



OFFICER TRANSITION GUIDE

GEORGE MASON UNIVERSITY - RECREATION
4400 University Dr, MS 1G6; Fairfax, VA 220

Introduction

In the dynamic world of club sports, leadership transitions are pivotal moments that can significantly influence the club's trajectory. This guide aims to ensure that transitions are not just smooth but also opportunities for growth and rejuvenation. It provides incoming officers with essential insights, fostering a seamless handover and setting the stage for continued success.

The Importance of a Good Transition

Effective leadership transition is key to maintaining the club's momentum and ethos. A well-designed transition guide acts as a roadmap, offering new leaders a deep understanding of their roles, club history, achievements, and challenges. This understanding is vital for preserving the club's legacy, building on past successes, and avoiding previous pitfalls. The guide aids in quickly aligning new officers with the club's vision, enabling them to make informed decisions and contribute effectively from the outset. In addition to this guide, it is highly recommended that each club have a detailed operations guide that should the club ever need to start from scratch. This would include everything from important contacts, usernames and passwords, equipment inventory, certifications, event plans, emergency action plans, and anything else the club officers would need to know.

The forms in this packet are meant to empower students to have intentional conversations with one another in order to minimize the effects of turnover within student organizations, increase organizations' success, and continue momentum accomplished by groups during the previous year.

Practical Strategies for a Successful Transition

1. **Early Engagement and Mentorship:** Initiate the transition process well before the formal change in leadership. This period allows outgoing officers to mentor their successors, sharing insights and experiences to prepare them for their roles.
2. **Comprehensive Documentation:** Ensure your club specific transition guide includes detailed information on roles, past events, financial reports, contact lists, and ongoing projects. This documentation is crucial for new leaders to understand the club's operational history and strategic direction.
3. **Organizing Transition Meetings:** Facilitate meetings between outgoing and incoming officers. These should focus on detailed discussions about specific roles, challenges faced, and the goals of each position. Such interactions foster a deeper understanding and smoother handover.
4. **Training and Shadowing:** Conduct training sessions covering administrative processes, financial management, and other operational aspects of the club. Additionally, allow incoming officers to shadow their predecessors to gain practical insights into daily responsibilities.
5. **Goal Setting and Team Building:** Encourage new leaders to establish clear, achievable goals early in their tenure. Also, promote team-building activities to forge strong bonds among team members, which is essential for a collaborative and efficient working environment.
6. **Feedback and Support:** Implement a system where outgoing officers can provide feedback and continue offering support and advice even after their tenure, helping new leaders navigate unforeseen challenges.
7. **Regular Check-Ins and Reviews:** Schedule regular meetings during the initial transition period to address any arising issues and ensure alignment with the club's objectives.
8. **Resource and Crisis Management:** It is extremely important to effectively manage resources, including time, finances, and human talent. It is also vital to have contingency plans in place for unexpected situations. Clubs should have and review their sport specific risk management plans on a regular basis.

9. **Fostering a Positive Culture:** Encourage leaders to maintain and cultivate a positive, inclusive, and respectful club culture. Officers should hold themselves to the same or higher expectations of their membership (lead by example). This environment is crucial for member engagement and overall club morale.
10. **Succession Planning:** Succession planning is about creating a culture of continuous leadership development, where identifying and nurturing future leaders is a constant priority. This strategic approach ensures the club always has a pipeline of skilled individuals ready for leadership roles, securing its long-term stability and growth.

The Student Organization Officer Transition Guide is designed to be used in sections:

- Part I – Outgoing Officer/Executive Board Guide
- Part II – Incoming Officer/Executive Board Guide

The forms in this Guide are designed to be used individually as well as part of the greater packet – we encourage you to tailor it to fit the needs of your organization.

Leadership/Strengths Quizzes:

The quizzes below may be taken by the executive members in the organization to better understand the strengths and leadership styles of each individual, which can lead to more effective teamwork and relationships.

