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 it's 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?
Where is the Constitution?
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

Spring Break

Determine Election Timetable

Re-Register for 2016-17 with new officer info

Finals Week

Review Constitution

Hold Elections

Officer Transition Meeting and transfer accounts
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 – 30\textsuperscript{th}

What happens after April 30\textsuperscript{th}??
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