



TRANSITIONS & GETTING READY FOR NEXT YEAR

Student Org Training Spring 2026

OUTLINE

Introductions

Renewal

Elections

Bank

Transitions

Other Info

INTRODUCTIONS

Student Org Team

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Services

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Coordinator for Student
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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, Who
counts the votes, When results
will be announced

RULE ENFORCEMENT

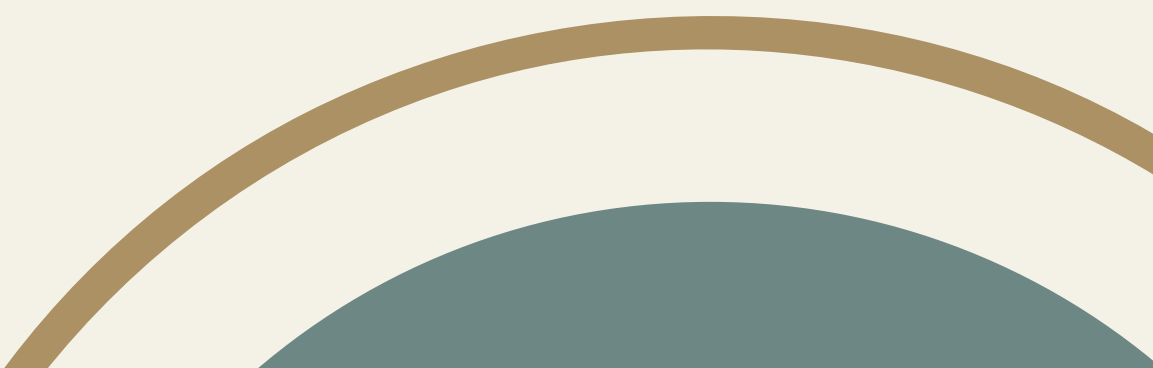
Violations and Complaints,
Process for deciding if violation
has occurred, Who is in charge of
rule enforcement



