

AN  
ADVISOR'S  
GUIDE TO  
SAACURH

Compiled by

Evelyn A. Wallington

# Welcome to the Advisor's Guide to SAACURH!

I hope that this guide is something that will be helpful to you. It is designed to give you, the Advisor, some insight and information into the workings of NACURH and SAACURH. Though not a be all, end all, it will help to answer some questions. This was put together through a variety of resources and people. I appreciate all the help that was given on this project.

*In this guide you will find:*

History of NACURH

NACURH Structure

Alphabet Soup

Membership Information

Roles of an Advisor

Regional Timeline

Role of the Advisor with  
the NCC

Building a Delegation  
Information

Brief Parliamentary  
Procedure Info

Business Meeting  
Information

# HISTORY OF NACURH

The National Association of College and University Residence Halls, Inc. was founded at Iowa State University at the Midwest Dormitory Conference in 1954. The first meeting was organized as a result of a feeling, on the part of the Iowa State Residence Halls Government that such an organization was needed to encourage the exchange of ideas and information. Four schools, Iowa State, University of Colorado, University of Missouri and University of Northern Iowa, were in attendance at this first conference.

The following spring, the organization met on the campus of the University of Missouri. At this time, the name was changed to the Association of College and University Residence Halls.

During the 1961 conference at Oklahoma State University, the In-Mountain Residence Hall Association affiliated with NACURH. It was during this conference that the organization was renamed NACURH. With this change, two regional organizations were created within NACURH: the Inter-Mountain and Midwest Affiliates.

At the 1964 National Conference at the University of Denver, 3 new regions were created: Pacific Coast, North Atlantic and South Atlantic. In 1968, the Midwest Region was divided to form the Midwest and Great Lakes. In 1980, the Midwest region was divided to form the Southwest region. NACURH's current structure of 8 regions came with the last regional split in 1990 when the North Atlantic divided into the Central Atlantic and North East Affiliates.

On November 16, 1971, NACURH became incorporated under the doctrines of Oklahoma. In 1974, the NBD again changed its structure to better serve the educational needs of the member schools and to decentralize certain functions at the regional level.

During recent years, several national projects have been initiated, organized and developed. These have made significant contributions to the Association. Today, NACURH continues to grow, not only in size, but also in programs and activities. The most recent evidence of its growth is in the form of international expansion.

The NACURH logo: In February 1992, the NACURH logo and the colors of blue and white were officially accepted by the NBD to represent and become the symbol of NACURH. The logo represents the structural form of the many varied facilities and housing units the Association represents and is concerned with both in charter and reality. The logo art form is continuous, representing the never-ending leadership of NACURH



# ***NACURH STRUCTURE***

## **National Board of Directors**

National Chair

National Associate for Finance

National Associate for Administration

National Advisor

Conference Resource Consultant

## **National Offices**

National Information Center

National Residence Hall Honorary

## **SAACURH Executive Committee**

Regional Director

Regional Associate Director for Business Administration

Regional Associate Director for NRHH

Regional Education Development Coordinator

Regional Publications Coordinator

Regional Affiliations Coordinator

Regional Advisor

Regional NRHH Advisor

**National Communications Coordinators**

# ALPHABET SOUP

There are a number of acronyms within RHA & RHC. This hopefully will help you know more about what they stand for:

**SAACURH** South Atlantic Affiliate of College & University Residence Halls. It is one of the 8 regions in the country. There is a great conference in the fall, where students attend programs (to learn more about programming, diversity, leadership development, etc.) and get to show school spirit. The conference is usually in late October or early November.

**NACURH** National Affiliate of College & University Residence Halls. The parent organization of SAACURH. There is a national conference in May. It is similar to SAACURH, but on a national scale.

**NCC** National Communications Coordinator. Each school has an NCC is the official voice/vote for the school at conferences. The NCC coordinates travel to conferences, corresponds with other schools and the region.

**NIC** National Information Center. They take care of affiliation of schools, as well as maintain the Resource File Index (RFI), which is information available on programming.

**NRHH** National Residence Hall Honorary. This organization recognizes the top 1% of residence hall students for outstanding contributions. This group is for recognition, but also does other projects. To be inducted, you must be nominated by a current member, complete an application and be accepted.

**OTMs** Of The Months. These awards recognize the top Student, RA, RHA exec, Student, Program (3 categories) and advisor each month. Nomination forms are available from the National Office. There are 3 levels of winners: school, region & nation.