- Strengthsfinder: <http://wbu.gmu.edu/strengths-academy/>
- Myers-Briggs Type Indicator: <https://www.mbtionline.com/>
- True Colors: <https://truecolorsintl.com/assessments/>

Appendix E

Club Sport Officers' Transition Guide

(Adapted from the Villanova University Student Organization Officer Transition Guide)

1 Introduction

Part I – Outgoing Officer/Executive Board Guide

1. Outgoing Officer/Executive Board “To Do” List
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2. Incoming Officer's Transition Worksheet
3. Personal Goal Setting
4. Goal Setting: Further Considerations
5. Incoming Officers – Goals, Dreams and Priorities
6. Working with your Faculty Adviso

Part I: Outgoing Officer/Executive Board Guide

Outgoing Officer/Executive Board To-Do List

In addition to gathering information for the new board members, the outgoing officer should tie up any loose ends in their position. Please check this list to ensure all necessary items have been completed. Items listed are a starting point and may be amended to meet an organization's needs.

	To Be Accomplished	Date Completed
1.	Work with your e-board to coordinate the new officer selection. Refer to your organization's Constitution and Bylaws. Election of new officers is recommended no later than March 1 of each year. After the election, update your roster with Club Sports via the reregistration process.	
2.	Make sure space is reserved for all annual events. This should be completed online using 25Live for non-Mason Recreation facilities on campus.	
3.	Organize all notebooks, files, and passwords.	
4.	Finish all necessary correspondence (letters, e-mail, phone calls).	
5.	Complete Re-Registration with the Club Sports Office by the listed deadline.	
6.	Develop an action plan and timeline for new officer transition, including but not limited to: <ul style="list-style-type: none">• Necessary meetings attended and conducted by officer• Important tasks• Sharing tasks and duties with other group members• Introductions to key people/relationship building• One-on-one meetings and training• Financial Information• Leadership training	
7.	Complete Outgoing Officer Information Sheet(s) – included in this Guide	

8.	Develop an action plan and timeline for new officer transition, including but not limited to: <ul style="list-style-type: none"> • Necessary meetings attended and conducted by officer • Important tasks • Sharing tasks and duties with other group members • Introductions to key people/relationship building • One on one meetings and training • Financial information • Leadership training 	
9.	Both incoming leaders and outgoing leaders should attend the Transitional Leadership meeting for School of Business student organizations	
10.	Schedule a joint meeting between outgoing and incoming officer for additional information that may be directly related to your organization.	
11.	Transfer/update contact information for the club. *complete immediately after elections, as it takes some time to be updated.	
12.	Transfer bank account names (after IRS information has been updated)*recommend to complete prior to April 1	
13.	Allow incoming officers to shadow outgoing officers.	
14.	Create an officer transition binder (see the suggested list of what to include), and share any documents with the new board members that were not included in the Officer Handbook.	
15.	Meet with incoming officers to prepare and present the budget presentation to ECCS prior to March 30.	

Officer Handbook

Preparing Binders/Files/Notebooks

To properly transition, outgoing officers should keep the following documents throughout the year and organize them in a binder to hand off to the new officer.

What to Include

Items Related to the Organization:

- Organizational Mission Statement
- Organizational Constitution and By-Laws
- Organizational Policies and Procedures
- Governing Organization Constitution and By-Laws (NGB)
- Club Specific Risk Management Plan
- Student leader job descriptions
- Year-end reports and evaluations
- Organizational Calendar
- Budget information
- Organizational Goals
- Specific Officer/Position goals
- Agendas and Meeting Minutes
- Committee Reports
- Login Information for Club Related Accounts

Items Related to the University:

1. University Mission Statement
2. University policies and handbook
3. Judicial Policies - Organizational and University

Additional Helpful Resources:

1. Important names and numbers (contact list)
2. Pertinent correspondence
3. Resource list
4. Important forms
5. Organizational goals - both met and unmet
6. Name and contact information of outgoing officers
7. Unfinished project information
8. Do's and Don'ts, helpful hints and lessons learned

Outgoing Officer Worksheet

[To be completed by the outgoing officer before transition meetings and training sessions]

Position Title: _____ **Email Address:** _____

Name: _____ **Phone Number:** _____

Directions: Please think through and respond to the following questions regarding your responsibilities; this information will be helpful to your successor. Lessons learned from this reflection can be shared with incoming officers verbally or in written format.

The responsibilities of my position included:

List other officers with whom you worked and the projects involved:

List what you enjoyed most and least regarding your position:

Who was the most helpful in getting things done?

Who were good resources?

List other aids that helped complete your job:

List things you wish you had known before you took the job

List specific accomplishments realized during your term in office and the reasons for their success.

What did you try that worked well and would suggest doing again?

Why?

List any problems or disappointments you encountered as a part of your position and suggest ways of avoiding or correcting them.

