



# Taking Charge of Your Chapter



**CHAPTER MANAGEMENT GUIDE**

# Congratulations

*You've successfully started your JSA Chapter.*

*Maybe you've already had your first few meetings.*

*Maybe you're looking to grow or enhance your chapter presence on campus.*

*This guidebook will offer suggestions on how **YOU** can take charge of your JSA Chapter!*

Thank you for stepping up as a leader for your JSA Chapter. JSA Chapters are often the center of political awareness on their high school campus and the student leaders serve as role models of civic engagement and represent the values of JSA to the wider community.

This guide provides a multitude of tips, activities, and best practices to support effective leadership and overall strength of your Chapter. It includes checklists, samples and templates as well as examples from other successful JSA Chapters.

Use this guide in part or whole during the JSA year.

## **Questions?**

Reach out to your state's program director.  
Their contact information is listed at [jsa.org/staff](http://jsa.org/staff).



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## CHAPTER MEETINGS

Every Chapter meeting should have a clear focus. As you plan out your meetings for the year, consider which should be business meetings, activity based, a field trip, or informational. There are multiple formats for Chapter meetings, but the most important question to ask when calling a meeting is: **What do we want to accomplish?** Your answer will help design your meeting's agenda.

**Meet with a purpose, not just to have a meeting.**

### MEETING TIMES

Most Chapters hold regular weekly or biweekly meetings. Some host meetings during lunch or after school. Decide what will work best for the majority of your Chapter members and will draw the largest audience. While you may not be able to accommodate everyone's schedule, try to find a time that works for the majority.

Lunch times often work well since students are already at school, but often, lunch meetings are too short. After school meetings offer more time, but you may lose some people who go home directly after school. If another time will work better, try it!

Have consistent Chapter meetings, at the same time in the same location on the same day each week. If you need to change your regular meeting time, make sure that the change is well publicized.



### MEETING LOCATION

Your Teacher Advisor's (TA) classroom is often the best place to hold meetings. Some larger Chapters use their school auditorium or gymnasium. Smaller Chapters may meet outdoors. Be careful not to select a location where there will be distractions.

### MEETING AGENDA

All good meetings have an agenda. An agenda is an ordered list of all the items that the meeting will address. Ask yourself: What are we trying to accomplish? What business do we have? Are there any events we need to publicize? Chapters that distribute agendas run more smoothly and efficiently. A sample agenda for a meeting is featured on the next page.

## **SAMPLE AGENDA**

- I. Call to Order
- II. Distribution of minutes from last meeting
- III. Reports from officers
- IV. Evaluation of last activity
- V. Discussion of upcoming events
- VI. Activity: Debate on the death penalty
- VII. Distribution of flyers for events, newsletter, etc.
- VIII. Announcement of next meeting.
- XI. Adjournment

Often the activity takes up the majority of the meeting time. If the meeting is a half hour, the first five items could be handled in less than ten minutes. If there is a lot of business to cover, such as preparing for a convention, you may want to call a purely business meeting.

It is a good idea to plan the agenda at an officers' meeting with your TA. With everyone's input, you are less likely to forget things and develop an interesting list of activities. Additionally, if Chapter leaders are included in the planning of the meeting, they are more likely to actively participate, and help keep the meeting orderly and productive. As the year progresses, also think about including your dedicated Chapter members in the planning of meetings. Efficient and exciting Chapter meetings are essential for your Chapter's success and should be the product of Chapter leaders and members working together. It also helps your meetings stay relevant and purposeful.

### **ACTIVITIES**

Decide on the activity that will be the main agenda item for each meeting in advance. It is essential that your meetings have a purpose. While you may address some Chapter business at every meeting, the majority of the meeting should center on an activity such as a debate, Thought Talk, or a guest speaker. Reference the section on "Common Chapter Activities" later in this guidebook for ideas.

### **TEACHER ADVISOR, SCHOOL ADMINISTRATION, & TRANSPORTATION**

Inform your TA of the proposed regular meeting time. Also, find out if you need to clear the meeting schedule with your school administration. Make sure your TA and administrators know the purpose of JSA meetings. If your meeting is scheduled outside regular school hours, or if it is being held somewhere other than your school, arrange for transportation, such as a carpool or bus.

