

Student Organization Quick Guide

OFFICER TRANSITIONS

RESOURCE CHECKLIST

- Position Binder/Folders/General Information/Notebooks/Pertinent Email Communications
- Important Organizational Documents
 - Constitution/Bylaws
 - Organization mission/vision
 - Governing organization constitution/bylaws (if applicable)
 - Financial information & updates
 - Goals & objectives of organization
 - Calendar of social, philanthropy, administrative, university events
 - Officer/Committee job descriptions
 - Ongoing/Upcoming projects
 - Confidential officer information (email accounts, computer access, social media, listservs, etc.)
 - Meeting minutes (at least 2 months)
 - Contact lists (address/phone numbers)
 - List of important University documents
- University Documents
 - University Mission Statement
 - Student Standards of Behavior / Code of Conduct
 - Student Organization Resource Guide

- Event registration form / 1850 software information

Personal Notes

- Summary of current structure, successes, failures, university standing
- Suggestions, advice, recommendations

Don't forget!

- Update roster in 1850
- Update websites, etc. to reflect new leadership / membership
- Positional/Committee Year-end reports
- Update names on financial accounts

YOU COULD ALSO INCLUDE

- 1850 tutorial
- List of important meetings
- Important administrative tasks (including the day to day)
- Sharing tasks and duties with other organization members (learn one another's positions)
- Introductions to key people (relationship building)
- One-on-one meetings and training
- Financial information
- Leadership training / retreats

IMPORTANT DATES TO REMEMBER

⇒ Event Restrictions

Student organizations are not permitted to host events on a variety of days, including study days, finals weeks, Stander Symposium, Celebration of the Arts, and more.

⇒ Checkpoints

To maintain recognition, student organizations are expected to complete all checkpoints on time. The May checkpoint accompanies the annual re-recognition process.

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