What did you try that did not work?

Why did it not work?

What problems or areas will require attention within the next year?

What could you have done to make this a better experience?

List supplemental materials and sources of information you found most helpful.

Include specific alumni or faculty contacts, university/college officers, community resources, etc.

Create a timetable/list important dates related to your position.

Provide suggestions for increasing efficiency and effectiveness.

What should be done immediately during the summer?

What should be done in the fall?

List any other suggestions you feel would be helpful to your successor in carrying out the responsibilities of this office.

Outgoing Officers Major Accomplishments and Limitations

Evaluation and Assessment by Officer/Chair: This evaluation is to be used by the organization's leader to provide constructive feedback to student group officers/chairs, to alert them to areas in which they're strong and to areas in which they need to improve.

Officer Name: _____ Title: _____

Period of Evaluation: _____ through _____

Evaluator: (Name) _____ Title: _____

O = Outstanding | V = Very Good | G = Good | A = Adequate | P = Poor | NA = Not Applicable

ITEM	DUTY	Evaluation
1.	Shows a sense of direction regarding the position and knows what should be done.	
2.	Has the ability to obtain & analyze facts and apply sound judgement	
3.	Is effective when organizing work.	
4.	Displays enthusiasm about the job.	
5.	Shows a willingness to do more than asked.	
6.	Communicates well with students.	
7.	Communicates well with staff.	
8.	Provides creative ideas and valuable suggestions.	
9.	Follows through on the responsibilities assumed.	
10.	Is on time for meetings, etc.	
11.	Motivates students to work effectively.	
12.	Provides a good example of leadership for others.	
13.	Is objective in decision-making.	
14.	Produces high quality work.	
15.	Displays a sense of professionalism.	
16.	Demonstrates overall effectiveness as an officer / chair.	

This officer's/chair's strengths include:

This officer's/chair's areas for improvement include:

Additional comments regarding the performance of the officer/chair and/or general suggestions:

Outgoing Executive Board Evaluation

This document is to be used by the outgoing board at a final board meeting to assess the entire group's process throughout the year. This document should be completed by the outgoing president and executive board and provided to the incoming president.

Have we developed successors who will be exceptional and involved?

What programs or governing practices proved to be successful for us?

What was our greatest achievement as an executive board?

What was our greatest challenge as an executive board?

Three goals we would have liked to accomplish:

Three goals we would like our successors to achieve/build on:

Student Organization Officer Transition Meeting Outline

Before the newly elected officers of your organization officially assume their responsibilities, it is wise for the current and new officers to get together for a transition meeting. A transition meeting provides continuity and continued growth for the organization, while allowing the new officers to learn from the experiences of the outgoing officers. A casual, open atmosphere should be encouraged so the organization can benefit from an honest evaluation of the accomplishments and issues of the previous year. The following outline can help make the transition meeting flow as smoothly as possible.

- I. **Welcome and Introductions:** Help participants get acquainted and explain the purpose of the meeting.
- II. **The Year in Review: Goals:** Review the group's goals for the previous year.
 - a. What did we hope to accomplish?
 - b. How well did we do on each goal?
 - c. What goals should be continued this year?
 - d. What goals need to be changed?
 - e. What goals are no longer feasible and why?
- III. **Programs and Activities:** Evaluate what your group did.
 - a. How effective were the programs/activities we sponsored?
 - b. How did we measure their effectiveness?
 - c. Did we have a good balance in our schedule of programs and activities?
 - d. Were our programs and activities consistent with our goals?
 - e. What activities and programs do we want to repeat?
- IV. **Membership:** Evaluate number of members and their commitment.
 - a. Do we have too many, too few, or just the right amount of members?
 - b. What actions did we take to recruit members?
 - c. Were our recruitment efforts successful? Why or why not?
 - d. Are our members as actively involved as we want them to be?
 - e. What were the opportunities for members to get involved in a meaningful way?
- V. **Officers and Organizational Structure:** Evaluate officers and structure.
 - a. Are officer roles and responsibilities clearly described? How?
 - b. Did officers work as a team, or is there more teamwork needed? If so, what contributed to that dynamic?
 - c. Is the time and effort required in each position comparable?
 - d. Is there two-way communication between officers and members?
 - e. How do the members feel about the officers?
- VI. **Organizational Operations:** Evaluate finances, communication, etc.
 - a. Were the finances adequate for our group and managed properly?
 - b. Were meetings run effectively? Was their frequency adequate?
 - c. Did the committee structure work?
 - d. Did we have scheduling conflicts with other groups or activities?

