Office of Student Engagement Presents

TRANSITIONING YOUR ORGANIZATION



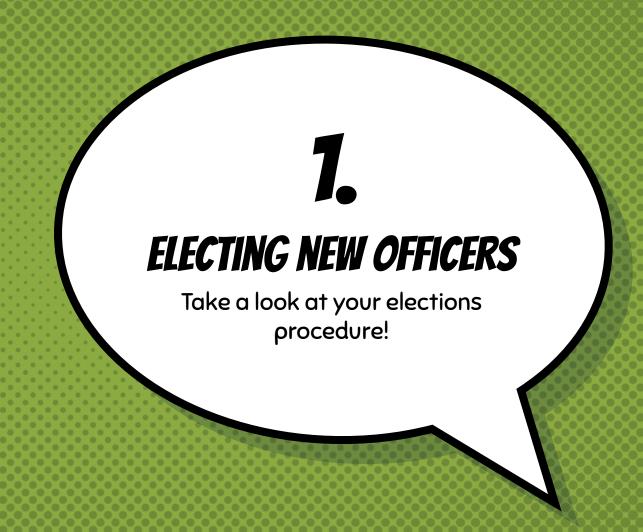


Jane Rodriguez
Student Engagement Coordinator for Clubs & Organizations
Office of Student Engagement–SMSU 203

WHYISHAUNGA TRANSITION PROCEDURE IMPORTANT?

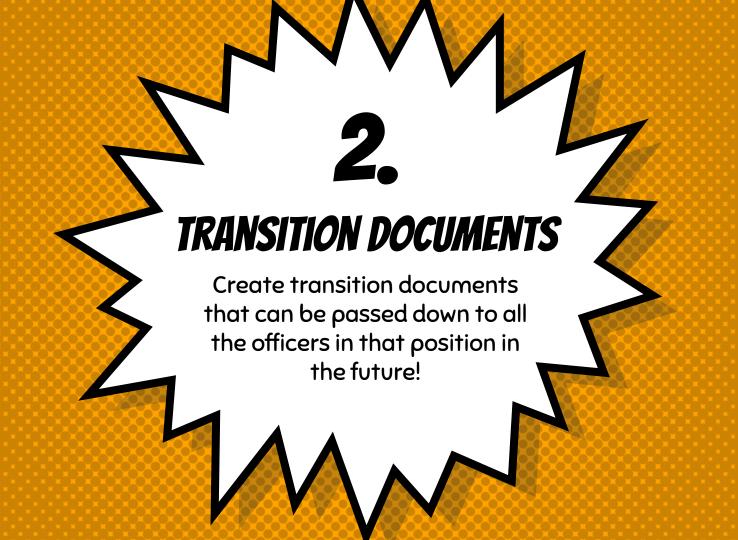
THREE STEPS TO SUCCESS

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



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



WHAT SHOULD BE INCLUDED IN YOUR TRANSITION DOCUMENTS

- Important Information About Chartering
- + Constitution/Bylaws
- + PositionDescription/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!

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



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



Any questions?

Jane.Rodriguez@csusb.edu