




 GUAN COMMUNITY COLLEGE
 Student Organization
 Officer & Advisor
TRAINING




Center for Student Involvement
 Room 5203, 2nd Floor Student Center, Bldg. 5000
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 @csi@guamcc.edu

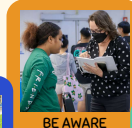
Through active involvement in the campus community, students ...


- Expand their circle of influence
- Are instilled with a sense of ownership over their educational experience
- Create a greater commitment to making GCC and their community a better place.
- Gain an understanding of diversity




OVERALL


BE ACTIVE


BE AWARE


BE KNOWLEDGEABLE


CSI IS A RESOURCE

THE AGENDA & THE MINUTES

AGENDA

- Focus for student organizations to stay on topic
- Distribute the agenda days prior to meeting

MINUTES

- Written record of all business conducted
- Clearly defines the decision made
- Archive all your minutes
- Parliamentary Procedures



General Membership Meeting Agenda
Guan Community College
 MBAC Student Organization
 Wednesday, August 28, 2024

AGENDA

- Call to Order
- Roll Call
- Approval of August 14, 2024 Meeting Minutes
- Treasurer's Report
- Old Business
 - MBAC Officer & Advisor Elections
 - Bake Sale
- New Business
 - Fall Festival & Tour of the Pacific – October 24, 2024
 - Halloween "BOOGYMAN" Candy Grams – October 31, 2024
- Next Meeting Date and Time
- Announcements
 - College Assembly – Campus closed from 8:00AM – 3:00PM on Tuesday, November 5, 2024. Classes resume at 4:00PM.
- Adjournment

General Membership Meeting Minutes
 State Community College
 MBAC Student Organization
 Wednesday, August 28, 2024

MINUTES

- Call to Order**
The meeting was called to order at 9:30am in Room A-26.
- Roll Call**
Officers: Jenette Cruz, President; Daniel Cruz, Vice President; Katrina Lin Cruz, Secretary; Katrina Cruz, Treasurer; Benjamin Cruz, Parliamentarian; Julia Cruz, Public Relations Officer. Members: Joseph Cruz, Benjamin Cruz, Tristan Cruz, Josiah Cruz, Maria Cruz, Gerald Cruz. Advisors: Call Cruz, Sally Cruz.
- Approval of August 14, 2024 Meeting Minutes**
Maria Cruz moved to approve the meeting minutes with no corrections. Josey motion. There was no discussion, unanimous vote, motion carried.
- Treasurer's Report** as of August 28, 2024
 a. MBAC Student Organization COPSA Account #2212, balance to date is:
 b. MBAC Student Organization Fundraising Account #2001, balance to date:
 c. MBAC Officer and Advisor Elections – Congratulations to the newly elected advisors for A174-21.
 d. Bake Sale – The bake sale was held on August 22, 2024, was very success \$100.00 was deposited into the Fundraising Account.
- New Business**
 - Fall Festival & Tour of the Pacific** – Josiah Cruz moved to approve MBAC's participation in the Fall Festival & Tour of the Pacific and to appropriate no more than \$500 from the Fundraising account to purchase supplies and food items needed for the festival. Katrina Cruz seconded the motion. No discussion, unanimous vote, motion carried.
 - Country: Island: Hawaii. Food: Malakani, Mini Ham, Cuban, Pineapple Smoothies
 - Halloween "200grams"** Candy Grams – MBAC organization will be selling Halloween Candy Grams. Funds will go towards the MBAC End of the Year Celebration. Daniel Cruz moved to approve MBAC's fundraising event and appropriate no more than \$250 from the MBAC Fundraising account and \$250 from COPSA account to purchase supplies and small treats. Tristan Cruz seconded the motion. No discussion, unanimous vote, motion carried.
- Next meeting date and time**
 - College Assembly – Campus closed from 8:00AM – 3:00PM on Tuesday, November 5, 2024. Classes resume at 4:00PM.
- Adjournment**
Daniel Cruz moved to adjourn the meeting at 10:30am. Maria Cruz seconded the motion. No discussion, unanimous vote, motion carried.

Minutes taken by:
 Katrina Lin Cruz
 MBAC Secretary

ORDER OF MOTIONS

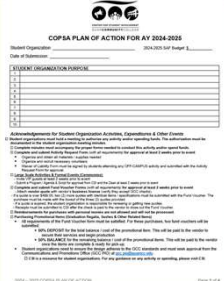
Motion is made.	"I move that we approve spending no more than \$500 for food supplies."
Motion is seconded	"I second that motion we approve spending no more than \$500 for food supplies."
Motion is discussed.	"Are there any discussion on the motion?" OR "Any discussion?"
Vote is taken	"All those in favor say 'Aye.'" (Vote count is noted for the 'Ayes') "All those opposed say 'Nay.'" (Vote count is noted for the 'Nays')
Motion is identified as approved or failed.	"The 'Ayes' have it. Motion to ... (approve spending no more than \$500 for food supplies) is approved" OR "Motion passes." OR "The 'Nays' have it, motion fails"

Jane Cruz moved to appropriate no more than \$500 for food supplies needed for the Fall Festival & Tour of the Pacific. John Cruz seconded the motion. No discussion, all in favor, motion carried.

FORMS

PLAN OF ACTION - ACTIVITY REQUEST - FUND VOUCHER - DEPOSIT FORM

PLAN OF ACTION



POA DEADLINE

Friday
September 13, 2024
3:00 PM

DEADLINE TO USE
COPSA FUNDS

Friday, April 11, 2025


Estimated COPSA Appropriation (AY 2024-2025)

\$550.00

Pre-Planned Activities

- Fall Festival – \$100.00
- Spring Festival – \$100.00
- Health Certificate – \$100
- Open / Other – \$250.00

Activity Request Form



- Approved signed minutes.
- Contracts can ONLY be signed by the GCC President
- Liability Waiver Forms: Must be submitted for off-campus activities BEFORE and AFTER the event
- Large Scale Activities: Invitations/Programs/Agenda/Scripts must be approved by CSI and the TSS Dean. (Approved 4 weeks prior. VIP guest invites must be distributed at least 2 weeks prior.)
- Travel: Information must be submitted 4-6 months prior to travel for PRE-APPROVAL

• www.guamcc.edu
• STUDENT LIFE
• CENTER FOR STUDENT INVOLVEMENT
OR guamcc.edu/csi

Center for Student Involvement

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Documents

- Activity Request Form
- Advisor Verification Form
- Volunteer Co-Advisor Verification Form
- Discard Form (Eligible)
- Fund Voucher Form (Eligible)
- Student Org. Officer & Advisor Contact Information Sheet
- Student Org. General Membership Listlog
- Liability Waiver Form
- Liability Waiver Form w/ Sign-In Sheet

STUDENT ORGANIZATIONS or
STUDENT ORG FORMS



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COPSA - Guam Community College



THANK YOU