- VII. **Advisor Involvement:** Evaluate both quality and quantity.
 - a. Did our advisor provide the support we needed?
 - b. Did we give our advisors and other faculty a chance to get involved?
 - c. How could we improve faculty and advisor involvement?

- VIII. **Public Image:** Evaluate how other groups perceive you.
 - a. How do we see ourselves?
 - b. Is this how “outsiders” see us?
 - c. How can we enhance our image?

- IX. **Your Legacy to the New Officer Team**
 - a. What are the current strengths and weaknesses of the group?
 - b. What is the best advice you can give your successor?
 - c. What were major challenges and accomplishments in your term?

- X. **Officer Transition**
 - a. Have the new and outgoing officers meet individually to discuss.
 - b. Responsibilities of the position, with a job description
 - c. A timetable for completion of annual duties
 - d. Unfinished projects
 - e. Important contacts and resource persons
 - f. Mistakes that could have been avoided
 - g. Advice for the new officer/Any questions the new officer may have
 - h. Where the outgoing officer can be reached with future questions

- XI. **Wrap-Up**
 - a. “Pass the gavel” in a semi-official ceremony in front of outgoing and incoming board and wish everyone luck!
 - b. Provide an opportunity for informal socializing.

(Adapted from: The Wichita State University Student Organizations' Handbook (1992-1993))

Part II: Incoming Officer/Executive Board Guide

Overview of Your Role as a Student Leader

1. Keeping these guidelines in mind will help you succeed and be respected by your peers!
2. **Work on the morale of your group members.** Unless they feel good about their roles, your group members will not be as cooperative and productive as they could be.
3. **Expect any changes to be accepted gradually.** Sometimes we expect people to accept changes overnight that we have been thinking about for months. Remember that it is almost impossible to change people... they usually must change themselves.
4. **Be available to help those who want your help.** When we attempt to force our ideas of assistance when it hasn't been solicited, we risk building resistance among our group.
5. **Let your group members determine the group's purpose.** Unless group members have a say in what is to happen, their participation will be halfhearted at best.
6. **Emphasize the process for working through problems rather than the final result.** Your desired results may change as your group changes. An open channel of communication that involves all group members will help you incorporate these changes.
7. **Approach change through cooperative appraisal.** When change is based on evidence, it reduces the chances for a win-lose situation. The decision will be based on what is right, rather than who is right.
8. **Encourage brainstorming and creativity.** Provide feedback and support for new ideas, and avoid penalizing for mistakes made for the sake of experimentation.
9. **Share decision-making regarding policies and procedures.** By emphasizing how to solve problems, and involving your members in these decisions, you will create deeper commitment in your members.
10. **Recognize criticism as the first step individuals take in assuming responsibility.** Use criticism as a chance to solicit suggestions for improvement.
11. **Share the glory.** You cannot expect enthusiastic participation if you take all the credit.
12. **Have faith and confidence in the ability of your group.** People tend to live up to our expectations, be they high or low.
13. **Be sure your group has a common purpose.** Structure meetings so that issues of common interest are discussed with the whole group, and individual concerns are addressed at other times.
14. **Trust the motives of all group members.** Attend to every suggestion as a sincere one that deserves a sincere response.
15. **Don't set yourself up as infallible.** Be honest and admit when you lack an answer. Don't be afraid to be human.
16. **Be specific.** Communicate exactly what you expect and think.
17. **Be socially sensitive.** Avoid being witty or funny at the expense of group members.
18. **Use the inquiry method.** Use questions to get information and define issues.
19. **Be impartial.** Play no favorites, and give all group members equal chance to participate.
20. **Promote group cohesiveness.** Make all group members feel as if they belong.
21. **Manage conflict, don't ignore it.** Bring conflict into the open, and concentrate on issues, behaviors, and facts rather than personalities.

Incoming Officer's Transition Worksheet

Questions the incoming officer should ask the outgoing officer:

Things specific to the position I want to know (forms, duties, etc...)

Things I should do over the summer...

People (positions) that I should get to know...

Services that I need to know about...

Things I need to know about working with my advisor...

Other questions I want answered...

What do you consider to be the responsibilities of your position?

What expectations do you have of the executive council/board?

What expectations do you believe your members have of you?

