

Office of Student Engagement Presents

***TRANSITIONING YOUR
ORGANIZATION***

HELLO!



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***WHY IS HAVING A
TRANSITION PROCEDURE
IMPORTANT?***

THREE STEPS TO SUCCESS

1. Elections Process
2. Transition Documents
3. Outgoing & Incoming Officer Meeting

1.

ELECTING NEW OFFICERS

Take a look at your elections
procedure!

WHAT DOES YOUR ELECTIONS PROCESS LOOK LIKE?

- × Online Shadowing Process
- × Nominations using online tools such as Google Forms or CoyoteConnection
- × Voting Online
- × Time of Year (Quarter vs. Semester)
- × Period to Transition
- × Support After Elected

2.

TRANSITION DOCUMENTS

Create transition documents
that can be passed down to all
the officers in that position in
the future!

WHAT SHOULD BE INCLUDED IN YOUR TRANSITION DOCUMENTS

- + Important Information About Chartering
- + Constitution/Bylaws
- + Position Description/Responsibilities
- + Helpful Resources
- + Organization Structure
- + Updated Member Roster
- + Tips & Tricks for the Position
- + Contact Information for Officers/Departments to know
- + On-Campus Banking Information
- + Information about Event Process
- + Policies & Procedures for Organization/Office of Student Engagement
- + Historically Information on Club & Organization
- + List of Reserved Rooms for the academic year
- + List of Annual Club Events
- + Student Organization Handbook
- + Events Checklist
- + And anything else that might be helpful!

3.

***OUTGOING & INCOMING
OFFICER MEETING***

Outgoing Officers should schedule a meeting with incoming officers to go over the transition documents!

WHY THIS IS IMPORTANT...

- + Sets up incoming Officer for Success
- + Allows them to ask any questions they may have
- + Prepares them to transition quickly into their role
- + Allows outgoing officer to share any knowledge or wisdom
- + Establishes a relationship/community of support
- + Increases overall efficiency of Club/Organization
- + Time to set up new passwords/other records

CHARTERING 2020-2021

MAY 2020

Stay tuned for more updates!



WHAT THE PROCESS IS GOING TO LOOK LIKE:

- + Chartering Application
 - + No Constitution Needed if Approved for the 2018–2019 Academic Year
 - + If changes to the Constitution were made since last approval, Club **MUST** Re-Submit
 - + Roster, Trust Fund Fact Sheet, Contact Information, etc.
- + Executive Officer Agreements, Additional Member Agreements, & Advisor Agreements (GPA, Enrollment Status & Units)
- + Club & Organization Orientation (Must be attended by all three officers)
- + Title IX: End Sexual Violence Student Leader Training

DEADLINE TO CHARTER FOR THE 2020-2021 ACADEMIC YEAR:

OCTOBER 1ST, 2020

THANKS!



Any questions?

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