**SEC** SAACURH Executive Committee: Regional Director, Associate Director-Finance, Associate Director-Administration, Regional Associate Director-NRHH, Regional Advisor and NRHH Advisor.

**CRC** Conference Resource Consultant. Works with NACURH conference staff. Also available to assist regional conference staffs.

**NBD** National Board of Directors.

**SALT** Student Award for Leadership Training

**POY** Program of the Year

**SOY** School of the Year

# MEMBERSHIP INFORMATION

Membership requirements are easy to adhere to as long as everyone knows what is required of each other, when it's due & what's involved. Outlines are the needs of NACURH. Any additional information and/or changes will be sent to you to by the NIC.

## DUES:

**Full membership** **\$90.00**

\*Schools with an on-campus population of 1,001 or more.

\*All benefits & services available from NIC & NACURH

\*Voting rights at conferences

**National Reduced** **\$70.00**

\*Schools with an on-campus population of 1,000 or less.

\*All benefits & services available from NIC & NACURH

\*Voting rights at conferences

**Associate Member** **\$35.00**

\*One year non-refundable trial membership

\*Independent of on-campus population

\*All benefits & services available from NIC & NACURH

\*No voting rights at conferences

## REGISTRATION FORMS

A one page form is sent along with a billing statement. The original and a specified number of copies are due to the NIC along with payment. The form will then be filed with several national offices before your school is officially recognized. Please note that this can take some time to be completed.

## NIC REPORTS

Every member school must submit an NIC Report on an aspect of residence hall life on its campus. The report is due at NACURH. NCCs are sent information on this report.

# ROLES OF AN ADVISOR

(adapted from Clemson University RHC Advisor Manual)

A resource person: any staff member will know the general services of the campus and community.

A planner: the advisor will actively help the members plan, promote, carry-out and evaluate their programs.

A financial counselor: advisors are responsible for overseeing the budget and watching what the money is spent on.

A supervisor: the advisor should not run the meetings, but will be there to lend support and direction when things get out of hand.

A role model: advisors will be willing to help officers begin the year and will continue this guidance and support throughout the year. Advisors will aid in these tasks to the best of their ability.

A consultant: many times, students will need help in setting up budgets, obtaining support, etc.

A sounding board: hall staffs are the ones that students generally have the most contact. Advisors will be willing to give opinions and direct students to the proper University officials or further discussion as needed.

A liaison: advisors will provide a balance of professionalism between the group and the University and will aid in the group's growth and development.

A developer: the advisor will encourage and stimulate the development of leadership and interpersonal skills. Also, they will help educate the RHC on the importance of being accountable for one's own actions.

## GENERAL FUNCTIONS OF AN ADVISOR

1. Assist the group in negotiating all group members' roles.
2. Express sincere enthusiasm and interest in the group and all its activities.
3. Be open to criticisms from the group. Work with them to re-evaluate your role. Be willing to be wrong.
4. At times, it is wise to allow the group to be on its own. You can demonstrate your trust in them by stepping back for a short time; however, do not pull back too far because they may feel that you have lost interest. And if you never step back in, then you may be hurting yourself as well as the group.
5. Act as a positive critic to the group. Give them feedback on how they are doing.
6. Sometimes make suggestions through group members than directly to the group.
7. Be aware of any and all procedures and regulations affecting the group. Assist them in adhering to them.
8. Encourage the group to keep records and evaluations in files. Procedures for passing this information on should be developed.
9. Try to encourage the assignments of tasks to all members. If a member merely comes to meetings and listens, he/she will quickly lose interest.

10. Use the tools you have to assist the group. This includes discussion methods, goal setting, role negotiating, small sub-groups, group representatives, role playing, etc.
11. Share problems with other professionals in order to get advice.

## **EVEN MORE ON THE ROLE OF AN ADVISOR**

### **EVEN MORE ON THE ROLE OF AN ADVISOR**

**Starting point:** the advisor and the group should determine jointly the advisor's role.

- \*Let students discuss what they feel the advisor's role in the group should be.
- \*The advisor should state a definition of the role, including institutional pressures that affect it.
- \*Have open & joint discussions.
- \*The advisor must follow up on the agreed-upon role. If change takes place, renegotiate the role.
- \*The role should be an active one of giving information and advice as well as assisting the group when they get bogged down.
- \*Advisors should make students aware of alternatives.
- \*Students are free to make their own decisions. The advisor should not have a veto.
- \*The group advisor, however, does have the power of persuasion and should use it.
- \*Have faith in students to make good decisions.
- \*Remember, students have the right to make mistakes but advisors should not "set them up" to make errors. Offer the best advice possible including warnings when you feel they need them.
- \*Do not use student groups as a vehicle for expressing your leadership ability. Your task is to develop leadership in students.

