

# University of Mary Washington College Greens Organizational Checklist

---

**GOAL : To establish a permanent College Greens organization on the Mary Washington campus, of the same stature as the College Democrats and College Republicans.**

## A. ORGANIZATIONAL MEETING

1. Check student calendar for a suitable meeting time (not during exams, vacations, etc).
2. Find one full-time student who would be willing to help reserve a meeting room for the one-time organizational meeting.
3. Put together a poster and flyers for the organizational meeting, and have them approved by the Office of SACS (Seacobeck hall). Things to emphasize :
  - a. Meeting place/date/time & contact info
  - b. Websites of FGP, GPVA, GPUS, Campus Greens
  - c. Issues of particular interest to students & difference between Greens' approach and Dems/Reps.
  - d. Specific campus goals
  - e. Part of larger movement
  - f. Request they come prepared with names of potential faculty sponsors
  - g. FUN! FREE FOOD! (pizza, soda, juice, chips, etc.)
4. Put together a couple of 10-second radio spots advertising the meeting, and get them aired on campus radio WMWC (540-654-1152 Box WMWC, University of Mary Washington, 1301 College Avenue, Fredericksburg, VA 22401).
5. Put up posters / hand out flyers / run radio spots
6. Print out and have ready a copy of the Student Organization Registration form. This will need to be signed at the organizational meeting by three officers (President, VP, Treasurer) who are current full-time students.
7. Print out and have ready a list of duties which the new officers will be responsible for, in order to prove these are important, yet easy, positions to hold. In particular, find out what kind of commitment it takes to fulfill the edict that the organization must "actively participate in the ICA".
8. Develop a preliminary concise Mission Statement to be amended at the Organizational Meeting.
9. Develop a preliminary Constitution to be discussed at the Organizational Meeting. Include the following :
  - a. "Be open to all full-time undergraduate students"
  - b. "Prescribe to the non-discrimination standards designated by the BOV."

- c. Subscribe to University Policies & Practices
  - d. By-Laws
  - e. Should have at least one “sustainer officer” at each grade level to ensure continuity from year-to-year.
10. Write up a preliminary informational / request statement to be offered to faculty who might be willing to serve as advisor.
11. Hold the organizational meeting (GOAL : Three Officers of new group):
- a. Talk about the Green Party. Have visual aids / web addresses / literature / newsletters handy.
    - i. How it differs from the Reps/Dems / what it stands for and against (platform)
    - ii. Its history & successes,
    - iii. Its organizational structure & worldwide presence, including the Campus Greens,
    - iv. The Ten Key Values
  - b. Talk about how government/corporate decisions affect students & ask about the local goals of the Campus Greens
    - i. Permanent campus chapter
    - ii. Radio presence or student-owned media
    - iii. Issues of interest (dorm rules, student government / IRV voting, use of facilities, hours of operation, new programs, etc.
  - c. Elect/appoint/volunteer a President, VP, and Treasurer, and have them sign the Student Organization Registration form. Instruct the President & VP that they will need to visit the Director of SACS at Seacobeck hall to talk about the new group. Give them the lists of duties.
  - d. Assign a date for the Preliminary Interest Meeting (GOAL : 10 other interested students). If 10 such students are already present, make sure to get their names & contact info!. Assign specific tasks & deadlines for setting up & promoting this Preliminary Interest Meeting.
  - e. Ask if anyone knows members of the ICA (the body which will approve the constitution). Ask them to get names, verify the duties & meeting times of the ICA, & what constitutes "active participation" by a student organization.
  - f. Ask if anyone knows of Faculty who might wish to serve as Advisor / Sponsor, and distribute info/request statements.
  - g. Have members return to next meeting with amendments to the mission statement
  - h. Have members return to next meeting with amendments to the constitution.
  - i. Have members return to next meeting with a list of proposed programs / campaigns / events (e.g. movie night or fundraiser w/bands).

- j. Have members return to next meeting with promotional ideas (posters, flyers, web, radio, etc.)

## 12. Organizational Meeting follow-up :

- a. Make sure President/VP have contacted Director of SACS.
- b. Call members who have signed up to get faculty sponsors & check status. Take necessary direct action.
- c. Call members who have volunteered to set up the Preliminary Meeting & check on scheduling & promotion.

### B. Preliminary Meeting

1. Repeat Green history & broad vision, 10 Key Values, organization, etc. Make sure literature & web addresses are handy.
2. Obtain names & contact info of 10 interested full-time student members
3. Obtain name & contact info of faculty sponsor / advisor
4. Review meeting with Director of SACS
5. Approve preliminary mission statement
6. Approve preliminary constitution
7. Approve list of proposed programs
8. If all above is passed, set up ICA approval process. If not, organize 2<sup>nd</sup> campus-wide meeting to finalize.

### C. ICA APPROVAL

### D. REGULAR MEETINGS

1. Set up date/time/place for regular meetings & method of promotion.
2. Make sure everyone is familiar with the by-laws/constitution, and train them on consensus process / IRV
3. Elect remaining officers
4. Establish / promote relations with other Green groups (Campus Greens, FGP, GPVA, GPUS).
5. Keep goal list maintained
6. Fundraising plan
7. ENSURE THERE IS A PLAN FOR CONTINUED RENEWAL OF ORGANIZATION
8. DEVELOP ORGANIZATIONAL PACKET (including history statement) TO BE MAINTAINED AND PASSED ON FROM ONE "SUSTAINER OFFICER" TO ANOTHER.