Student Organization Quick Guide

Officer Transitions

RESOURCE CHECKLIST
- Position Binder/Folders/General Information/Notebooks/Pertinent Email Communications
- 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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