## **PUBLICITY**

A well publicized meeting will help draw members and also grow your Chapter. Remind people of your weekly meetings, and utilize additional methods of promotion, such as social media, posters and flyers. If you're hosting a special activity start publicizing one to two weeks ahead. Don't be afraid to have frequent announcements throughout the year. As other clubs and sports see their seasons end, there may be students who would like to join JSA mid-way.

## **LITERATURE**

If a debate is scheduled for the meeting, be sure to distribute background information or a brief on the topic. If a speaker is invited, distribute a biography of the speaker or background on the cause or organization the speaker represents. If holding a Thought Talk, consider distributing a questionnaire on the issue being addressed to get Chapter members thinking about their own opinions.

## **REFRESHMENTS**

Food often attracts people to your meeting. They may come for the first time just to chow down, but return to participate in the activities. Inexpensive snacks can give the meeting a relaxed, inviting atmosphere.

# **AT THE CHAPTER MEETING**

## **ARRIVE EARLY**

Student leaders, especially the Chapter President, should plan to arrive early to ensure that everything is in order. This also shows others who is leading the meeting.

### **Early Arrival**

### **TIPS**

- Welcome each person on their arrival
- Introduce yourself to new individuals
- Remind those present when the meeting will start
- Before meeting, spread Chapter officers and experienced Chapter members around the room.

## **STARTING THE MEETING**

Give people time to arrive. Wait five or so minutes for a lunch meeting and up to ten minutes when meeting after school. If after 15 minutes and enough people are still not there, start the meeting. If many people are missing, you may choose to leave important business for when more people arrive.



## CALLING THE MEETING TO ORDER

Usually, the Chapter President calls the meeting to order even if someone else will moderate/lead the activity. The start of the meeting should be upbeat and exciting. Consider a short group activity or ice breaker at the beginning of each meeting. Get your audience attention, talk about the meeting activity, and then move on to any necessary business.

## TAKING MINUTES

Chapters should get into the habit of taking minutes at meetings. Minutes are a valuable resource, providing history for future leaders and serve as a record of current activities. Appoint someone, usually the Chapter secretary, to take minutes at each meeting. Have that individual type up the minutes and pass them out at the start of the next meeting.

What to include in your minutes:



### BEFORE THE MEETING

- Write down the time, location, and title of the meeting.
- Write down everyone who is present and their positions, unless the attendance is large.
- Write down who is leading the meeting.

### DURING THE MEETING

- Write down every main point and who said it.
- Write down people's reactions or rebuttals to each main point.
- Write down what the consensus or vote of the group is on each point.
- Depending on the intensity of the meeting, good minutes will probably be roughly 1-2 lines for every minute that the meeting runs (that is roughly one page every 20 minutes).
- If you are writing much more than that, you are probably going into more detail than necessary. If you are writing less than that, you are probably not including enough detail.

### AFTER THE MEETING

- Summarize concisely the topics discussed and decisions made.
- You may want to go over this with the person who led the meeting.
- Hand the minutes to the Chapter President or other person in charge of collecting or publishing them.
- Put a copy in a permanent file.
- Review minutes from previous meeting

## PARLIAMENTARY PROCEDURE

JSA meetings often utilize parliamentary procedure, a system using motions and votes to handle decisions. This system maintains order and allows people to voice their opinions. Parliamentary procedure may seem intimidating, but can be learned very quickly as it includes repetition.

While debates at conventions and conferences stick to parliamentary procedure strictly, many Chapters find that they can relax the rules and run their meetings more informally. If meetings become disorderly, Chapters may want to introduce parliamentary procedure to manage the audience. A basic parliamentary procedure guide is included in the appendix.

### KEEP YOUR AUDIENCE ATTENTION

Phones, friends, food and even homework pull on your Chapter members' attention. Keep your meetings interesting.

- Plan Chapter meetings ahead.
- Plan separate meetings to discuss Chapter business.
- Distribute agendas.
- Stay organized. Engage directly with your members.
- Ensure students selected to speak are prepared.
- Have flyers and forms ready for distribution.

Any confusion and disorder can distract your audience and discourage them from returning for a next meeting.

### Leadership

#### TIP

If your members seem dissatisfied with meetings or activities, work with them to change that. Explain why Chapter business is part of the agenda and important to success.



# EVALUATIONS

## ACTIVITIES

Conduct evaluations after major Chapter activities to learn how you can improve the event. Evaluations are particularly helpful with new or controversial activities. Distribute evaluations either through an online form or a printed handout as a brief questionnaire that addresses the key issues for which you and your Chapter leaders want feedback.

