

Elections vs Selections: How to help effectively transition organization leadership

Student Organization Advisor Training
2015 – 2016

Elections:

These are "guidelines," not rules on club officer elections. Clubs should refer to their "Constitution" for specifics on Club elections.

Clubs are expected to conduct the appointment and/or election of officers in an ethical and fair manner.

Generally occur in the Spring semester but is often outlined in constitution

- Benefits of Spring elections
- Benefits of Fall/December Elections

Elections:

Determine timetable for announcing positions, answering questions on role and responsibilities.

Announce at least two weeks prior to the date elections are to be held.

Present to the voting members with information as to their qualifications or interest in the office.

Conduct an officer transition meeting
(this is why its important to hold elections early)

Some clubs:

Required officers be elected by a two-thirds vote, others by a simple majority.

Stipulate that officers shall hold a term of...

one academic year

one semester

In the event that there are no new members willing to serve in a specific position, a vote of the general membership can be taken to waive this rule and allow an officer to hold the same position twice.

Allow the President to appoint any club member to any open officer position should that position not be filled by an election.

Selection:

Can occur at any time but generally procedure of selection is listed in the organization's Constitution

Reasons for selection:

- Organization is small
- Organization recently registered as a new student organization and officers will remain the same
- No candidates for specific position
- Operate in more of a board rather than formal roles

Determine timetable for announcing positions, answering questions on role and responsibilities

Conduct officer transition meeting

Constitution

A constitution is a document that outlines the founding principles that define an organization and govern its operation.

- Clarifies the group's purpose
- Defines the group's structure
- Provides the foundational principles that guide the group's operation.
- Allows members to better understand their roles and mission in the group



Where is the Constitution?

The image shows a screenshot of the SunDevilSync website for Student United Way at ASU. The website has a red header with the SunDevilSync logo and a search bar. Below the header is a large banner with the text "STUDENT UNITED WAY ASU" and "Student United Way". A green circle highlights the "Settings" dropdown menu in the top right corner, which contains the following options:

- Organization settings
- Send invitations to join
- Hide membership in my user profile
- Leave organization

The main content area includes a "Feed" section with a welcome message, a "Forms" section with links to "SUNW Treasurer Application Form", "SUNW Marketing Chair Application", and "Student United Way Fall 2015 Retreat", and a "Portal information" section with a description of the organization. The bottom of the page shows a Windows taskbar with the date and time "11:05 AM 3/3/2014".

Where is the Constitution?

The screenshot shows the SunDevilSync website interface. At the top, there is a navigation bar with the SunDevilSync logo, a search bar, and user options like Admin, My Memberships, and a user profile for Ken. Below this is a large banner for "STUDENT ASU UNITED WAY" with the text "Student United Way" and a graphic of three hands. A sidebar on the left lists profile management options: Profile, Cover Photo, Permissions, Welcome Message, Custom Footer, Social Media Links, Time Zone, Statistics, and Join Options. The main content area is titled "Your Organization Profile" and contains a paragraph explaining that profile information is used for registration and approval. Below the text is a green "Update and Save" button. Underneath, the "Attachments" section shows a list of files, with one file named "CONSTITUTION UPLOAD SU/W Constitution 2015.doc" highlighted by a green circle. The "Current Profile" section shows the profile was last reviewed by PW P. Cui on January 26, 2016 at 12:30 PM. The "Basic Information" section includes fields for "Full Organization Name" (Student United Way) and "Abbreviated Organization Name". The Windows taskbar at the bottom shows the system time as 11:37 AM on 1/2/2016.



Transitioning Leadership:

What constitutes a smooth transition?