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

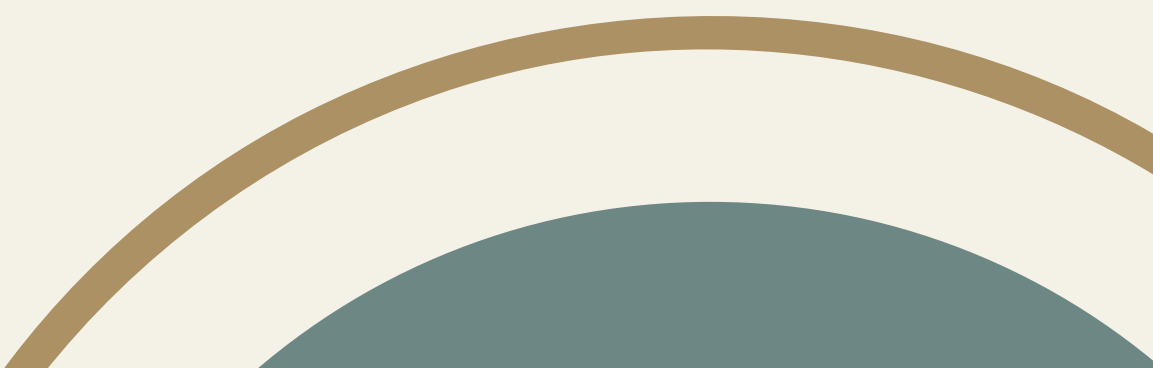
Resources/Support

Budget

Lessons Learned, Successes, Challenges



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?
- 

TRANSITION BINDER

SHARE
WITH OSE

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

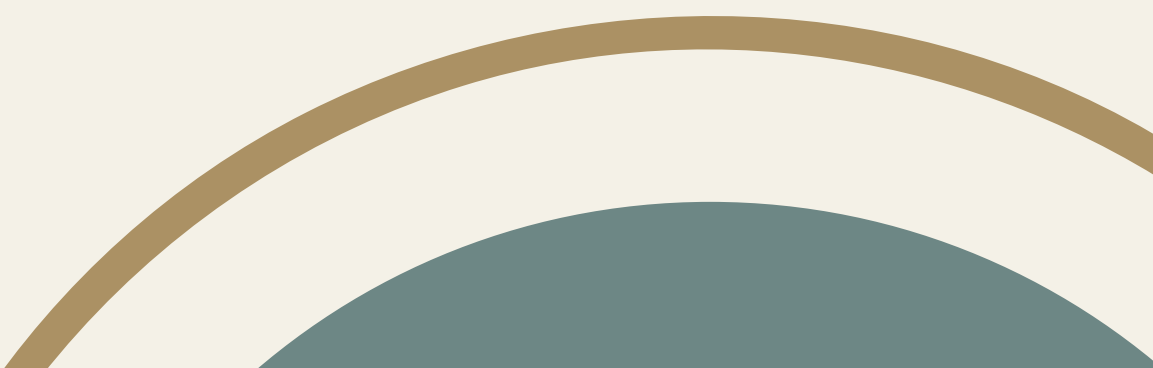
Goals

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 GUIDE



Under the Student Organizations Helpful Training page on our website!



PAIR & SHARE



With 2-3 people around you,
share what elections and
transitions have looked like for
your orgs.

What has worked well?
What are challenges?

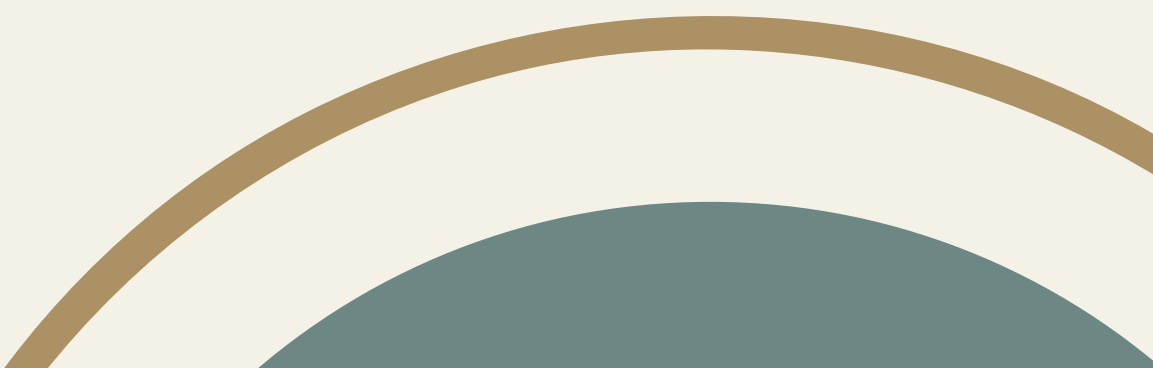




RENEWAL

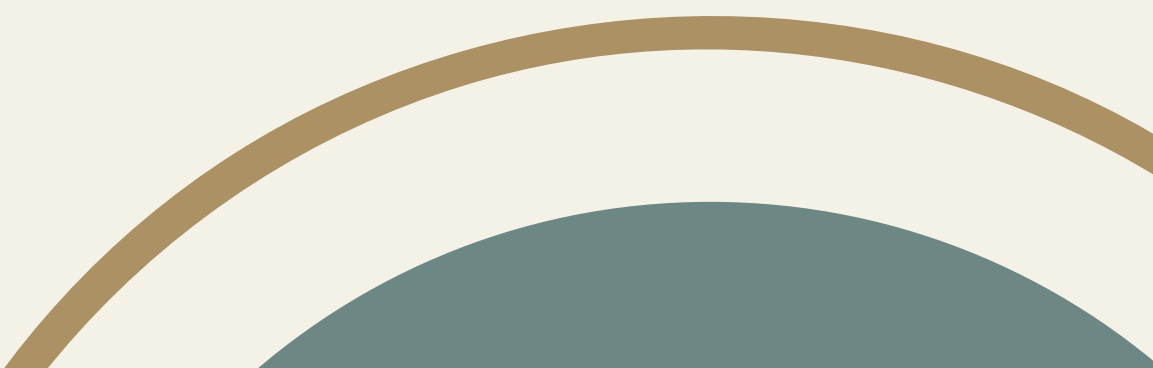


WHAT IS RENEWAL

- A form that you complete to show the Office of Student Engagement your organization wants to retain registered status
 - Chance to update all of your organization information to reflect the upcoming year
 - **NEW THIS YEAR**
 - Will be completed via Microsoft Forms not Presence
- 