What problems or areas will require attention within the next year?

What should be done immediately in the fall?

I have discussed the forms in the Student Organization Officer Transition Guide with and given/explained all org materials (including electronic forms) to the incoming officer.

(Outgoing Officer Signature)

(Date)

I have discussed the forms in the Student Org Officer Transition Guide as well as all org materials (including electronic forms) with the outgoing officer.

(Incoming Officer Signature)

(Date)

Personal Goal Setting for Your Position

Before you begin goal setting with the members of your organization, you may benefit personally by developing your own goals. The goals may vary in terms of being long or short in range. Some things you may want to think about for yourself might be: the tone you would like to create in your organization, programming ideas, personal growth, the people you will be working with, budgeting, leadership training, etc.

Begin your personal goal setting now by brainstorming what you would like to see happen during the upcoming year.

Now, list things you can do right away:

1. Things I want to do starting right now!!! (Be specific - how, when, where...)
 - a.
 - b.
 - c.
2. Things I want to get started on soon: (when?)
 - a.
 - b.
 - c.
3. Things the outgoing officer indicated I should do right away:
 - a.
 - b.
 - c.
4. How do I get started?
5. What specifically can I do before tomorrow?
6. What can I realistically have accomplished one week from today?
7. What can I realistically have accomplished one month from today?

Incoming Officers - Goals, Dreams, & Priorities of the Board

What goals would we like to accomplish?

Why do we want to accomplish these goals?

What barriers/limitations do we expect?

What resources do we have?

What resources do we still need?

What questions do we have about the projects?

Goal Setting Guide – Further Considerations...

Considerations: Are my goals consistent with my understanding of the purpose of the group? Will the members of my organization agree with my goals? Check with them. Am I being realistic? Can I accomplish my goals during my tenure as organization leader?

Goals I want to accomplish during my tenure:

1. Projects-
2. Process or manner in which we go about projects involving people in decisions, having more members participate in meetings, having more interesting meetings, etc.)
3. Where can I begin?
4. What goal seems most important to me?
5. Do I have the skills necessary to accomplish my goal?
6. Who else in my organization can help me? Are there outside resources and people who might help?
7. Is there anything I can do before tomorrow to help me reach my goal?
8. What can I accomplish next week?
9. What specifically can I do within one month to reach all my goals?

Working With Your Advisor

Your advisor can be a valuable resource if you know what to expect and how to communicate with him or her. Below is a list of roles that your advisor may take in working with your organization.

- **Problem Solving Agent:** Your advisor may be the impartial third party that helps you work through problems and conflict.
- **Counselor:** You may find that your advisor is the type of person you can go to with your personal concerns.
- **Information Resource Person:** Hopefully, your advisor has been around long enough to know some of the ins and outs of getting things done at Mason. Use his/her experience and expertise!
- **Idea Resource Person:** Use your advisor to help discover new ideas when your creative juices dry up.
- **Sounding Board:** If you want to try out a new idea on an impartial party before proposing it to the entire group, try it out on your advisor.
- **Administration Liaison:** Rely on your advisor for advice on who in the administration can help you with your projects.
- **Interpreter of University Policies and Procedures:** Rely on your advisor's expertise.
- **Analyzer of the Group Process:** Use your advisor as an observer if your organization is not accomplishing its goals.
- **Role Model:** A positive one, of course!
- **Attendee/Participant at Events:** Be sure to keep your advisor informed so that he/she can at least make an appearance to show support.
- **Continuity Provider:** Since the advisor is there from year to year, as the student leaders change the advisor can provide a sense of the group's history.
- **Educator Regarding Organizational Philosophy:** Your advisor can help you plan the training that your group needs to successfully understand its mission.
- **Educator/Trainer of Student Members:** Your advisor can help you plan the training that your group needs to successfully accomplish its mission.
- **Conflict Resolution Assistant:** Use your advisor as an impartial mediator.
- **Financial Supervisor:** Use your advisor's experience with University procedures to help you stay on top of your organization's finances.
- **Meeting Attender:** Be sure to inform your advisor of all meetings so that he/she can attend.
- **Assistant in Evaluating the Organization:** Use your advisor as a resource to determine what you should be evaluating and when.
- **Empowers Students:** Your advisor should be a valuable resource who helps your organization reach good decisions.

