



# transitioning your club

## guide for student organizations

### getting started

Transitioning a student organization is a necessary component in regards to the health of the club. A “smooth” transition ensures that any new officers are equipped with the knowledge and skills that will enable the club to continue functioning without a period of inactivity and meet the goals of the organization without having to “start over” each semester or academic year. Below are recommended key tasks that will facilitate the transfer of leadership, access to important documents, and assist in the future direction for your registered organization.

- Review Student Organization Handbook:** Be sure that all new officers are aware of the policies and procedures in this document as they serve to guide student organizations at Arizona State University.
- Update Organization’s Orgsync Profile:** The organization’s Orgsync profile should always be updated to reflect current information. Be sure to update the following:
  1. Update Officer and Advisor Contact Information
  2. Ensure that profile information and messaging is up to date, including: club picture/logo, club description, websites, social media links, and keywords
  3. Ensure that new officers have administrative access to the organization portal
- Share/Transition Access to Organization Documents:** Give new officers access to organization documents whether electronically or in the form of a club handbook. These documents can include but are not limited to: constitution, meeting minutes, contact lists, event or program documents, etc.
- Share/Transition Access to Website, Email, & Social Media Accounts:** Ensure that new officers have access to any electronic portals that the organization uses to communicate, store documents, receive information, and market the organization.
- Share/Transition Access to Bank Account:** It is extremely important that the outgoing President and/or Treasurer work with the Advisor to transfer access of an organization’s bank account to the incoming President and/or Treasurer. Your respective banking location can assist you with this process and will require the presence of both an existing account signer and any new intended signers.
- Introduction to Key Contacts or Partners:** Be sure to connect new officers to important individuals, key contacts, partner departments and/or organizations, and any other persons that your organization works that serve as an important resource. Scheduling meetings with these contacts will ensure new officers keep consistent working relationships active and beneficial.
- End of the Year Review:** Both outgoing and incoming officers should schedule time to review the previous semester and/or academic year. Utilize this time to examine past business, programs/events, initiatives, goals, and results to develop a plan for organizational growth to avoid starting from scratch heading into a new semester or year.
- Connect with Advisor:** Both outgoing and incoming officers should schedule time to meet with the organization’s advisor to communicate goals and expectations as well as use the “End of the Year” Review as a framework to guide the organization moving forward.

### about us

The Student Organizations staff are dedicated to providing registered clubs with support, resources, and guidance. Our offices are located on the 3rd floor of the Memorial Union and are open Monday through Friday from 8 AM to 5 PM.

### contact us

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