### SAMPLE EVALUATION FORMAT & QUESTIONS

Did you enjoy the activity?  Yes  No

Why or why not?

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Did you learn more about (*issue*) from the event?  Yes  No

What specifically did you learn at the event?

---

How did you learn about the event?

Social Media  Flyer at School  Word of Mouth

School announcement  JSA Meeting

Why did you attend the event?

To learn more about JSA  Interested in learning more about (*issue*)

Interested in speakers

Additional comments:

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An evaluation like this can be used for different types of events, including field trips, guest speakers, and other non-meeting type activities.

Go over the results with your Teacher Advisor.

Consider:

- The strengths of the event (what did people like the most)
- Weaknesses of the event (what did people not like)
- What publicity medium worked best.

Also, ask the following questions:

- Did the activity attract new members?
- Did the activity cause any problems for your school administration?
- What was the reaction from the community to your event?
- Was the activity too expensive for any of your members? (if there was a fee)
- Was the activity constructive and educational to your school and community?

## **EVALUATING CHAPTER MEETINGS**

Create time during business meetings to discuss what is going well with the Chapter. Solicit feedback from Chapter members about problems they identified and possible solutions.

Additionally, talk with your fellow Chapter leaders about strengths and weaknesses identified. Always include your Teacher Advisor in these discussions as they may have helpful insights.

- Did the meeting go as planned?
- What went well?
- What could be improved?
- If you had students fill out evaluations, discuss their comments. Decide what changes should be made for next time.

Try to fix whatever problems are identified. Solving the problems can make huge changes in your Chapter strength.

**Leadership**

**TIP**

Take a moment to be proud of what you have accomplished.

## AFTER THE CHAPTER MEETING

### SAY THANK YOU

After the Chapter meeting or event, remember to thank any guest speakers and other participants. Adults should be thanked in writing within two days of the meeting. Student participants can be thanked in person, but also consider a written letter to students contributing an exceptional amount to the event. A thoughtful gesture includes offering a token of appreciation like a JSA mug or gavel.

### MEDIA OUTREACH

Assign a Chapter member to write a summary of the event and submit it to your school and local newspaper. If it was a regular debate, you may have a brief summary stressing how the Chapter voted on the issue (resolution). If it was a larger event or on a particularly controversial topic, try to have your school newspaper write an article; also share information about the event with your local community newspapers via a press release (see appendix). Take pictures at the event and include with the press release.



## **CHAPTER MEETING CHECKLIST**

### **BEFORE THE MEETING**

- Confirm purpose for the meeting
- Decide on meeting activity (Thought Talk, debate, guest speaker, etc.)
- Confirm meeting time and location
- Confirm meeting details (time, location, activity) with your Teacher Advisor
- Confirm approval for meeting with the school administration
- Publicize the meeting via social media, school calendar, flyer.
- Arrange for the use of chairs, tables, microphones
- Prepare any literature and evaluation forms
- Send out press release or event notice about meeting
- Arrange for refreshments
- Prepare meeting agenda
- Arrive early to make sure the room is ready

### **DURING THE MEETING**

- Assign someone to take minutes
- Call the meeting to order (President or other leader)
- Follow the agenda
- Host debate /meeting activity
- Keep business short
- Use an icebreaker to hold the audience attention
- Ensure Chapter leaders maintain order and encourage participation
- Distribute evaluations (after an activity-based meeting)
- Dismiss the meeting
- Clean up the room

### **AFTER THE MEETING**

- Send thank you letters to all guest speakers and other participants
- Write a summary for the school and local newspaper
- Evaluate the meeting with Chapter leaders and Teacher Advisor
- Decide what changes should be made for your next meeting
- Start planning your next meeting

## CHAPTER PROGRAMS

In the last few pages, you've learned how to run efficient and engaging Chapter meetings. This next section will discuss programs and activities that your Chapter can implement to engage and attract members. As an organization focused on increasing civic education and engagement of young people, any type of political awareness activity can be the core of your Chapter meeting.

Variety is always important. Many Chapters experiment with a variety of formats and topics to keep members interested and excited. Some Chapters set a long term plan for their meetings, such as a series exploring a problem from different angles.

Not everyone will like each topic. One meeting may bore one member, yet fascinate another. A variety of topics will keep your members coming back.