**Evaluate the role:** it is important for the advisor to periodically become involved in the evaluation of his/her effectiveness. It is most helpful when the advisor does a self-evaluation and then one is done by the group. These evaluations should be written and discussed in open, two-way communication. Here are some areas to consider in the evaluation process:

- \*Is the advisor following the agreed-upon role? Is there a need to renegotiate the role?
- \*Is the advisor available to the group?
- \*Is the advisor appropriately involved at meetings?
- \*Is the advisor helpful to individual officers and members?
- \*Does the advisor offer constructive criticism and the appropriate suggestions?
- \*Does the advisor share information concerning institutional policies and procedures with the group?
- \*Does the advisor assist leaders in learning and using group development tools?

## **THE ADVISOR'S SHOULD & OUGHT LIST**

By sharing knowledge about the university and personal experience, the advisor can assist the RHC in its activities. In addition, valuable, mutually rewarding non classroom friendships between students and advisors are fostered.

The relationship between an advisor and organization will vary, not only with each organization, but from time to time within an organization. Nevertheless, the general concerns of the advisor remain constant and encompass the following points:

- \*The advisor recognizes and supports the participation in student organizations for its contributions to the educational and personal development of students.
- \*Advisors work with student organizations but should not direct the organization's programs or activities. However, the advisor should be frank in offering suggestions, considerations, or ideas for the group's discussion.
- \*The advisor stays well informed of the plans and activities of the group. The expectations is that advisors will attend meetings and activities of the group and will consult frequently with officers.
- \*The advisor is well aware of the goals and direction of the group and helps the organization evaluate its progress toward reaching these goals.
- \*The advisor provides continuity within the group and is familiar with the group's history. The advisor should also be familiar with the constitution and bylaws of the group and be prepared to assist with their interpretation.
- \*The advisor ensures the group's compliance with university policies and procedures. The advisor needs to be aware of the residence life policies, university policies and Student Activities guidelines.
- \*Advisors should be aware of the financial status of the council and encourage the keeping of accurate records.
- \*The advisor should monitor group functioning and encourage members to fully participate, to assure appropriate responsibility for group activities, and to maintain a balance between academic activities and co-curricular commitments.

\*The advisor should attempt to learn the names of all members quickly.

\*The advisor assists in training new officers and developing member leadership skills.

\*The advisor should be prepared to deal with major problems or emergencies within the group.

\*The advisor may be consulted by members of the group about personal problems.

\*The advisor should strive to develop relationships that are productive and mutually satisfying.

SOURCE: "Hall Council Advisor Starting Kit", James Madison University Office of Residential Life

# TIMELINES

The following are some of the timelines used within the region. Some additional activities are also suggested.

MONTH	ACTIVITY
<b>June</b>	National Information Center reports due  OTMs due to NRHH office by 10th
<b>July</b>	OTMs due to NRHH office by 10th
<b>August</b>	OTMs due to NRHH office by 10th  Begin planning budgets for the year  Be sure regional office has correct NCC/advisor addresses
<b>September</b>	OTMs due to NRHH office by 10th  Receive billing for membership  SAACURH conference newsletter/information  Prepare delegations for SAACURH conference  Receive NRHH information  Select program to submit for POY (Program of the Year)
<b>October</b>	OTMs due to NRHH office by 10th  SAACURH conference registration due  SAACURH delegation preparation  Make sure NACURH membership dues paid to be in good standing  Receive national newsletter from NIC  Receive NRHH newsletter