(Adapted from: The Wichita State University's Student Organizations' Handbook (1992-1993))

Advisee/Advisor Relationships

- The responsibility for building the relationship must be shared between advisor and student.
- View this relationship as a partnership.
- The relationship must be based upon open, direct communication.
- Share needs, responsibilities, and expectations with each other.
- Be prepared to negotiate.
- Both must recognize the other's various roles and responsibilities in/outside of their

activities position.

- Know each other's commitments and let each other know their impact.
- Both advisor/student are human beings who make mistakes, follow their own value systems, and work in individual, professional and personal styles.
- Accept, discuss, and learn from mistakes - then move on.
- Both advisor / student are continually growing, changing, and learning; each within their own unique stages of development.
- Challenge and support each other.

(Gwost, M.A. (1982). Effective student and advisor relationships. Programming Magazine, Dec.)

Appendix F

George Mason University Club Sports Organizations Officer Training—Outgoing Officer

Outgoing Officer Name: _____ Position: _____

Signatures: _____
Outgoing Officer Incoming Officer

1. List and discuss those programs and ideas that have been effective during the past year.
2. List and discuss programs and ideas you have found to be of no benefit during the past year.
3. List and discuss resources used for successful programs.
4. List and discuss suggestions and ideas for the coming year.

5. What advice can you offer to the new officer?

6. What accomplishments make you most proud?

George Mason University Club Sports Organizations

Officer Training—Incoming Officer

Incoming Officer Name: _____ Position: _____

Signatures: _____
Outgoing Officer Incoming Officer

1. List and discuss questions you have about your new office and programs.
2. List and discuss programming ideas you have for the coming year.
3. What would you like your new position to mean to the organization one year from now?
4. What problems do you anticipate and how will you solve them?

***Please keep a copy of both of these forms (Outgoing and Incoming Officers) on file with the organization**

Constitution & By-laws

An organization's constitution and by-laws state the name, a detailed purpose, a list of officer responsibilities, and a description of rules, regulations, and functions of the organization. All organizations are required to provide a constitution as part of the registration process. Prospective Student Organizations must draft an initial Constitution in order to register the organization. Registered Student Organizations must have a recently ratified constitution when re-registering their organization for the following academic year. See [Appendix B](#) for the Constitution Guide.

Required Clauses & Information

The following **bolded** clauses **MUST** be included verbatim in the organization's constitution. You are encouraged to use this as a checklist when drafting and reviewing your constitution.

- ☐ Heading: The heading **George Mason University** and the subheading **Club Sports** must be placed at the top of the constitution. Your **Organization Name** and **Drafted On: (insert dates)** should be listed after the subheading **Student Involvement**.
- ☐ Non-Discriminatory Clause: **Membership in this organization will not be restricted on the basis of race, color, ethnicity, national origin, physical or mental disability, sexual orientation, veteran status, gender identity, gender expression, or age**
 - The non-discriminatory clause can only be altered for organizations with religious affiliation, national Fraternity or Sorority affiliation, political affiliation, or that are gender specific. (i.e. If your organization is gender based you may remove "gender" from the aforementioned clause)
- ☐ Advisor Clause: **The primary advisor shall be a full time member of the faculty or staff of George Mason University**
- ☐ Elections: **Elections must take place by March 1.**
- ☐ Impeachment Clause: **Should an elected officer fail to perform the responsibilities or abuse the privileges of their elected position, the officer shall be subject to impeachment and removal from their office.**
- ☐ Risk Management Clause: **The club will abide by all university and club sports policies and procedures.**
 - **Safety Officers: The club will maintain a minimum of 2 Safety Officers at all times, who have completed the following requirements:**
 - **CPR/AED/First Aid *valid for 2 years**
 - **Athletic & Recreation Safety Training (EHS) *annual renewal**
 - **Mason Club Sports Safety Officer & EAP Training**
 - **New officers are expected to serve a full calendar year (May 1 – April 30)**
 - **A minimum of 1 Safety Officer is required to be at all practices or competitions**
- ☐ Amendments Clause: **Mason Recreation – Club Sports must review all amendments in the same member as a completely new constitution**
- ☐ Ratification Clause: **This constitution shall become effective upon a $\frac{3}{4}$ vote of the membership, and a Club Sports staff member**
- ☐ **Constitution Ratified On: (insert dates)**

Additionally, ***you must include the original date that the constitution was drafted and ratified as well as any dates on which the constitution was amended and ratified.*** Please contact the Club Sports Office with any questions regarding constitution requirements or how to draft a constitution. Email: masoncs@gmu.edu

Constitution Guide

Please STRICTLY follow this format including bullets and numbering. Failure to include any of the points listed below will result in the delay of your organization's approval for the following academic year.