## COMMON CHAPTER MEETING ACTIVITIES

A typical JSA Chapter meeting includes debates, Thought Talks, guest speakers, simulations, and mock trials. There are no limits on the variety and creativity you can use at your meetings.

Below is a brief description of some of the most common activities used by JSA Chapters across the country.

### DEBATES

Debate is the most common activity for Chapters. In a debate, a limited number of speakers offer research, evidence-backed presentations on a certain topic. Debates allow members to exchange ideas and educate one another while still maintaining order. Chapter debates may differ from debates at conventions and conferences in terms of how long they last and their degree of formality. Chapters may also try alternative styles of debates such as Cross-Fire and Cross-Examination debates. Refer to JSA's Debate Handbook for more ideas.

### THOUGHT TALK

Newer Chapter members may feel uncomfortable speaking during the more formal debate atmosphere. Thought Talks are a way to address an issue without the formality of a debate. In a Thought Talk, more people get to speak, although usually in less depth. Thought Talks lend themselves to topics where there is no clear cut division between two sides; multifaceted issues are best.

### PROBLEM SOLVING FORUMS

Problem Solving Forums are similar to Thought Talks with a focus on finding a solution to a given problem. This works for issues where everyone agrees something is wrong, but differ on a solution. One example is the death penalty; since there is no "problem," rather different opinions on whether or not it should be allowed. Frequently, a plan to address the problem will be proposed, debated, and adopted.

## **GUEST SPEAKERS**

Inviting guest speakers to your school or Chapter meeting is an educational way to address an issue. Make sure that speakers know they will be speaking to bright, politically aware high school students. You don't want speakers to talk down to your audience or go over their heads. You want someone who is engaging enough to keep the audience's attention and knowledgeable enough to converse on the subject with confidence.

## **LOCAL GOVERNMENT SIMULATIONS**

A simulation of a school board or city council meeting provides Chapter members with firsthand experience of how local government works.

- Select a controversial local government issue, such as removal of confederate statues or school uniforms.
- Find out how your local school board conducts its meetings.
- How many members are on the school board?
- What type of agenda do they follow?
- Select participants to be the school board members. School board members should have different opinions on the topic at hand.
- Let the school board members debate the issue and allow time for audience members to address the board with questions or opinions.

## **IMPROMPTU SPEECH CONTESTS**

Impromptu speech contests involve many people giving short, unplanned speeches on topics selected moments before they have to speak. Other members vote on who gave the best speech. Impromptu speech contests are a way to strengthen your Chapter members' speaking skills. They can be an alternative during a string of more serious activities at the meeting.

## **MOCK UNITED NATIONS**

Holding a mock United Nations session allows your Chapter to explore current international issues. Your members will gain an appreciation for how world leaders solve an international crisis. The main participants should research their assigned countries and relevant world events. Mock U.N. sessions take a lot of organizing, so make sure your Chapter members are excited and willing to participate. A mock U.N. Security Council, which has 15 members, may be more feasible than simulating the General Assembly which has over 100 member states.

## **MOCK TRIAL**

Mock trials introduce your Chapter to the judicial process. Your members may not know much about the judicial system and courtroom procedure. You should extend a mock trial over several meetings in order to completely act out the case. Although only a few main participants are needed (two lawyers, a judge, and a defendant), try to include more Chapter members as witnesses and jury members.



## CREATIVE CHAPTER MEETINGS

Be creative and original with your Chapter meetings! Unlike debate clubs, Model U.N., and other clubs, JSA does not restrict its activities to one category. Student leaders are free to try whatever educational activities will work for their audience, provided your school administration and Teacher Advisor agree to it.



Hold brainstorming meetings with fellow Chapter leaders to generate new ideas for activities. Try combining activities, changing the order in meetings, involving different types of people, and altering formats. Aim for interest, excitement, broad involvement and education of your Chapter members.

Let the traditions of JSA give you a foundation upon which to build. Many of JSA's greatest activities started as original creations of a leader's inspired imagination.

## SOCIAL ACTIVITIES

Don't limit your activities to serious Chapter meetings. Maintaining the right balance between educational and social activities is important. Try to create activities that are both educational and social, such as watching a political or historical movie together. In addition to making the club more enjoyable, holding regular social activities can do wonders for your Chapter's image, morale, and sense of unity.

Here are some examples:

### ***A Movie***

Seeing a movie can be a lot of fun as well as educational. Pick a historic or political movie. Extend the meeting by about an hour. Before starting, pose a few questions or things to note while watching the film.

