

TAU DELTA PHI FRATERNITY MEMBERSHIP RESOURCES



Enlightened Gentlemen's Program

APPENDIX

ENLIGHTENED GENTLEMEN'S PROGRAM

APPENDIX

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ACTIVITY AND PROJECT REPORT

Activity or Project Planner Name:

Position or Committee Responsible:

Name of Event Planned:

Date/Time of Event:

Location of Event:

Cost of the Event:

Approximate Attendance at Events:

How did you advertise the events?

☐ Posters

☐ Flyers

☐ Banners

☐ Student Newspaper Ad

☐ Social Media

☐ Lobby Table

☐ Word of Mouth

☐ Other: _____

What results/goals were you looking to achieve?

Did the program achieve its intended results?

What really worked to make the planning successful?

What changes would you suggest in the future for program planners doing this event?

List important contacts for future program planners – names, reason to contact, phone/email.



CAMPUS EVENT PLANNING GUIDE

You've been selected to plan an event for your chapter. Whether it's a weekly organization event, a one-time fundraiser, or the party of the year, you have some work to do. Each event is different, but there are some similarities in the way you can approach the planning process. Follow these tips to help you plan and organize that special day.

1. Get a clear understanding of the purpose of your event. For parties and dances, the purpose is fairly obvious. But events for work or social organizations probably need a little more definition. Make sure you know why there will be an event and the anticipated outcome. This will help you out when you speak to the person on-campus in charge of events and programs. Do your homework: evaluate the project up front. Understand the turf. Check with your advisors and former leaders. Ask others. Research every possibility. Projects should either die early or have every chance for success.

2. Set the goals for your event. How many people do you expect? If this is a repeat event are you trying to get a larger turnout than last year? Determine what you wish your attendees to gain from the event.

3. Prepare yourself for a possible ordeal: identify hotspots and obstacles. We cannot know everything about anything and never predict with certainty what tomorrow will bring. Planning is a matter of probabilities, which means sometimes what you plan works out and sometimes it won't. You will save yourself a lot of time and grief if you realize and plan for this sooner than later. Also realize that you can probably do things now to raise your probabilities for success.

4. Set your event budget. This should be a top priority. How much can you or how much are you willing to spend? Will the event produce revenue from registrations? Or are you paying for the event with chapter funds?

NOTE: If you are anticipating using income from the event to pay for the event, please take special care to avoid ending up with debt. This is financial risk to discuss with your chapter advisor, or Greek advisor, before engaging in the program planning.

5. Select your date and location. Contact the campus reservations office at with a priority listing of dates and locations, in case your first-choice date is unavailable. The sooner you contact the reservations office, the more likely you will get your first choice for dates and times.

When you are considering location you will want to keep in mind the following:

- **Room capacity.** Is it too large or too small? Remember that if you're having a luncheon for 200 people you need to consider serving space, space for a dais for your honored guests and whether you will need any audiovisual equipment.
- **Lighting.** Subtle lighting is nice for meal and social functions. But if you are planning an all day workshop on accounting methods, you will want to make sure there is adequate lighting in the room.
- **Parking.** Is there adequate parking for your guest needs? Will they have to pay for parking?



6. Creating your planning calendar. Working backwards from your selected date(s), set up a project timeline, with specific tasks that must be accomplished by specific dates. Some of the things you may want to make sure that are on your timeline are:

- | | |
|---|-----------------------------------|
| 1. When to make your first announcement of the event | 6. Select and confirm speakers |
| 2. Prepare and print promotional materials (brochures, invitations, etc.) | 7. Finalize your agenda/program |
| 3. Select caterer/menu & entertainment | 8. Confirm attendees |
| 4. Determine audio-visual & room needs | 9. Prepare materials for event |
| 5. Review necessary contracts with Campus Center staff | 10. Prepare any necessary signage |
| | 11. Set up on site |
| | 12. Enjoy the event |

7. Who is doing what? Determine what departments or off-campus vendors you and your team will need to work with. These could include, but are certainly not limited to:

- | | |
|---|----------------------------|
| 1. On-campus catering, or other off-campus caterers | 4. Decorations |
| 2. Entertainers | 5. Photographers |
| 3. Campus Police | 6. Printers |
| | 7. Registration Assistants |

8. Public Relations. How do you plan to publicize your event? Are you going to the local card shop to get pre-printed invitations? Or do you need to develop a simple flyer to be handed out on campus? Ask yourself if you are planning to notify the media. Is your event something that would be of interest to the general public? Or do you prefer for the event to remain private?

