

## Guidelines for Student Clubs/Associations

The Hellenic American University prohibits discrimination on the basis of race, color, gender, sexual orientation, age, religion, national origin, physical disability, or veteran status in recruitment, admissions, employment, evaluation, and advancement policies.

### Advisors

Student clubs will have a designated Faculty/Staff Advisor to advise and assist student groups on all matters, act as a resource to help facilitate recommendations, and address University policy and procedure issues. The Advisor acts as a liaison between students and faculty (works with University administration on the club's matters). The Advisor will be present at meetings and on an as needed basis for on any additional committee meetings. The Coordinator of Student Affairs can also fulfill this role, particularly as clubs are newly formed.

### Meetings

Meetings are open to University student members. Meetings should be scheduled monthly or as needed depending on the club's business. Club officers are considered part of the "Executive Committee" who are in charge of running the meetings. It is suggested that for larger meetings the group designate a "Chair" to allow for meetings to run more smoothly. *There are times when officers can choose to hold a "closed" meeting to discuss club business, but the faculty advisor must be notified and invited to join the meeting.*

All meetings should be recorded in the designated notebook or folder including the following:

- (1) Date and persons in attendance
- (2) Record of meeting "minutes" including major topics discussed, plans and all decisions made or official actions taken by the Committee/Club.
- (3) Follow a designated meeting AGENDA or follow the Simplified Standard Order of Business (recommended in "Roberts Rules of Order") including:
  - Reading and approval of minutes (if pre-approved before meeting time, stating that "minutes have been approved")
  - Reports (including Treasurer's report)
  - Unfinished Business
  - New Business

### Special Committees/Task Forces

The group can designate a smaller group of people to work on a certain task. These can be committees or task forces assigned to research, plan, and bring to the table items for future consideration by the club during regularly scheduled business meetings.

### Voting/Motions

The primary reason for using rules of order is for the group to make decisions. All members present must be allowed to vote when a proposal has been made. To begin this process, a member offers a proposal by *making a motion*. A **motion** is a formal proposal by a member, in a meeting, that the group take certain action. The chair/leader must *recognize the speaker* by nodding or calling your name to allow you to speak (have the floor). When one is finished speaking they *yield to the floor*.

To make a main motion, after obtaining the floor, one simply says "I move that...." The motion must then be *seconded* by another member to be considered by the group. Once this happens, the chair/lead asks for consideration and voting on this motion.

→ Group may choose to debate, amend, or vote. *Amend* means you strike out certain words, insert other words, or substitute words.

**Examples:** "The question is on the ..... Those in favor of the motion, say aye" (group votes aye [yes]). "Those opposed, say no" (votes are counted and motion is adopted OR postponed until the next meeting)

### **Adjourning meetings**

When the club meeting has completed the work, the chair/lead should state “Is there any further business?... [allow for new items here] Since there is no further business, the meeting is adjourned.” To *adjourn* means to close the meeting.

### **Student Events**

Requests for any student event must be presented in writing through the “Request for Student Event” form and include any additional attachments or other material. All requests must be brought to the Office of Student Affairs with ample lead time. **It is suggested that this be at least three - four weeks before the event date.**

Once approved, students will work with the Office of Student Affairs and any related office(s) to ensure logistical support. **Any publicity for the event should clearly state this is a HAUniv event and must also be approved through the Office of Student Affairs.**

### **Event Policies:**

- Events must clearly relate to the University’s mission and co-curricular programs and activities should complement the student’s academic work and provide stimulus and support for students in the pursuit of their academic, artistic and career objectives, and community involvement.
- Smoking is not allowed by law in educational institutions. During special events, smoking is allowed only in designated areas; alcohol may only be used with permission of the University administration.

### **Term of Office**

Officers’ term is *one year from designated start date*. One person can assume the same title of office for no more than two years. Nominations for office are designated time periods. Voting and elections are coordinated through the Office of Student Affairs.

### **Officer Roles**

A brief list of club offices and responsibilities is outlined below.

#### ***President***

Serves as Club’s CEO, responsible for general supervision & club operation. Oversees plans and club goals, guides executive officers, ensures ongoing membership and oversees all administrative operations for club meetings and events.

#### ***Vice-President***

Assists the President in assuring successful Club meetings and events. Works with club officers in assuring commitment to club goals. Fulfills the role of President in the latter’s absence.

#### ***Secretary***

Maintains accurate records, handles general Club correspondence, files, minutes, resolutions. Provides minutes to the club before and during club meetings.

#### ***Treasurer***

Prepares budget, maintains all bank statements and financial records (if applicable), provides financial reports to club as needed.

**Office of Student Affairs** – Coordinator: Barbara Kondilis, MSW, MPH  
☎210-3680965 (ask to be connected) or through email: [studentaffairs@hau.gr](mailto:studentaffairs@hau.gr)