After, discuss the movie, canvas members' reactions, and gather comments on what was interesting about the movie. And don't forget the popcorn!

### ***Pizza Party***

Find a Chapter member who is willing to host a pizza party (or some other type of meal). Have members sign up in advance so the host will know how much food to purchase. Consider having a debate or a discussion during the dinner.





### **Potlucks**

Potlucks are similar to pizza parties. Have Chapter members sign up for items. Remember to have someone bring cutlery, plates, cups, and napkins and assign a few to help clean up. Consider having some sort of other activity or entertainment during the dinner.

### **Installation and Awards Banquet**

An Installation and Award Banquet can become an annual event. Hold it on campus or at a local restaurant at the end of the year after your new officers have been elected. Install the new officers and give awards to honor those members who have worked especially hard in the last year. Remember to recognize excellent work and contribution from non-Chapter officers as well. Honoring seniors may be a part of the process

## **POLITICAL AWARENESS EVENTS &**

### **POLITICAL ACTIVISM**

JSA Chapters serve as centers of political activism on their campuses. Be sure to include in your Chapter programming, activities that promote political awareness and education.

When planning political awareness and activism events, remember that JSA is a non-partisan organization. Refrain from affiliating your Chapter with a single political party, partisan campaigns, or with a single side of a controversial issue. JSA aims to promote civil discussion across difference. Make sure that multiple sides of any issue are represented. Chapter members are encouraged to take a stand on the side they believe in, listen and learn the opposite side.

## **SAMPLE POLITICAL AWARENESS & ACTIVISM ACTIVITIES**

### **Candidates forum**

Invite candidates running for a particular local office to your Chapter meeting or school for an assembly. This can lead to Chapter members and others getting personally involved in politics. They will hear from politicians directly on the issues of the campaign. Further, members will gain an understanding of the position for which the candidates are running. Consider holding the Candidate Forum in the evening when parents and members of the community can attend also.

### **Letter Writing Campaigns**

Letter writing campaigns allows your Chapter to focus on one particular issue or piece of legislation. Before you start the campaign, provide information on both sides of the issue. Consider having an adult speaker or a student debate on the issue before your Chapter members write their letters.



Provide Chapter members with the name(s) and address(es) of the elected officials for your area. You may also provide members with paper, envelopes, and stamps. Have members write their letter with their own thoughts on the issue. Feel free to provide samples but allow them to write freely.

### ***Voter Registration Drive***

Host a voter registration drive on campus for students turning 18. Contact the Registrar of Voters in your county to obtain the forms. Find out the deadline for registering for the next election. Ask for any special instructions to follow. Provide Chapter members forms to take home to make sure that their parents are also registered.



### ***Town Hall Meetings***

If your community is debating an issue that directly affects youth, your Chapter can sponsor a Town Hall meeting where students, parents, and public officials can discuss the issue. Town Hall meetings give youth a chance to explain their feelings on issues affecting them to community members and office holders.

### ***Field Trips***

One of the best ways to learn about government is to observe it in action. Arrange a field trip for your Chapter to visit a School Board, or City Council meeting, or even visiting court trials and state capitols.

If attending a government meeting, schedule your trip when there is a hot topic being addressed. Your Chapter members can get on the agenda to address the members of the School Board or City Council. If you want to attend a trial, judicial officials can frequently tell you which trials are being held in which courtroom.

### ***Debate/Election Watch Parties***

Depending on the year, your Chapter may have the opportunity to gather for debate or election watch parties for local, state, and national elections. These events provide real-time learning opportunities and insight into the election process for you and your members.



Find someone to host the event. Invite Chapter members and non-members, as this event can serve as a recruitment opportunity. Consider serving snacks or food. Provide attendees background information on the candidates and potential topics the candidates might debate. Afterward, or at the next Chapter meeting, have a discussion on the content of the debate or outcome of the election. Consider ways your Chapter can get further involved, like volunteering for a candidate or cause.

## JSA & YOUR CAMPUS AND COMMUNITY

The ideal JSA Chapter serves not only as an educational tool for its members but also as the center for political education and activism for the community. Bring the benefits of JSA to your campus and community. In return, your Chapter will have a heightened sense of purpose, greater enthusiasm, unity, and a strengthened public image.