9. Account for all the money to be spent. An alternate way of expressing your project - a credibility statement - shows the cosponsors and group members that money was spent wisely and benefited the most number of participants.

Not all of these suggestions will apply to your event. Some will. Some will not. But by using these tips you can develop a check list of your own. Most importantly, be flexible. Realize from the start that not everything will go as planned. But in many cases, you will be the only one to know that. You can always meet with the Campus Center staff to help you determine how to best plan your event.

At almost every event, there comes a time when you can no longer control what happens. You've done all the planning, made all the preparations. The event will happen, one way or another. When you get to that point, relax and enjoy your work.



PARLIAMENTARY PROCEDURE 101

Parliamentary procedure is used to facilitate the speedy and effective completion of business. If it seems to bog down the handling of business, it is being over-used or misused. The degree of parliamentary procedure used will depend on the number of people involved. As the number of people increases, more rules will be needed to maintain control.

Introduction of Business

The business of the organization is introduced at meetings by means of main motions, committee reports or communications.

Main Motions

A motion is a proposal that requires taking action or taking a stand. The steps leading to the adoption of a main motion are:

1. Obtaining the floor
2. Making the motion
3. Seconding the motion
4. Stating the motion
5. Discussing the motion
6. Putting the question
7. Voting

To obtain the floor: Rise, address the chair (the presiding officer), who recognizes the member by name. Then, and not before, the member states the motion. If several members rise at the same time, the chair decides which rose first and is thus entitled to the floor.

To make the motion, say "I move that _____." Do not say, "I make a motion that _____," nor "I motion _____." A motion must always be in the affirmative form.

To second the motion, say "I second the motion." Or simply say "second." It is not necessary to rise or be recognized by the chair.

Discussion

Before allowing any discussion of the main motion, the chair must say, "It is moved and seconded that we...." Until the chair has stated the motion, the maker can withdraw or alter it without asking the consent of the chair. The chair then asks, "Is there any discussion?" The mover has the right to speak first, and should be recognized by the chair, even if another member has risen first and addressed the chair.

Speakers must address their remarks to the chair. If members desire to ask questions of the speaker, they rise and without waiting to be recognized say, "May I ask a question." In cases of emergency a member rises and without being recognized says, "I rise to a question of privilege." It may be to have better ventilation, or to have disorder (such as whispering among members) checked. It may be a request for



information as to some statement made by a speaker. When the questions of privilege have been settled, the member who was interrupted continues the discussion. The discussion must be relevant to the motion.

Voting

The discussion is closed by the chair, who asks, “Are you ready for the question?” The motion is then restated, and if there is no more discussion, a vote is taken.

The chair calls for the vote saying, “All those in favor of the motion say ‘Aye’ or ‘stand’ or ‘raise the hands.’” If the meeting seems closely divided in opinion, the chair should call for a rising vote. After those in favor of the motion have voted, the chair must call for the negative vote. “Those opposed...,” even though the vote may have been unanimous.

If the vote is by “Ayes” and “Nays,” and the chair is not sure of the result, there should be a second vote, asking for a rising vote. The members must remain standing or hold their hands raised until the chair announces the result by saying, “The motion is carried (or lost).”

A vote by ballot is a secret, written vote. Unless called for in the By-laws, it can be ordered by “general consent.” That is, without waiting for a motion, the chair says, “If there is no objection, the vote will be by ballot.” If there is any objection, the chair may ask for a motion, or a member may make such a motion.

The motion to vote by ballot cannot be debated, and as soon as the motion is made and seconded, the chair must call for the vote. This motion should be used in all cases where the question is such that members would hesitate to express their viewpoints openly.

The chair does not vote, except in case of a tie, or when the vote is by ballot. While there can only be one main motion before the meeting at a time, we see that there can be two motions, a main motion, and the motion to vote by ballot.

