2018-2019 Registered Student Organization (RSO) Leadership Transition Form

This form is required of all undergraduate registered student organizations to maintain recognized status at Northwestern University.

Once this form has been completed, please scan it and:

1. Upload the form into the 2018-19 SOA Student Org Registration form on Wildcat Connection as directed
2. Upload the form into the group’s Wildcat Connection page in the “Documents” tab for archival purposes.

This document is intended to ensure responsibilities and knowledge have appropriately transitioned between outgoing and incoming leadership of the registered student organization (RSO). Even if a president from the prior term has been chosen to continue in that role for another year, this form is still necessary as part of the annual org registration application.

Outgoing leadership, please answer the following questions about your organization and the officer transition taking place.

1. When was the first year of recognition for this organization?
   ___ 2017-18
   ___ 2016-17
   ___ Before 2016-17
   ___ I don’t know

2. When does officer transition in this organization take place each year?

3. Does this officer transition meet your organization’s standard timeline as outlined in the group’s constitution?

4. Does this officer transition meet a need to fill a role due to special circumstances (i.e. previous officer resigning, graduating early, studying abroad, etc.)?

5. Is the incoming officer planning to study abroad in the next academic year? If so, during which Northwestern academic quarters?

Incoming leadership, please initial to indicate each of the following has occurred and fill in blanks where necessary. By signing at the bottom you acknowledge you have read and understand each line:

______ I have been chosen to serve as leader of my organization through a procedure outlined in accordance with my organization’s constitution.

______ I have access to and have reviewed the organization’s constitution, bylaws, and other procedural documents, as well as made the necessary updates so these documents meet the guidelines as set by Northwestern University.
I have completed the appropriate SOFO account transition process as per SOFO’s guidelines.

I understand and have met with outgoing leadership to discuss the responsibilities of this role to my organization as well as reviewed any unfinished projects, opportunities for improvement, and procedures for the organization’s operations.

I have a way to reach the outgoing leadership (i.e. a permanent non-Northwestern email address, non-campus phone number, social media connection, etc. if outgoing leader is no longer a student) if an issue arises and I need help.

I have been given the necessary passwords, keys, and access to organizational resources as well as budget, contract, and event planning history from outgoing leadership.

I have been introduced to the organization’s advisor/coach as the incoming leader of the organization and discussed expectations for the upcoming term.

I acknowledge the organization’s Wildcat Connection page accurately reflects my position as a president in the organization’s roster to make sure I receive necessary information pertaining to all RSOs.

I understand the length of my term as leader and acknowledge the responsibility to transition to new leadership (if necessary) effectively at the end of my term.

BY SIGNING BELOW we acknowledge responsibilities and terms of roles.

Registered Student Organization Name (as listed in Wildcat Connection): ________________________

_______________________________________________________________________________

Leadership Title (e.g. president, executive director, etc.) ________________________________

Outgoing Leader Name (please print): ________________________________________________

Outgoing Leader Signature/Date: _____________________________________________________

Incoming Leader Name (please print): ________________________________________________

Incoming Leader Signature/Date: _____________________________________________________

Advisor Name (please print): _________________________________________________________

Advisor Signature/Date: _____________________________________________________________