

Officer Transition Guide

What is officer transition

2

Fall Elections

2

Spring Elections

3

Shadowing

4

Deadlines

5

Officer checklist

6



What is Officer transition

To ensure that each club has a smooth transition, it is important that clubs plan and prepare properly. Before the current season ends, each club will need to know which members will be taking on the roles of officers for the following year.

Elections

Club elections are held to make sure that members are equally voted into the positions needed to run your club. Running an election allows your members to fairly elect who they find most suited for the roles, which can result in your club operating more effectively.

Fall Elections – Complete by November 30th

If an officer is graduating or can no longer continue in the role (halfway through the year), your club will need another member to take their place for the Spring Semester. Officer elections done during Fall Semester should be completed by **November 30th**.

How to hold elections

The designating process is at the club's discretion if the process is done **fairly** and **correctly**. A voting system may be established in your club's constitution, so make sure to investigate that first.

- If no specific procedure is present in your club's constitution, clubs can use a different voting system. Some suggestions include:
 - Members that are interested in a leadership role can present a speech about their qualifications and interest in the club and the position. The club can then vote who they want for each position up for election.
 - Club members can select one member for each position up for election. The member with the most votes will be the elected candidate for the position.
- Outgoing officers or members should be the ones running elections. If there are no outgoing officers or members, your club advisor should help out.
- Elections are to be **in person**, or virtually (Zoom, Microsoft teams, etc.). Picking a day where all, or most, members can attend will be important. Those who cannot attend at the designated time can cast their vote ahead of time.
- Keeping the votes anonymous will allow your members to express their voice without worrying about ramifications.
 - EX: Creating an anonymous google form, eBallot, survey, etc.

*Votes **SHOULD NOT** be determined based on the nominee's admiration or skill level

Officer changes

If your student organization changes their leadership at any point during the academic year, the old or new officers are required to fill out the Officer Change Form located on the SLIC website.

SLIC will send out a new [Officer Agreement Form](#), allowing access to ASI funds and other student organization necessities. The information needed on the form includes:

- President & Treasurer's first and last name, CSUSM ID, CSUSM email, and phone number.
- Advisor's first and last name, CSUSM email, and phone number

The new officer must still meet all the requirements needed from SLIC and your League.

Spring Elections – Complete by April 15th

As the year approaches to an end and you begin to plan out your next season, your organization will need to know which members will be taking on the roles as Officers. Officer elections done during Spring Semester should be completed by **April 15th**.

How to hold elections

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Annual Recognition Application – Completed by May 14th

University policy requires that all campus student organizations be recognized through Student Life and Leadership Involvement Center to associate the student organization with the name of California State University San Marcos.

Your club must fill out this form to be recognized as a CSUSM organization for the next year. This form will be sent by SLIC to your **club email** and needs to be completed by **May 14th**.

Shadowing

Building relationships with potential leaders can encourage them to be more engaged. These members can shadow the current officers and learn how they carry out their administrative roles. This can be done during both **Fall and Spring Semester!** Shadowing is highly encouraged and can help your club have a smooth transition!

Delegating responsibilities, attending meetings, and clarifying any responsibilities allows the member to experience the role of an officer.

- ★ This can also help the member determine if this is a role, they are genuinely interested in pursuing

Deadlines 2020-2021

November 30, 2020	<ul style="list-style-type: none">• Fall elections for the Spring Semester are completed
January- February, 2021	<ul style="list-style-type: none">• New officer training with SC Staff
March 22, 2021	<ul style="list-style-type: none">• SLIC Annual Recognition Application Re-Opens
April 15, 2021	<ul style="list-style-type: none">• Spring elections for the upcoming year are completed
April 16-30, 2021	<ul style="list-style-type: none">• Officer Transition Workshops
May 14, 2021	<ul style="list-style-type: none">• SLIC Deadline to Submit Annual Recognition Application

Officer Checklist

A smooth Officer Transition plan will provide your club with continuity to ensure that your club will not start from ground zero. Below are suggestions of what old officers should pass on to the new officers.

President	Vice President
<ul style="list-style-type: none"> <input type="checkbox"/> Does your president know the league/governing body contact information? <input type="checkbox"/> Do you know who your Coach and Advisor are and how to contact them? <input type="checkbox"/> Do you know where your club keeps their equipment and how to access it? <input type="checkbox"/> Does your President know how to create your clubs practice/game schedule? 	<ul style="list-style-type: none"> <input type="checkbox"/> Does your vice president know how to fill out a travel form? <input type="checkbox"/> Do you know how to have your members fill out their membership packets? <input type="checkbox"/> Do you know the time frame for submitting forms? <ul style="list-style-type: none"> ○ Travel, absence memos, fundraisers, etc.
Treasurer	Other
<ul style="list-style-type: none"> <input type="checkbox"/> Does your treasurer have a plan for tracking expenses/income? <input type="checkbox"/> Do you know how to fill out appropriate forms and what they are used for? <ul style="list-style-type: none"> ○ Dues Deposit Forms ○ Expenditure Request Forms <input type="checkbox"/> What is the difference between Allocation vs. ASI Funds? <input type="checkbox"/> Does your Treasurer know your clubs dues process? <ul style="list-style-type: none"> ○ How much you charge ○ Payment plans ○ Electronic or in person payments 	<ul style="list-style-type: none"> <input type="checkbox"/> Have you submitted the clubs Annual Recognition Application? <input type="checkbox"/> Do the new officers have access to your club email? <input type="checkbox"/> Have you passed on all your clubs social media login information?