activities Office for reservations.



*Appendix A:*  
FORMS

**S.I.C.C. ASSOCIATION BUDGET REQUEST FORM**  
**FOR THE ACADEMIC YEAR**

May 2, 1966

Date Submitted

JOHN RICHMOND

ART CLUB  
 Name of Organization

Submitted by

DESCRIPTION	Fall 19 Request (2)	Spring 19 Request (3)	Total Request	Senate Alloca- tion (5)	S.A.A.B Alloca- tion (6)
<b>SUPPLIES</b>					
Oils & Watercolors	\$35.		)		
Canvas	15.		) \$75.		
Frames	25.		)		
<b>SERVICES</b>					
Rental of Museum Studio	\$25.	\$25. 15.	) \$65. )		
<b>SOCIAL ACTIVITIES</b>					
Contest awards		\$50.	\$50.		
<b>TRAVEL</b>					
Visits to galleries	\$15.		\$15.		
<b>EQUIPMENT</b>					
Easels	\$75.		\$75.		
<b>MISCELLANEOUS</b>					
<b>TOTALS</b>	<b>\$205.</b>	<b>\$125.</b>	<b>\$330.</b>	<b>\$</b>	<b>\$</b>







STATEN ISLAND COMMUNITY COLLEGE  
STUDENT ACTIVITIES ADVISORY BOARD

CHARTER RENEWAL FORM

DATE \_\_\_\_\_ 19 \_\_\_\_\_

NAME OF CLUB: \_\_\_\_\_

NAME

ADDRESS

TELEPHONE

NAME, ADDRESS & TEL. NO. OF OFFICERS:

President: \_\_\_\_\_

Vice-President: \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

FACULTY ADVISER'S NAME: \_\_\_\_\_

We have read the Organization Constitution on file, and our practices are in conformity with the practices enumerated therein.

\_\_\_\_\_  
Signature of President

\_\_\_\_\_  
Signature of Faculty Adviser

ACTIVITY REGISTRATION FORM

NAME OF ORGANIZATION: \_\_\_\_\_

DATE SUBMITTED: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_

SOCIAL

Function: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Place: \_\_\_\_\_

Student in Charge: \_\_\_\_\_

Faculty Adviser's Sig. \_\_\_\_\_

CULTURAL

Function: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Place: \_\_\_\_\_

Student in Charge: \_\_\_\_\_

Faculty Adviser's Sig. \_\_\_\_\_

CHARITY

Name & Description of Activity: \_\_\_\_\_

Date(s): \_\_\_\_\_

Hours: \_\_\_\_\_

Where & How conducted: \_\_\_\_\_

Student in Charge: \_\_\_\_\_

Faculty Adviser's Sig. \_\_\_\_\_

OUTSIDE SPEAKER

Name(s) of Speaker(s): \_\_\_\_\_

Organization(s) Represented by Speaker: \_\_\_\_\_

Topic(s): \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Place: \_\_\_\_\_

Student in Charge: \_\_\_\_\_

Faculty Adviser's Sig. \_\_\_\_\_

Business Meeting \_\_\_\_\_

Practice Session \_\_\_\_\_

Other (specify) \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Place: \_\_\_\_\_

Student in Charge: \_\_\_\_\_

Faculty Adviser's Sig. \_\_\_\_\_

NEW ORGANIZATION

Application Date: \_\_\_\_\_

Name of Leader: \_\_\_\_\_

Name of Faculty Adviser: \_\_\_\_\_

List of 15 interested students: \_\_\_\_\_

SPECIAL NEEDS FOR ABOVE ACTIVITY

FOOD

See Cafeteria  
Manager about  
Arrangements  
Room

GUARDS

Number: \_\_\_\_\_

Station(s): \_\_\_\_\_

Hours: \_\_\_\_\_

Report to: \_\_\_\_\_

TECHNICAL AND/OR OTHER

(Specify)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_



SDP REQUISITION

Supplies

Duplicating

Poster

Date: \_\_\_\_\_

Organization Name: \_\_\_\_\_

SUPPLIES

	<u>Quantity</u>		<u>Quantity</u>
Oaktag	_____	Erasers	_____
Glitter	_____	Magic Markers	_____
Glue	_____	Yellow Pads	_____
Paper	_____	Paper Clips	_____
Pencils	_____	Rulers	_____