Receive regional conference newsletter

Prepare/submit SAACURH conference bids

Receive SAACURH pre-conference packet

Prepare bids for POY & SALT

Cut off of NACURH benefits for non-paid schools

**November**

OTMs due to NRHH office by 10th

Receive national newsletter

Receive NRHH newsletter

Prepare for end of the semester

**December**

OTMs due to NRHH office by 10th

Receive national newsletter

Receive NRHH newsletter

All NRHH re-affiliations due

POY & SALT bids to Conference Resource Consultant

Contact regional office with any NCC/advisor change

**January**

OTMs due to NRHH office by 10th

Receive national newsletter

Receive NRHH newsletter

Receive info from NIC on NIC reports

Receive info on No-Frills bids

SEC summit

Begin preparing No-Frills delegation

Begin preparing budgets, delegations for NACURH

**February**

OTMs due to NRHH office by 10th

Receive national newsletter

Receive NRHH newsletter

Receive NACURH newsletter

No-Frills & NACURH delegation preparations

Begin preparing NO-Frills bids

Begin preparing SEC position bids

Report any changes to regional office

No-Frills registrations due

Of the Year bids due

**March**

OTMs due to NRHH office by 10th

Receive national newsletter

Receive NRHH newsletter

Receive NACURH newsletter

Receive NIC newsletter

No-Frills registrations due

Prepare bids for national offices

No-Frills conference

NACURH delegation preparations

SEC elections/begin transitions

**April**

OTMs due to NRHH office by 10th

Receive national newsletter

Receive NRHH newsletter

Receive NIC report information

NACURH fiscal year begins

Meet all NACURH conference deadlines

NACURH re-affiliations begin

Final touches on NACURH programs

Begin officer transitions

Money for regional T-shirts for NACURH due

**May**

OTMs due to NRHH office by 10th

Receive national newsletter

Receive NRHH newsletter

NACURH conference

Closure with students

NACURH dues due at conference

NIC reports due at NACURH

SALT & POY winners programs at NACURH

# WHAT ADVISORS SHOULD KNOW ABOUT THE ROLE OF THE NCC

The NCC is the main link between the member school, the region and nation. It is through the effectiveness of the NCC that the schools residence hall organization may enjoy the benefits of SAACURH and NACURH.

There are some vital responsibilities that come with the job. This is designed to help you better understand those responsibilities. The whole idea of the organization is the improvement of the residence hall life & through the sharing of programs, ideas & resources, can this goal be accomplished. The NCC is needed in sharing this information. For additional information, please ask your NCC for a copy of the NCC Handbook (also available from the NIC).

Expectations/responsibilities of the NCC

1. Serve as the liaison between the school, region & nation:

Official voting rep for the school at all conferences

Being knowledgeable of NACURH services & purpose

2. Organize & submit NIC Report.

3. Work with NRHH to submit OTMs.

4. Organize & submit SAACURH/NACURH awards.

5. Keep a notebook on all correspondence received & sent to SAACURH & NACURH:

Monthly newsletter to schools & SEC

Answer all correspondence (including emails) promptly

Keep IMPACT & national newsletters for reference(share with advisor)

Submit articles to the IMPACT when requested

6. See that your school takes advantage of all NACURH services

Request pages from NIC

Use all corporate sponsor discounts

Request conference bid information from SEC & CRC

7. Serve as the delegation chairperson for all conferences:

Recognized spokesperson for delegation

Official representative at conference business meetings

Responsible for all conference registrations/other paperwork

Report to delegation all business from conference

Update delegation at conferences

8. Responsible for making sure that all affiliation dues are paid.

9. Responsible for sharing all pre-conference information, materials & conference information:

Make sure all registration forms & fees are completed & in on time

Inform delegation of accepted programs

Share bid information

10. Give reports on your region and NACURH at RHA meetings.

11. Train new NCC & assist in transition. Share & explain all files. Explain what the NCC Handbook is & how it will be the key to success.

12. Meet regularly with your advisor to share information, newsletters, concerns, etc.

# BUILDING A CONFERENCE DELEGATION

The advisor can be an important link in building a conference delegation. Here are some suggestions on things you can do to help build the delegation. Thanks to Tierza Watts for providing "The ABC's of Delegation Preparation."

A	Attitude & Alcohol	N	Nicknames
B	Buddies	O	Organization for NCCs
C	Cheers	P	Programming
D	Display	Q	Quality vs. quantity
E	Expectations	R	Recruiting & registration
F	Funding & follow-up	S	Selection of delegates
G	Goodies bags	T	T-shirts, traditions & topics
H	Housing (roommates)	U	Unity
I	Ice breakers	V	Vans & video
J	Jokes	W	Winning awards
K	Kazoos	X	Xtras, x-ray (group dynamics)
L	Love	Y	You (advisor's role)
M	Money & meetings	Z	Zebras (diversity)

Some other things to think about in putting together the delegation:

\*Having students sign a contract before they leave.

\*Retreat and or delegation meetings & to discuss everything & to practice.