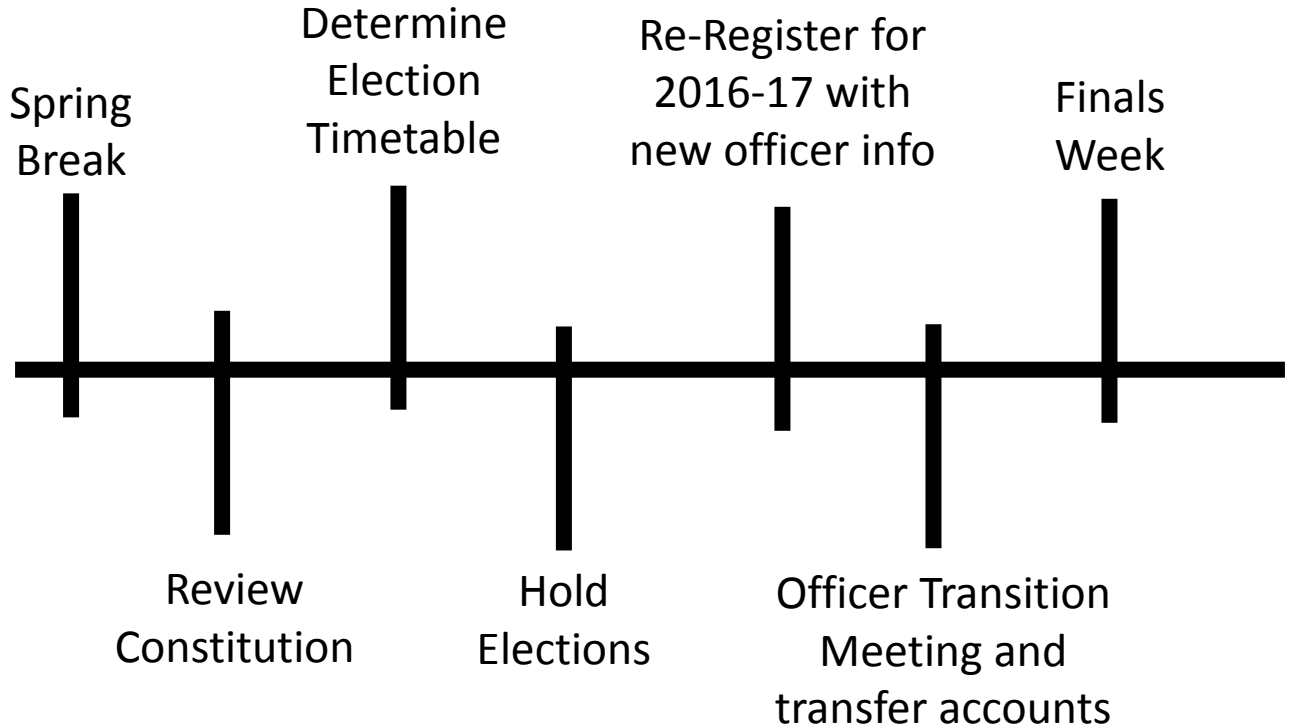
Why is it important?

“Smooth Transition”

- Sharing of expertise and experience
- Evaluation of the past year and goal setting for upcoming year
- Conversation between incoming & outgoing officers
- Opportunity for new officers to get to know each other
- Allow time between elections for proper training (shadowing)



Officer Transition



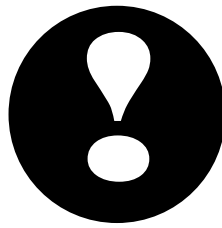
Organization Transition

Review the past year:

- Revisit outgoing leaders' goals and if they were met
- Evaluate all programs and events
- Identify achievements and areas of improvement

Prepare for the upcoming year:

- Set dates (and dates to avoid) for fall & spring events
- Set regular meeting times
- Reserve spaces for meetings and events
- Request USG funding, where applicable
- Set goals for the upcoming year and prioritize!



Re-Registration of student
organization with ASU on
SunDevilSync
April 1 – 30th

What happens after April 30th??

Re-Registration

Can be completed by either outgoing or incoming officer
(Preference would be for incoming officer)

Officer Name

Officer Email

ASURITE

Advisor Contact information

Updated Constitution (if necessary)

Registration for a table at Passport to ASU



Once submitted...

The advisor will need to approve the re-registration information

Student Organizations office will review all information and confirm that there are no outstanding invoices with Memorial Union.

Ability to book rooms in the Memorial Union for 2016-17
Classrooms open later in the summer

Ability to submit USG Appropriations requests once open

Ability to continue to conduct organization business

Important Dates

Passport to ASU

Wednesday August 17th, 2015 (6:30 – 9 PM)

RSVP via Re-Registration

Fall Workshops

SunDevilSync, USG funding/fundraising, Programming, Marketing

USG Appropriations 2016-2017

TBA



Spring 2016 Events



<https://eoss.asu.edu/pitchforkawards>

Thursday April 7th at the Orpheum Theater

YOU ARE CORDIALLY INVITED TO
PASSING THE PITCHFORK

A TRANSITIONAL LEADERSHIP BANQUET
FOR STUDENT ORGANIZATION
PRESIDENTS & ADVISORS



TUESDAY

APRIL 19, 2016

5:30 PM - 7:30 PM

MEMORIAL UNION - VENTANA BALLROOM

RSVP MARCH 7 - APRIL 8

ATTIRE: BUSINESS CASUAL
SPACE IS LIMITED