---

---

DUPLICATING

Number of Copies: \_\_\_\_\_

Date Needed: \_\_\_\_\_

POSTERS

Number: \_\_\_\_\_

Colors: \_\_\_\_\_

Size: \_\_\_\_\_

Date Filled: \_\_\_\_\_



*Appendix B:*  
**PARLIAMENTARY**



PARLIAMENTARY LAW – DESK CHART

PRIVILEGED MOTIONS

INCIDENTAL MOTIONS

MOTION	DEBATABLE	AMENDABLE	REQUIRES A SECOND	VOTE REQUIRED	IN ORDER WHEN ANOTHER IS SPEAKING	CAN BE RE-CONSIDERED	MOTIONS TO WHICH IT APPLIES	MOTIONS WHICH APPLY TO IT
TIME FOR NEXT MEETING (WHEN PRIVILEGED)	NO	YES	YES	MAJORITY	NO	NO	NONE	AMEND
ADJOURN	NO	NO	YES	MAJORITY	NO	NO	NONE	NONE
RECESS	NO	YES	YES	MAJORITY	NO	NO	NONE	NONE
QUESTION OF PRIVILEGE (TREAT AS MAIN MOTION)	YES	YES	YES	MAJORITY	YES	YES	NONE	ALL
ORDERS OF THE DAY	NO	NO	NO	NONE; IT TAKES 2/3 TO POSTPONE SPECIAL ORDER	YES	NO	ANY SPECIAL ORDER	NONE; EXCEPT TO POSTPONE ORDERS
APPEAL	NO	NO	YES	MAJORITY	YES	YES	ANY DECISION OF THE CHAIR	LAY ON TABLE, CLOSE DEBATE RECONSIDER
POINT OF ORDER	NO	NO	NO	NONE; UNLESS APPEALED; THEN MAJORITY	YES	NO	ANY MOTION OR ACT	NONE
OBJECTION TO CONSIDERATION OF QUESTION	NO	NO	NO	2/3	YES	YES	MAIN QUESTION AND QUESTIONS OF PRIVILEGE	RECONSIDER
READING PAPERS	NO	NO	YES	MAJORITY	NO	YES	NONE	NONE
WITHDRAWAL OF MOTION	NO	NO	NO	MAJORITY	NO	YES	ANY MOTION	RECONSIDER
SUSPENSION OF RULE	NO	NO	YES	2/3	NO	NO	ANY MOTION WHERE NEEDED	NONE

SUBSIDIARY MOTIONS

LAY ON THE TABLE	NO	NO	YES	MAJORITY	NO	NO	MAIN QUEST'S, APPEALS, QUESTIONS OF PRIVILEGE, RECONSIDER	NONE
PREVIOUS QUESTION (CLOSE DEBATE)	NO	NO	YES	2/3	NO	YES	ANY DEBATABLE MOTION	RECONSIDER
LIMIT OR EXTEND LIMITS OF DEBATE	NO	YES	YES	2/3	NO	YES	ANY DEBATABLE MOTION	RECONSIDER
POSTPONE TO A DEFINITE TIME	YES	YES	YES	MAJORITY	NO	YES	MAIN MOTION QUES. OF PRIVILEGE	AMEND RECONSIDER LIMIT OR CLOSE DEBATE
REFER OR COMMIT	YES	YES	YES	MAJORITY	NO	YES	MAIN MOTION QUES. OF PRIVILEGE	AMEND RECONSIDER LIMIT OR CLOSE DEBATE
AMEND	YES	YES	YES	MAJORITY	NO	YES	MAIN MOTION DEBATE LIMIT REFER, POST PONE, FIX TIME OF NEXT MEETING	AMEND RECONSIDER CLOSE DEBATE
POSTPONE INDEFINITELY	YES	NO	YES	MAJORITY	NO	YES	MAIN MOTION, QUES. OF PRIVILEGE	LIMIT OR CLOSE DEBATE RECONSIDER
MAIN MOTION	YES	YES	YES	MAJORITY	NO	YES	NONE	ALL
RECONSIDER	YES, IF MOTION TO WHICH IT APPLIES IS DEBATABLE	NO	YES	MAJORITY	YES	NO	ANY MOTION EXCEPT AD- JOURN SUSPEND RULES-LAY ON TABLE	LIMIT DEBATE LAY ON TABLE POSTPONE DEFINITELY
RESCIND *	YES	YES	YES	2/3 OF MEMBERS PRESENT, MA- JORITY WHEN NOTICE TO RES- CIND WAS GIVEN AT PREVIOUS MEETING	NO	YES	MAIN MOTIONS APPEALS QUES. OF PRIVILEGE	ALL

\* THESE ARE TREATED AS IF THEY WERE MAIN MOTIONS.

# NOTES

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