\*Van driving: set rules for who can drive, always follow, what to do in an emergency, etc.

\*Delegation meetings at the conference

\*Explaining the role of the NCC at the conference.

\*Notes to professors: do students need a letter to explain their absence?

# RHA CONFERENCE CHECKLIST

This checklist is to help the NCC in planning travel to a conference. It is the version used at Clemson.

\_\_\_ Make copies of the conference packet:

\_\_\_ Reserve van(s)

\_\_\_ Name(s), license number(s) and social security number (s) of each driver

(Principal and alternate driver for each vehicle is needed)

\_\_\_ Destination and purpose of the trip

\_\_\_ Type of vehicle needed (mini-van, 15 passenger and/or 12 passenger)

\_\_\_ When vehicle is needed (pickup date/time and return date/time)

\_\_\_ Determine applications process

\_\_\_ Develop application form

\_\_\_ Develop timelines for applications

\_\_\_ Distribute applications

\_\_\_ Applicants notified by \_\_\_\_\_

\_\_\_ Publicity about the conference distributed at RHA & sent to halls

\_\_\_ Determine budget for conference:

\_\_\_ Amount budgeted from Housing, if any \_\_\_\_\_

\_\_\_ Amount budgeted from RHA \_\_\_\_\_

\_\_\_ Amount to be paid by each delegate \_\_\_\_\_

\_\_\_ Money proposal to RHA done by \_\_\_\_\_

\_\_\_ Provide Karen with the budget information

\_\_\_ Completed forms to Karen by \_\_\_\_\_ (to allow for processing,, forms should be in at least 30 days prior to the conference)

\_\_\_ Delegate registration form (include social security number)

\_\_\_ Release & Assumption of Risk

\_\_\_ Advisor registration form

\_\_\_ Delegate list

\_\_\_ Transportation form

\_\_\_ Conference fee worksheet

\_\_\_ Completed forms mailed by \_\_\_\_\_

\_\_\_ Program Proposals

\_\_\_ Distribute by \_\_\_\_\_

\_\_\_ Date due \_\_\_\_\_

\_\_\_ Completed forms mailed by \_\_\_\_\_

\_\_\_ Develop & distribute Delegate Expectations

\_\_\_ Signed forms due by \_\_\_\_\_

\_\_\_ Review expectations with delegates

\_\_\_ T-shirts

\_\_\_ Designed

\_\_\_ Total cost

\_\_\_ Cost per delegate

\_\_\_ Made

\_\_\_ Received money from delegates

\_\_\_ Money turned in to Karen

\_\_\_ T-shirts distributed to delegates

\_\_\_ Trade items

\_\_\_ Contact Bookstore

\_\_\_ Contact other businesses

\_\_\_ Stuff bags

\_\_\_ Delegate meetings

\_\_\_ Determine times, locations, number of meetings

\_\_\_ Get to know you activities

\_\_\_ Explain purpose of conference

\_\_\_ Determine leaving times/locations

\_\_\_ Bonding time for everyone

\_\_\_ Review expectations

\_\_\_ Show videotape of conference

\_\_\_ Cheers (handout & learn)

\_\_\_ Develop spirit within group

\_\_\_ List of things to bring to conference

\_\_\_ Review "van driving" rules

\_\_\_ Make sure all forms are completed

\_\_\_ Letters to professors completed

\_\_\_ Retreat for delegates

\_\_\_ Review NCCs role at conference

\_\_\_ Determine "troop leader" while NCC is at meetings

\_\_\_ Have fun with the group

\_\_\_ Review any legislation that is to be voted on at conference

\_\_\_ Develop Roll Call

\_\_\_ Practice Roll Call

\_\_\_ Who will get trade items?

\_\_\_ Review program attendance expectations/turning in handouts

- \_\_\_ Review no alcohol policy
- \_\_\_ Give out things to bring list
- \_\_\_ Videotaping the conference
- \_\_\_ Finalize ALL money issues with Karen
- \_\_\_ Go to conference& have fun!
- \_\_\_ Schedule a post conference follow-up meeting with delegation to review what they got out of conference

FOR NACURH CONFERENCE ONLY

- \_\_\_ Get a phone/address list of all delegates for summer
- \_\_\_ Develop transportation plans
- \_\_\_ Final meeting to determine how people getting to the conference