### GET SCHOOL APPROVAL

Select your activity and discuss it with your Teacher Advisor and school administration. Outside events need the help of lots of individuals, so good communication and a trusting relationship is crucial. Work with your school administration and student leadership on the best method to host a school wide or community event. Remember, your Chapter represents your school, and your school's administration is ultimately responsible for your Chapter's actions. Do not try to work around your school administration in any circumstances.

### PUBLICIZE, PUBLICIZE, PUBLICIZE

Community and school-wide events need extensive publicity. Start six to four weeks in advance. And follow up after the event.

- Write and send a press release to the local radio, television and newspaper to request coverage of the event.
- Invite the local newspaper or radio station to do a brief interview with the activity's planners.
- Take pictures and send them with a summary to local papers after the event. Have your school newspaper write up the event, people's reactions to it, and what it accomplished.
- Post flyers around town.
- Also, invite local community leaders to attend.

Publicize as much as you can. It is essential to generate good attendance.



### INVOLVE YOUR ENTIRE CHAPTER

If you are trying to get a larger audience interested in your activity, your Chapter members are your closest link to both your school and your community. Encourage Chapter members to tell and invite their friends and family. Also, find a role for each Chapter member.

As more people join the effort, more people will want to participate. Invite everyone to help, and find something for everyone to do. The success of an event like this depends on a huge amount of school-wide and community based momentum to keep it going.





### **PREPARE YOUR AUDIENCE**

When running a school-wide or community based event, remember that you are not doing this for just your Chapter members. While Chapter members may have a basic understanding of the issue that your event is addressing, members of your school or community may not be as familiar. Provide background information about the issue and the speakers for your audience.

### **THANK ALL PARTICIPANTS**

Send written thank you letters or notes to guest speakers and other special people who attended. If there were certain people who played a large role, like local government officials, remember to thank them personally and in writing afterwards. They may not notice if you forget, but they will notice if you remember. Having people think well of your Chapter is important. If possible, provide a small token of appreciation.

### **USE THE EVENT TO STRENGTHEN YOUR CHAPTER**

The possibilities to strengthen your Chapter through events are limitless. Get as much publicity and media coverage as possible. Use the event's success to increase Chapter membership and the respect for your club on campus and in the community.

The Junior State of America is committed to political activism and education. Events planned by JSA Chapters show that the youth care and can make a difference.

## **MEMBERSHIP RECRUITMENT IDEAS**

### **SCHOOL FAIRS**

Host an exciting booth at club rush or club fair. Make your booth attractive by having red white and blue posters and balloons. Also consider wearing JSA shirts and displaying JSA branded merchandise. Be sure and have meeting flyers visible and available to share.

### **PARTNER WITH OTHER CLUBS**

Partner with a larger, more well-known club on campus and do a co-club community service project with them so it gets advertised to both groups of people in school.



## **OUTREACH**

- Host a special “bring a friend” meeting featuring an ice-breaker exercise, a brief club orientation, and refreshments. Each member must bring a friend with them to the meeting.
- Recruit groups of friends as opposed to individuals.
- Make each prospective member feel special. Make an effort to remember names and to smile and greet people by name when you see them again around campus.
- Provide students who visit your meeting with an information packet about your JSA Chapter. Include a calendar of events, a list of Chapter officers, and an application to join.
- Always speak with excitement and pride when describing your Chapter. Remember: Enthusiasm is contagious!

## **PUBLICITY**

- Publicize upcoming meetings: hang flyers around school with meeting date, time, and debate topic. Also use schools announcements to broadcasting your debate topics at your upcoming meetings.
- Bring food to meetings
- Obtain testimonials of the value of JSA membership from former Chapter members and share them with potential members.
- Offer a prize to the person in your Chapter who recruits the most new members.
- Invite a successful professional in your community to speak to your Chapter on the value of joining a political club.
- Print names of new Chapter members in your newsletter and recognize them at Chapter meetings. Demonstrate that your club is strong and growing.

## **TEACHER SUPPORT**

Ask teachers to recommend JSA to their students.

Go into Social Studies/English classes at the beginning of period. Be sure and get the teacher's consent first. Invite your JSA state program director to talk with school administrators about your JSA Chapter.

Give a short presentation about JSA and how to join.

## **SOCIAL MEDIA**

Have an aesthetic Instagram (or other social media) page with good graphics and frequent posts; mass follow people at your school, privately message them on that account asking to attend JSA meetings.

After a JSA meeting or event, have members post pictures on their social media! If a lot of people in your school see posts about JSA they will get curious and want to join.

