



# *Transitions & Getting Ready for Next Year*

Student Org Training Spring 2025

# *Outline*

Introductions

Renewal

Elections

Presence

Transitions

Bank

# *Introductions*

## Student Org Team

**Stephanie Dooge**  
Coordinator for  
Student Orgs and  
Campus Activities

**Katja Benz**  
Graduate Assistant  
for Student Orgs

**Ryan Lardner**  
Program Intern for  
Student Orgs

**Rebecca Brumer**  
Program Intern for  
Student Orgs

# *Introductions*

Name

Organization(s)

Position(s)

Incoming or Outgoing



***Elections***

# *Best Practices*

Check your constitution for procedures

Clear expectations of each position's responsibilities

Establish an impartial election process

Allow adequate transition time

# Things to Include

## *Election Schedule*

Timeline for nominations, Election day/time, Re-Vote details, Completed transitions, Locations of election activities

## *Positions Available*

Description of position, and qualifications to run for the position (i.e. need to have been on e-board 1 year)

## *Nominee Activities*

How to nominate candidates, Activities or materials nominees can engage in to campaign

## *Voting Procedures*

Order of positions on the ballot, Method to cast votes, Counting the votes, Who counts the votes, When results will be announced

## *Rule Enforcement*

Violations and Complaints, Process for deciding if violation has occurred, Who is in charge of rule enforcement

# *Pair & Share*

With 2-3 people...

Share what elections look like in your organization. What has worked well?

What are challenges?






# *Transitions*



# *Importance of Transitions*

- Offers stability for operations
  - Continued growth for the organization
  - Chance for reflection and evaluation
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# *Transition Meeting*

Year in Review


Legacy to the New Officers

Officer Transition

Pass the Gavel



# Questions for Transition

- What do you perceive to be the organizations goals?
  - What do you consider to be the responsibilities of your position?
  - What are you expectations of yourself in the position?
  - What expectations do you have of the e-board and other officers?
  - What expectations do you believe your members have about you?
  - What problems or area will require attention within the next year?
  - Who outside the organization will be helpful to work with?
  - What should be done immediately in the fall?
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# Transition Binder

Constitution  
and Bylaws

Policies and  
Procedures not  
listed in  
constitution or  
bylaws

Unfinished  
project  
information

Judicial policies  
and reports

Constitution  
and Bylaws  
from National  
Organization (if  
affiliated)

Budget  
information

Contact list

Reports &  
Forms

Pertinent  
correspondence

Resource list

Committee  
Reports


Goals

Agendas and  
meeting  
minutes

Organization  
calendar



# *Working with your Advisor*

- Connect with them to let them know who new officers are
  - Evaluate the role the advisor takes in the organization, and make necessary updates to the expectations of the role
    - Including communication between the advisor and the organization
  - Include them in goal setting for the upcoming year
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# *Transitions Handout*



Under the Student Organizations Helpful  
Training page on our website!

# *Pair & Share*

With 2-3 people...

Share what transitions look like in your organization. What has worked well? What are challenges?





*Renewal*

# *What is Renewal*

- A form that you complete on Presence to show the Student Engagement Office your organization wants to retain recognized status
- Chance to update all of your organization information to reflect the upcoming year



# *Benefits of Registered Status*

- Space reservations with AMU Event Services (subject to space availability)
- Participation in O-Fest
- Apply and receiving funding from MUSG
- Use of DSA Marketing Office's resources
- Mailbox and Closet Space Assignments (subject to space availability)
- Certifying campus recognition for national and statewide affiliations
- Public facing Presence Page

***March 24 - May 31***

Completed on Presence

Email with the link was sent on  
March 24 to all officers & advisors

If not completed, your  
organization can be placed on  
suspension or deactivated

# Included in Renewal

**Org Name**

**Roster of  
Membership**

**Officer Election  
Information**

**Category**

**Primary  
Contact**

**Dues**

**General  
Meeting and  
Exec Board  
Meeting  
Information**

**Mailbox &  
Storage Space**

**Fundraising  
Efforts**

**Cover Image**

**Fiduciary  
Responsibilities**


**Training  
Opportunities**



*Presence*



# *Things to Update*

- Membership Roster
  - E-Board/Officer List
  - General Contact Information (including social media)
  - Advisor (if applicable)
  - Access for Officers
  - Constitution
  - Meeting Time/Date
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# *O-Fest Registration*

Coming soon!

Will be completed on Presence.

When open will be communicated via email and student org website.





*Bank*



# *Letter of Direction*

Need to complete the Letter of Direction indicating changes to the bank account.

What you need in order to complete:

- Student Organization Name
- Name and Signature of those to be removed from the account
- Name and Role of those to remain on the account
- Name and Role of those to be added to the account
- Name of the Primary User of the account
- Schedule a 45 minute in person meeting with the bank

# Things to Note

Form can only be  
picked up from  
Town Bank or  
Office of Student  
Engagement in  
AMU 213

If you cannot get  
signatures of those  
who need to be  
removed, please  
reach out to  
**Stephanie Dooge**  
([stephanie.dooge@marquette.edu](mailto:stephanie.dooge@marquette.edu))



# Questions

[engaged@marquette.edu](mailto:engaged@marquette.edu)

# Feedback

