

Skills for Living

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Topic 8-2

Organizations That Work!

- In this topic, you will learn about the factors that make an organization successful, as well as
 - ❖ Youth and professional organizations
 - ❖ Getting organized
 - ❖ Choosing effective programs and activities

Organizations That Work!

Objectives for Topic 8-2

After studying this topic, you will be able to

- name three youth organizations and three professional organizations and tell the purpose of each
- explain how a group's constitutions and bylaws act as guidelines for electing officers and holding meetings
- demonstrate how a group can use the planning process to establish a goal around which programs and activities can be organized

Topic 8-2 Terms

❖ constitutions

❖ bylaws

❖ parliamentary
procedure

Youth and Professional Organizations

- One purpose of youth organizations is to help prepare young people for their adult roles in society
- The purpose of professional organizations is to help promote the career areas in which their members work



Getting Organized

- A *constitution* is the set of laws that govern an organization
- *Bylaws* are a set of specific rules that expand the constitution by giving more information

Getting Organized

- A constitution includes
 - ❖ the name and purpose of the group
 - ❖ membership requirements
 - ❖ the group's officers, their duties, and the method of election
 - ❖ basic meeting requirements
 - ❖ procedures for changing the constitution

Electing Officers

- A group's constitution and bylaws states which officers to elect and their duties
- *Standing* committees are permanent committees
- *Ad hoc committees* are appointed to perform a specific task



Holding a Meeting

- ***Parliamentary procedure*** is following the guidelines used by many organizations to conduct meetings in an orderly manner
 - ❖ ***Minutes*** are an official record of what took place at the meeting
 - ❖ A ***motion*** is a suggestion to take action
 - ❖ To ***second*** a motion means to show support for it
 - ❖ A ***majority*** is usually half the total number of members present plus one

Choosing Effective Programs and Activities



- Some people join organizations because they need outlets for their energy and ideas
- The key to keeping members involved is planning good activities

Choosing Effective Programs and Activities

- Following a planning process can help keep members involved in setting group goals
 - ❖ Identify concerns
 - ❖ Set your goal
 - ❖ Form a plan
 - ❖ Act
 - ❖ Evaluate

Discuss

- Research has shown that 10% of the members in a typical group do most of the work. About 80% tag along and enjoy being part of the group. The other 10% complain and criticize.
- How would you keep the interest of the 10% who are active?
- How would you motivate 80% of tagalong members to get involved?
- How would you involve the 10% who criticize?

Stay Within the Limits

- Avoid planning activities that are beyond your group's resources
- All groups have limited amounts of
 - ❖ time
 - ❖ money
 - ❖ participating members

Publicize



- Publicizing your group's activities can
 - ❖ generate more participation
 - ❖ attract new members to the group
 - ❖ build support for your group in the community

Evaluate Your Accomplishments

- Determine how much your group has accomplished toward achieving your goal
- Discuss how the group can improve and become more successful in the future

Summary for Topic 8-2

- As a teen, you may belong to one or more youth organizations
- Organizations follow guidelines in order to be effective
- Groups elect officers who will hold meetings and plan programs and activities
- Group events need to be publicized to generate interest and evaluated to improve future planning