"In JSA,  
I meet a lot  
of bright people.  
Watching the debates  
and attending the  
conventions encourages  
me to go into  
politics."

"JSA gives  
passionate  
students a forum  
to express their  
opinions"

"Being part of  
JSA has made  
me realize the  
importance of  
participation"



## APPENDIX

*Sample press release*

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650-393-7728 or mwilliams@jsa.org

### JUNIOR STATE OF AMERICA MEMBERS DEBATE 2ND AMENDMENT, NORTH KOREA SANCTIONS AND RELIGIOUS FREEDOM

Phoenix, AZ - Raising the age for purchasing assault weapons. Sanctions on North Korea. A mock Supreme Court hearing of the *Cake Shop vs. Colorado First Amendment* case. Hundreds of politically engaged high school students will debate these issues and other national topics at the Junior State of America (JSA) Spring State conventions in Schaumburg, IL this weekend, April 21-22.

JSA members from Illinois, Kansas, Missouri and Wisconsin will travel to Schaumburg to participate in debates and political discussions sharing informed positions on topics that impact their communities and the country. As part of JSA's student-led model, the topics were selected by JSA members and the convention was planned by student leaders. Within JSA, young people learn the value of talking with a diverse group of peers who hold different political and ideological perspectives.

"In our current environment, where so often we self-select to surround ourselves with individuals who share our beliefs and political opinions, JSA challenges our young people to do something more courageous," said JSA CEO Ken White.

"For more than 84 years, the Junior State of America has nurtured young leaders and advocated for strong leadership that values diversity. We support young people as they explore new ideas, test their beliefs, and learn to respect and engage with others," said White.

As the nation's largest student-run organization, JSA provides training in leadership and civil dialogue to help students build 21st Century skills. JSA alumni overwhelmingly testify that the skills they learned in JSA were critical in shaping and supporting both their personal and professional lives. JSA has prepared more than 400,000 individuals for leadership in business, government, law, and the nonprofit sector.

### **ABOUT JUNIOR STATE OF AMERICA**

Since 1934, the nonprofit the Junior State of America (JSA) has helped more than 500,000 student leaders acquire the knowledge and skills necessary to be active, informed, and responsible citizens, voters, and leaders. JSA's mission is to strengthen American democracy by educating and preparing high school students for life-long involvement and responsible leadership in a democratic society. JSA participants learn how to engage in political discourse, cultivate democratic leadership skills, and challenge one another to think critically, advocate their own opinions, develop respect for opposing views, and learn to rise above self-interest to promote the public good.



## **BASIC PARLIAMENTARY PROCEDURE**

Parliamentary Procedure is a set of rules for conduct at meetings. It allows everyone to be heard and to make decisions without confusion. Robert's Rules of Order New Revised is the basic handbook of parliamentary procedures used by most clubs, organizations and other groups.

**Order of Business:** Organizations using a parliamentary procedure usually follow a fixed order of business at their meetings. A typical example is:

- I. Call to Order. The Chairperson says, "The meeting will please come to order."
- II. Roll Call. Member say "present" as their names are called.
- III. Minutes. The secretary reads a record of the last meeting or provides copies for members to read (possibly before the meeting begins).
- IV. Officers' Report. These are often limited to a report from the treasurer, but others may report at this time.
- V. Committee Reports. First are reports from "standing" or permanent committees; then reports from "ad hoc" (special) committees are presented.
- VI. Special Orders. Important business previously designated for consideration at this meeting is discussed.
- VII. Unfinished Business. Business left over from previous meetings is reviewed.
- VIII. New Business. Introduction of new topics can be made.
- IX. Announcements. Informing the assembly of other subjects and events is appropriate at this point in the meeting.
- X. Adjournment. The meeting ends by a vote or by general consent.

**Quorum:** The number of members that must be present for business to be conducted legally is called a quorum. The actual number is usually stated in the Bylaws of the organization.

**Motions:** Members who wish to participate in meetings do so by making motions. A motion is a proposal that the assembly take a stand or action on some issue.

Find more tips on parliamentary procedure at:

[https://www.iahcsmm.org/images/Chapter\\_Images/Chapter\\_Resources/Basic\\_Parliamentary\\_Procedures.pdf](https://www.iahcsmm.org/images/Chapter_Images/Chapter_Resources/Basic_Parliamentary_Procedures.pdf)



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