# BASIC PARLIAMENTARY PROCEDURE

The purpose of parliamentary procedure is to help run smooth, orderly meetings. It allows everyone the opportunity to speak out & be heard. It also helps in making clear all the issues, so that people know what's out on the table & what they are voting for/against. At times, it may seem confusing, so here are some explanations:

<u>MOTION</u>	<u>EXPLANATION</u>	<u>WHAT TO SAY</u>
*Adjourn	To end the meeting	I move that we adjourn
*Amend	To change the wording of a motion	I move we amend by...
*Appeal	Used to appeal decisions of officer	I appeal the decision...
*Committee	Move decision to a committee	I move we refer this to...
^Extend/limit debate	Set time limit on discussion	I move we extend/limit discussion...
Inquiry	To ask a question	Point of inquiry
*Motion	To initiate a course of action	I move that we...
Nominations (open)	Open nominations	I nominate...
Nominations (close)	Close nominations	I move nominations be closed
Order	To point out an error in procedure	Point of order
Personal	Point out something wrong personally	Point of personal privilege
*Postpone	Postpone debate on a motion	I move postpone debate until...
*Reconsider	Reconsider a motion or action	I move that we reconsider...
^Question	End debate immediately & vote	Call the question
*Table	Remove from debate	I move we table this motion until...
*Table (take from)	Bring back into discussion	I move we take _____ from the table
Withdraw	Withdraw motion from discussion	I withdraw my motion

\*requires a second & a majority vote

^requires a 2/3 vote

# BUSINESS MEETING INFORMATION

During all conferences, time is set aside for regional business. Over the past few years, the region has done well in attempting to keep meetings short, so that NCCs will be able to attend programs. Sometimes, this can be difficult, depending on how many items are on the agenda.

NCCs can assist in making the meetings run smoothly by being prepared prior to the meetings. Prior to the conference, each NCC is sent a pre-conference packet that contains all bids, Constitution/Policy book proposed changes, current budget, & a tentative agenda. **IF** the NCCs read information ahead of time, note questions, etc., then this can keep things moving.

You can assist your NCC by reviewing the pre-conference packet & helping to answer questions. The enclosed parliamentary procedure can help them understand some of the "rules of the game." A brief training session for NCCs & advisors is being planned prior to the start of the first business meetings of the conferences. Bid criteria sheets will also be sent in the pre-conference packets to help NCCs be able to read/understand bids prior to the conference. This will help during discussions/voting

Here are some sample agendas:

## SAACURH

- \*Welcome/introductions
- \*Training session
- \*Accepting late bids
- \*SEC reports (Director, AD-Finance, AD-Administration, Advisor)
- \*Old business
- \*Conference updates
- \*Election of Regional-Advisor-Elect (every two years)
- \*New business
- \*SAACURH conference bids
  - 5 minute presentation
  - 10 minutes questions on each bid.
  - 5 minutes pro/con on each bid
  - 5 minutes compare & contrast
  - 20 minutes general discussion

Vote

\*Corporate sponsor reports

\*Selection of CFR Distinguished Service Award

\*Selection of Dan Hallenbeck Award

\*Other business

\*Adjournment

### **NO-FRILLS**

\*Welcome/introductions

\*Training session

\*Accepting late bids

\*SEC reports

\*SEC elections

\*No-Frills updates

\*Legislation

\*No-Frills Bids

5 minute presentation

10 minutes questions on each bid.

5 minutes pro/con on each bid

5 minutes compare & contrast

20 minutes general discussion

Vote

\*Awards (NCC of the Year, Student of the Year, Advisor of the Year, School of the Year)

10 minutes discussion on each bid

5 minutes of pro/con on each bid

5 minutes of compare/contrast

Vote

\*NACURH update

\*Voting on regional budget for the next year

\*Closing remarks

\*Presentations of Awards

\*Adjourn

Evelyn's comments:

Now, all of this can seem relatively simple at first glance. You maybe wondering how meetings can take so long! The biggest thing that causes meetings to drag on is when NCCs do not come prepared to the meetings. Often times, they do not read packets sent to them or even bring them to the conference!! But, this has been getting better!

Another issue is that often times, there is a motion to extend the discussion. This is fine with the SEC, as long as the questions are pertinent & to the point. NCCs themselves often get irritated when people don't stay on track. They are doing a better job of policing themselves.

You as the advisor can assist by checking with your NCC to see if they have read their info before the meetings.

Advisors are welcome to come to business meetings. Your presence there can help you to better understand the business & to help your NCC.