There are several “Secondary” motions that can be made when a motion is before the meeting: vote by ballot, amendments, motion to refer to a committee, and the motion to adjourn.

Amendments

Any motion can be amended by:

1. Adding or inserting
2. Striking out
3. Striking out and inserting

Illustrations

The motion before the meeting is “That we buy a Jones radio.”

I move to amend the motion:

- a. by inserting the word “walnut” before the word “Jones.”
- b. by adding the words “and stand” after the word “radio.”



- c. by striking out the word “Jones” before the word “radio.”
- d. by striking out the word “Jones” before the word “radio” and inserting the word “Smith.”

An amendment must be pertinent to the main motion. The above motion could not be amended by striking the words “Jones radio” and inserting the word “refrigerator.”

A pending question is one that has been stated by the chair, though not yet voted on. An immediately pending question is the one last stated by the chair. A vote on the immediately pending question must always be taken before the vote on the pending question.

The amendment to a motion is the immediately pending question, and must be discussed and put to a vote before any discussion of, or action on, the main motion. Discussion must relate to the amendment. When the chair is ready to call for the question, the vote on the amendment is called. If the amendment is carried, a discussion of, and a vote on the amended motion follows.. If the amendment is lost, another amendment may be offered, or there follows a discussion of and a vote on the main motion. Note that a favorable vote on the amendment does not do away with a vote on the main motion. A friendly amendment, where a vote is not necessary, may be made if the maker of the main motion agrees to it.

Postponement

If a main motion needs to be studied more carefully than is possible in the meeting, the motion to commit should be made. “I move to refer the motion to a committee.” This motion can be debated, but the discussion must refer strictly to the desirability of having the motion considered by a committee. The motion can be amended.

The motion to commit may take the complete form: “I move that the question be referred to a committee of five, to be appointed by the chair, with instructions to report at the next meeting.” The member making the motion to commit is usually made chair of the committee.

Committee Reports

The Committee Report may be placed on file if it merely gives information to the meeting. If it contains specific recommendations, the committee chair should move that it be adopted as soon as it is read.

Communications

The Recorder, Clerk or Secretary reads all letters to the organization concerning organization business.

They are disposed of as follows:

1. Placed on file. This is done if they give information but require no organizational action.
2. Referred to a committee. This is done if they require action and need to be more carefully studied than is possible at the meeting.
3. Made the basis of a main motion. If the letter requests information, a motion to furnish the information should be made. If the letter requires the taking of some action by the organization, a motion to that effect should be made.



Adjournment

A motion to adjourn may be made at any time. It becomes the immediately pending question. It cannot be amended or debated. It must at once be put by the chair. But remember – the meeting is not adjourned until the chair makes an announcement to that effect.

The Grand Chapter and all Executive Council meetings for the Fraternity follow Robert's Rules of Order for all formal meetings. We recommend that all new members attend one of the meetings in order to see how the formal rules for meetings are used to move business along toward discussion and decisions.



SMART GOAL PRIMER

Setting SMART Goals is a quick way to identify manageable goals that will result in success and a quick sense of satisfaction. By setting and accomplishing manageable goals, we stay motivated, engaged and propelled by a growing sense of confidence. When SMART Goals are combined with Stretch Goals, we can move from the incremental to the more challenging aspects of vision implementation.

SMART Goals are important in the early stages of vision development and may be especially compelling to those who value structure, order, and a tangible sense of accomplishment. Note that the “A” in SMART means “attainable.”

The SMART equation is below:

S = SPECIFIC

M= MEASURABLE

A = ATTAINABLE

R = RELEVANT

T = TIME SENSITIVE

A typical personal goal:

“I want to do better this semester.”

An example of a personal SMART Goal:

“I want to raise my GPA from a 2.5 to a 2.8 by the end of next semester.”

It has specificity about the end GPA, it can be measured by grades on the transcripts, it is raised as high as the ability for a given semester to achieve, and it has an ending date.