Please STRICTLY follow this format including bullets and numbering.

Failure to include any of the points listed below will result in the delay of your organization's approval for the following academic year.

Items to remember when drafting your constitution:

- All sections described below *must* be included in some form in the organization's constitution and by-laws.
- All **bolded/highlighted** sections and clauses *must* be included verbatim in the organization's constitution. All 12 articles listed below must be included in the constitution.
- If you would like to make any changes to this format, speak with the Assistant Director of Competitive Sports before doing so.
- Be sure to also provide the date the constitution was drafted (at the top) and any dates on which the constitution was updated and ratified (at the end)—This is important for your organization to keep record of when changes to the constitution were made.

GEORGE MASON UNIVERSITY

Club Sports

ORGANIZATION NAME

Drafted on: (Insert Date)

Article One **NAME OF ORGANIZATION**

- State the full name of the organization as well as the acronym if applicable. For example, "The name of this organization shall be (insert name)"

Article Two **PURPOSE OF ORGANIZATION**

- State the purpose of the organization. You may also include the mission, goals, objectives, etc

A. Statement of Not-for-Profit Status

(insert club name) at George Mason University is a not-for-profit organization. The Club utilizes fundraising, and allocated funds to defray expenses for student athletes. No money raised, donated, or allocated to the club will be used to provide benefits to individual club members, or to purchase good/services not immediately related to the club's purpose and mission.

Article Three **MEMBERSHIP**

The constitution MUST include this clause:

Membership in this organization will not be restricted on the basis of race, color, religion, national origin, sex, disability, veteran status, sexual orientation, gender identity, gender expression, age, marital status, pregnancy status or genetic information.

- State which people are qualified for membership
- State that all active members must be currently enrolled GMU students with a minimum academic achievement record defined as a cumulative grade point average of at least a 2.0.
- State the types of membership available. For example: **active** (currently enrolled GMU students who attend meetings/functions and pay dues if applicable); **associate** (may include members of faculty/staff, community members or students from other schools); **honorary** (alumni or community members).
- State what a member must do in order to be recognized as an active/associate/honorary/etc. member
- State what rights and privileges go along with each level of membership. For example: Only active members may vote on matters (official or not) including amendments, elections, and other motions brought forth in meetings.
- State why and how membership privileges may be revoked
- If the organization plans to hold tryouts, please state how roster decisions will be made and who will be responsible for making the decisions.

Article Four **OFFICERS**

The leadership team will consist of a full complement of executive officers, as noted below. **The active Executive Board will serve a full calendar year (May 1 – April 30).** All officers must maintain a minimum 2.0 cumulative GPA.

- State the titles and duties of the officers to be selected by the membership and explicitly list out what is expected of each officer
- State any minimum qualifications officer candidates must have such as class standing, minimum GPA, etc.
- State the length of the officer's term and term limits, if any
- State why and how an officer may be removed from their duties
- At minimum, all Club Sports organizations must have a President, Vice President, Treasurer, and two Safety Officers. If you would like to have more officers, you may do so but only the aforementioned are required.

ADVISOR

The constitution MUST include this clause:

The primary advisor shall be a member of the faculty or staff at George Mason University.

- State how the advisor will be selected *In the event the club cannot identify an advisor, the Club Sports professional staff will serve as advisory capacity until the position is filled.
- State why and how the advisor may be removed from their duties
- State that the advisor may offer guidance and support for the organization, but MAY NOT have a vote

Article Five **ELECTIONS**

- State approximately when elections will take place (usually late fall or early spring, and must take place before the next RSO re-registration period to allow time for officer transitions and an accurate, up-to-date roster).
- Explicitly state details of the nominating procedure including the length of time allowed for nomination, who is allowed to submit nominations, and the method for submitting nominations.
- State how nominees will present their qualifications.
- Explicitly define the method that will be used for voting (usually secret ballot) and who will be responsible for tallying votes (usually a group of members).
- State procedure for runoffs in the event of a tie (if applicable)
- State the procedure for transitioning of current and new officers (usually involves a short shadow period in which new officers are familiarized with operating procedures and necessary paperwork)

Article Six **IMPEACHMENT OR RESIGNATION**

- **Should an elected officer fail to perform the responsibilities or abuse the privileges of their elected position, the officer shall be subject to impeachment and removal from their office.**
- State the procedures for removing an individual from their official position should they fail to perform the responsibilities or abuse the privileges of their elected or appointed position in the organization.
- State the procedures for an individual wishing to resign from their position.
- State the procedures for appointing or electing a new officer to a position that has been vacated should a current officer resign from their elected or appointed position or should a current officer be impeached or removed from their position.

