WVU STUDENT ENGAGEMENT AND LEADERSHIP RESOURCES

Financial Matters

A budget serves as a plan for program revenues and expenditures. The budget process should consist of the following steps:

- Program goals — what do you plan to do?
- Establish a process — design budget/expenses process that is acceptable to all members.
- Project revenues and expenses— present this to the executive group for approval.
- Revise — make necessary revisions to the budget based on feedback.
- Approval— the budget is adopted by members at large
- **WVU assumes no fiscal or legal responsibility for any organization**.

Potential Sources of Funding

- Organizations may set and collect dues among their members.

- Organizations may apply for a one-time grant from the Student Government Association. Applications for funds are available online at sga.wvu.edu

  - Grants are used to help fund an educational trip, defray costs of printing/advertising for an event, or attending competitions or conferences.
  - This funding cannot be received by any organization more than once an academic year and cannot be applied to any type of fundraising activities.
  - The SGA Treasurer will review the application. A representative from the student organization will be asked to present to a general meeting of the student Board of Governors. The request will then be voted upon.

- Organizations may hold fundraising events. These include, but are not limited to:

  - *Bake Sales* – these are typically held in the brick area across from the Lair. Contact Kim Harrison and Kim.Harrison@mail.wvu.edu to schedule that space. Bake sales are not permitted inside the Mountainlair. A one-day Health Department form must be filled out before the sale begins. They can be found at the Student Engagement and Leadership office.
  - *Raffles* – small raffles are permitted. The amount raised must be below $10,000. If it goes above that amount then you would need to contact the West Virginia state tax office for guidance. 50/50 drawings are also permitted as long as the amount is small.
  - *Car washes* – several locations around Morgantown allow groups to hold car washes.
  - *Restaurant partnerships* – several area restaurants have programs in place which will provide a percentage of sales on a certain day to the student organization.
  - *Benefit concerts* – check with local venues about setting up a benefit show.

Office of Student Engagement and Leadership Website

The Student Engagement and Leadership office has a web page with a wealth of information for you and your organization. There you will find a list of all recognized organizations.

- Log onto studentengagement.wvu.edu to find downloadable forms, staff listing, news, and other information.

- Our office also maintains email lists for all student organization presidents and advisors. During the school year each organization's president will receive a weekly email with updates and important information.

- If your organization is interested in publishing its website, please go to **http://web.ur.wvu.edu/student-organization-website-request-form**. Fill out the site registration form and once your group is approved you will be able to create your webpage. Your organization will have a choice of easy-to-use templates, but if assistance is needed, you may consult University Relations/Web at **web_services@mail.wvu.edu**. Assistance is also provided by Kim Harrison. Email her at kim.harrison@mail.wvu.edu or call (304)293-3814.

Community Service

- ***Toy Mountain***

  The Toy Mountain program students and various other individuals help to build a mountain of toys. Organizations are encouraged to collect toys and bring them to our office to be placed as part of the "mountain." The donations are provided to Christian Help for their annual toy distribution to area families.

- ***WVU Center for Service and Learning***

  The Center for Service and Learning is a clearinghouse for all volunteer and service opportunities for students on campus and in the Morgantown community. They will work with you to identify a program that will fit your needs, interests, and schedule. Students can learn community service hours through iServe.

Planning Programs

Programming can be a valuable tool for an organization to educate the students, faculty, or public about certain issues or platforms that concerns your organization. No matter what a program goal might be, there are a number of factors to consider when planning an event.

- Who is it designed to attract? What is your target audience?
- What will be the cost of the program?
- Where will the program be held?

- Is the location accessible/practical?

- How should it be publicized?

After an event has been completed, it is crucial to do a follow-up evaluation. This evaluation will be used as a guide in planning this event in subsequent years. Evaluations should be performed by both the planners and the participators and should ask:

- Was the program effective?

- Where do improvements/ changes need to be made?

- Did the program meet expectations/ goals?

- What were the reactions of the audience to the presenters/ materials?

- Compare the positives vs. the negatives.

Robert's Rules of Order

Guiding Principle:
> Everyone has the right to participate in discussion before anyone may speak a second time.
> Everyone has the right to know what is going on at all times.
> Only urgent matters may interrupt a speaker.
> Only one thing (motion) can be discussed at a time.

A **motion** is the topic under discussion. After being recognized by the president of the board, any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. Each motion must be disposed of(passed, defeated, tabled, referred to committee, or postponed indefinitely).

How to do things:

- *You want to bring up a new idea before the group:*
After recognition by the president of the board, present your motion. A second is required for the motion to go to the floor for discussion, or consideration.
- Y*ou want to change some of the wording in a motion under discussion:*
After recognition by the president of the board, move to amend by
⬜ adding words,
⬜ striking words or
⬜ striking and inserting words.
- *You like the idea of a motion being discussed, but you need to reword it beyond simple word changes:*
Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.
- *You want more study and/or investigation given to the idea being discussed:*
Move to refer to a committee. Try to be specific as to the charge to the committee.
- *You want more time personally to study the proposal being discussed:*
Move to postpone to a definite time or date.
- *You are tired of the current discussion:*
Move to limit debate to a set period of time or to a set number of speakers. Requires a 2/3rds vote.

- *You have heard enough discussion*:

Move to close the debate. Requires a 2/3rds vote. Or move to previous question. This cuts off discussion and brings the assembly to a vote on the pending question only. Requires a 2/3rds vote.

- *You want to postpone a motion until some later time:*

Move to table the motion. The motion may be taken from the table after 1 item of business has been conducted. If the motion is not taken from the table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires a 2/3rds vote. A majority is required to table a motion without killing it.

- *You believe the discussion has drifted away from the agenda and want to bring it back:*

Call for orders of the day.

- *You want to take a short break:*

Move to recess for a set period of time.

- *You want to end the meeting*:

Move to adjourn.

- *You are unsure that the president has announced the results of a vote correctly:*

Without being recognized, call for a "division of the house." At this point a roll call vote will be taken.

- *You are confused about a procedure being used and want clarification:*

Without recognition, call for "Point of Information" or "Point of Parliamentary Inquiry." The president of the board will ask you to state your question and will attempt to clarify the situation.

- *You have changed your mind about something that was voted on earlier in the meeting*
for which you were on the winning side:

Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

- *You want to change an action voted on at an earlier meeting:*

Move to rescind. If previous written notice is given, a simple majority is required. If no notice is given, a 2/3rds vote is required.

- *You may INTERRUPT a speaker for these reasons only:*

to get information about business – point of information
to get information about rules – parliamentary inquiry
if you can't hear, safety reasons, comfort, etc. – question of privilege
if you see a breach of the rules – point of order
if you disagree with the president of the board's ruling – appeal

For more information: http://www.robertsrules.com/faq.html