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 DBSA 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
- 

APRIL 6 – MAY 31

Completed via Microsoft Forms

Email with the link will be sent out on
April 6 to all officers & advisors

If not completed, your organization
will be deactivated

INCLUDED IN RENEWAL

Org Name &
Nickname/Abbreviations

Executive
Board Roster

Mailbox &
Storage Closet

Membership Roster

Officer
Elections

Advisors

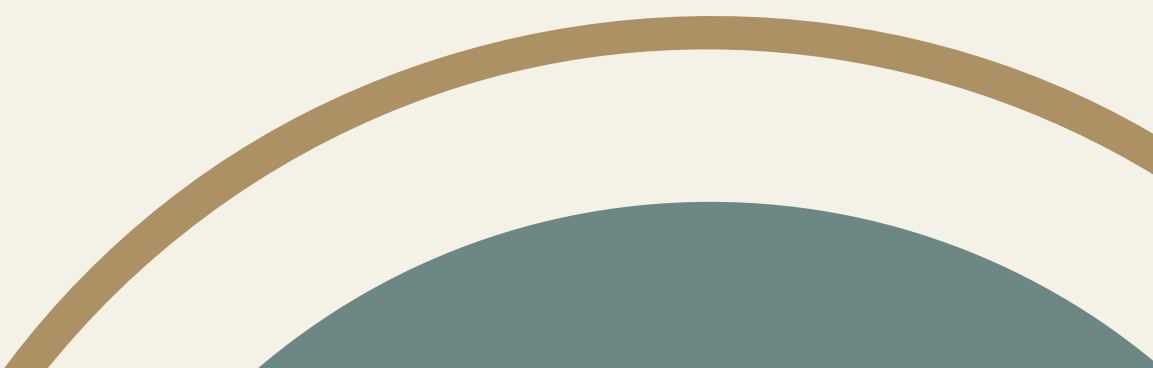
SOF Process

Social Media

Bank Account



PRESENCE UPDATES

- Before end of semester
 - Orgs are able to make changes to their pages (including rosters)
 - Over summer
 - OSE will review submissions
 - OSE will update Presence access
- 



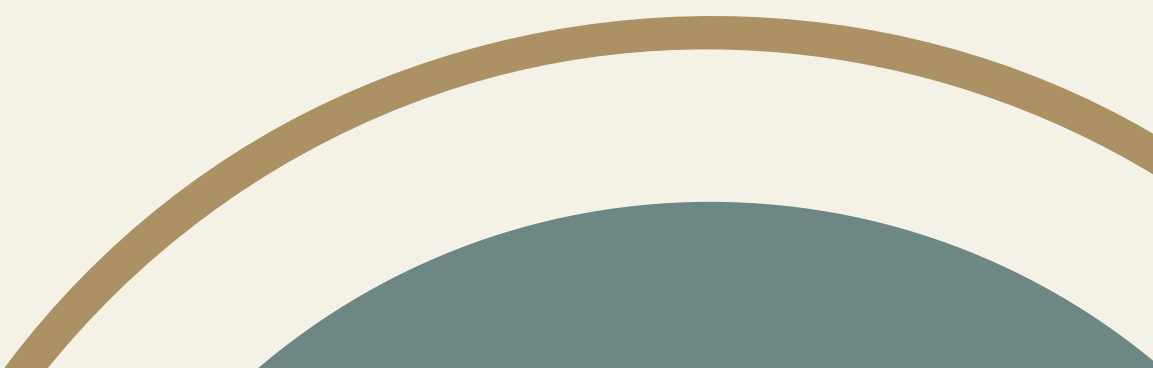
BANK



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
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THINGS TO NOTE

Form can only be
picked up from Town
Bank or Office of
Student Engagement
in AMU 121

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



OTHER INFO

LIFESAVERS TRAINING

Make Up Session

April 14th

5-6:30pm

AMU Henke Lounge

O-FEST

Thursday, September 10
4-7pm
Central Mall

Rain Date: September 11

Registration Opens:
April 6th on Presence

Registration Closes:
August 5th

ORG ESSENTIALS TRAINING

September 1-3

All organizations must send a representative

Failure to attend will result in organization suspension



QUESTIONS

engaged@marquette.edu