Article Seven **MEETINGS**

- State how often the group will meet (weekly, monthly, etc.)
- State who presides at the meeting • State whether the executive board has separate meetings and if so, how often
- State attendance policy, if any
- State what the quorum is (usually a simple majority of the active membership plus one officer; or two-thirds of the active membership plus one officer)
- State the procedure for calling special meetings
- State parliamentary rules of order that will be used (usually the latest edition of Robert's Rules of Order)

Article Eight **FINANCE**

- State procedure for determining the amount of dues and when they should be collected, if any. For example: *The amount of dues and the method of collection will be decided by a majority vote of the executive officers at the beginning of each semester for semi-annual dues or the beginning of each school year for annual dues.*
- State the process for reimbursement approvals. Highly recommend that individuals do not have the ability to approve their own reimbursement and that all reimbursement request be preapproved.
- State process for auditing off-campus bank account.
- State the timeline to transition IRS (TIN) information and bank account to the new leadership team.

Article Nine **RISK MANAGEMENT**

The club will abide by all university and club sports policies and procedures.

- **Safety Officers**
 - **The club will maintain a minimum of 2 Safety Officers at all times, who have completed the following requirements:**
 - **CPR/AED/First Aid *valid for 2 years**
 - **Athletic & Recreation Safety Training (EHS) *annual renewal**
 - **Mason Club Sports Safety Officer & EAP Training**
 - **New officers are expected to serve a full calendar year (May 1 – April 30)**
 - **A minimum of 1 Safety Officer is required to be at all practices or competitions**
 - State policy and procedure for reimbursing students for use of their personal vehicles.
- Please add a statement highlighting any sport-specific safety precautions for your club.
 - Example: (Crew)
 - All new members will be required to pass a 50-meter swim test and tread water for 2 minutes. Swim tests must be completed prior to entering a boat on the water and are only required once during their time at Mason.
 - Swim tests will be scheduled via the Mason Aquatics staff and tracked internally and shared with the Club Sports professional staff.
 - New members will be required to watch a boater safety video and pass a quiz on Mason360 prior to getting in a boat on the water.
 - All launch boat operators must have a valid boaters license on file with the Club Sports office.
 - Anyone operating or traveling in a launch boat must wear a coast guard approved floatation device at all times.

Article Ten **COACHES**

- State whether or not the club intends to hire a volunteer or paid coach.
- If the club plans to hire a coach, please outline how coaches will be selected. Clubs must ensure there is an equitable process to selection. It is highly recommended that a job description be created and process to review applicants.
- Coaches will serve a maximum of one year beginning July 1 and ending no later than June 30 of the following year.
 - Coaches may be renewed following an annual evaluation conducted by the club executive board.
- Coaches are required to complete all university onboarding requirements prior to beginning work with the club.
- Coaches may be terminated without cause at any time.
- Coaches shall not make financial commitments on behalf of the club
- State the process for removing a coach. This should be well thought out process to ensure that rash decisions are not made.
- The club may consider a one-time "honorarium" payment to the head coach at the conclusion of the spring semester. The amount will be determined by evaluation of the current budget and the overall performance of the coach. Honorarium requests are coordinated through the Club Sports Office.

Article Eleven **AMENDMENTS**

- State procedure for proposing and approving amendments to the constitution
- The constitution **MUST** include the following clause:
- **Mason Recreation – Club Sports must review all amendments in the same manner as a completely new constitution.**

Article Twelve **RATIFICATION**

- State how the Constitution will be ratified
- *The constitution MUST include this clause:*
 1. This constitution shall become effective upon approval by a $\frac{3}{4}$ vote of the membership, and a Mason Recreation – Competitive Sports staff member.

Constitution Ratified on: (dates constitution is amended and ratified)

*****If there are any additional articles that apply to your organization, place them after Article Ten and before Article Eleven. Consult the Assistant Director of Competitive Sports before doing so.**