Officer transitions

Effectively transitioning from year to year is critical to keep your organization functioning well. Investing time in a good officer transition early in your term will mean less time spent throughout the following year making unnecessary mistakes.

Officer transition takes effort from all officers in your student organization and involves the outgoing group of officers, the advisor, and the incoming group of officers. Consider having a retreat or series of meetings where outgoing officers pass on important information to incoming officers, including:

- Past records/notebooks/social media passwords.
- Completed projects for the past year.
- Upcoming/incomplete projects.
- Challenges and setbacks.
- Anything the new officers need to know to do their job effectively.

Elections and constitutions

Student organization constitutions explain the organization's purpose, membership requirements, officer structure and election process, and serve as a binding agreement with UMBC. Each constitution also outlines the process required for making amendments to the organization’s constitution.

Elections for each student organization occur once a year, either during the fall or the spring, depending on what the constitution specifies (Article IV, section b). Article IV of the constitution also outlines what positions the organization will elect, as well as the duties of each elected position.

- If your organization has fall elections, the elections MUST be held between November 15th and November 30th, and new officer terms begin on December 1st.
- If your organization has spring elections, the elections MUST be held between April 15th and April 30th, and new officer terms begin on May 1st.
- Your organization's constitution also states how many days notice must be given to members of your organization before elections are held. For example, if your organization decides to hold elections on April 20th, and your constitution stipulates that at least 14 days notice must be given to all members before an election meeting, it is required that one of your organization's officers first announce the elections to the membership NO LATER THAN April 6th.

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