Stretch Goals – creates inspiration for the vision



- Aligned with the vision (personal or organizational)
- Measurable and Specific
- Big and Bold
- Are broken down into SMART goals to accomplish the larger goal:
 - STRETCH GOAL: To Buy a Chapter House
 - SMART Goals:
 - Form Housing Corp
 - Raise \$100,000 over 10 years
 - Increase chapter size to 50 men
 - Raise chapter dues to include cook and daily meals



SMART GOALS ACTION PLANNING GRID

My SMART/Stretch Goal to accomplish: _____

Task/Activity List	Deadline	Resources Needed	Progress Check (date)



10 TIPS FOR PUBLIC SPEAKING

Feeling some nervousness before giving a speech is natural and healthy. It shows you care about doing well. But, too much nervousness can be detrimental. Here's how you can control your nervousness and make effective, memorable presentations:

1. **Know the room.** Be familiar with the place in which you will speak. Arrive early, walk around the speaking area and practice using the microphone and any visual aids.
2. **Know the audience.** Greet some of the audience as they arrive. It's easier to speak to a group of friends than to a group of strangers.
3. **Know your material.** If you're not familiar with your material or are uncomfortable with it, your nervousness will increase. Practice your speech and revise it if necessary.
4. **Relax.** Ease tension by doing exercises.
5. **Visualize yourself giving your speech.** Imagine yourself speaking, your voice loud, clear, and assured. When you visualize yourself as successful, you will be successful.
6. **Realize that people want you to succeed.** Audiences want you to be interesting, stimulating, informative, and entertaining. They don't want you to fail.
7. **Don't apologize.** If you mention your nervousness or apologize for any problems you think you have with your speech, you may be calling the audience's attention to something they hadn't noticed. Keep silent.
8. **Concentrate on the message ~ not the medium.** Focus your attention away from your own anxieties, and outwardly toward your message and your audience. Your nervousness will dissipate.
9. **Turn nervousness into positive energy.** Harness your nervous energy and transform it into vitality and enthusiasm.
10. **Gain experience.** Experience builds confidence, which is the key to effective speaking.



CREATING A 7 DAY STUDY PLAN

Use the space below to divide up your work into sections to study. On the following page, use the priorities weekly schedule to find specific times when you will be able to study each of those topics (and label which ones so you're prepared when the time comes) listed below.

____Day 1: EVALUATE and ORGANIZE!

- What grade do you need to get on this test? What grade do you want to get?
- What does the test cover?
- How caught up in the course are you (1 being not at all, 10 being completely)?
- What study materials do you have?
- What are you missing?

____Day 2: Topics to Cover: _____

Recommended: G,A,B, C, D, E,F,K

____Day 3: Topics to Cover: _____

Recommended: B, C, D, E, G, H,I,K

____Day 4: Topics to Cover: _____

Recommended: D,I,J,K

____Day 5: Topics to Cover: _____

Recommended: G,I,J

____Day 6: Topics to Cover: _____

Recommended: G,I,J

____Day 7: General Review and Weak Areas

- Use the day before the test to review.
- At this point no new information should need to be learned, focus on difficult or weak areas, or those areas you are not completely comfortable with.
- Get good rest

Test Day:

- Normal daily routine
- Eat a light meal
- Don't over use/under use caffeine (do what you would do during as if you didn't have a test that day).

Minimal review of material (we tend to remember the mainly the last things we read so too much review could make you forget some of the material and only be focused on a specific topic/idea).

Example Study Techniques.

(Mix and Match!)

- Create an outline
- Re-read lecture slides, elaborate and add notes. (Which lectures?)
- Review class notes, rewrite key points
- Compare/go over notes with a friend/study group, find out what you missed
- Re-Read Chapter with SQ3R (Which chapter?)
- Read Chapter Summary and Key terms
- Do practice test(s), in a test-like setting
- Fill out/answer study guide, from memory first, then with notes/book
- Compare lecture notes with notes taken from the text (and/or other outside resources) to see what points are emphasized in both sets of materials, and also the information that is not stated in one but the other.
- Visit office hours with questions
- Other:



Priorities for this week (regular)	Est. Time	Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		7:00 AM							
		8:00 AM							
		9:00 AM							
		10:00 AM							
		11:00 AM							
		12:00 PM							
		1:00 PM							
		2:00 PM							
		3:00 PM							
		4:00 PM							
		5:00 PM							
		6:00 PM							
		7:00 PM							
		8:00 PM							
		9:00 PM							
		10:00 PM							
		11:00 PM							
		To Do List							
	Total Time								

