

Storing Information in Electronic Files

You should be keeping records for your org. You can keep them in a notebook—remember to pass it along to the new officers every year. You can also store info by emailing it to your “so-org-account” email address and creating a file folder there.

Some examples of things you should have: a constitution or by-laws. These provide a road map of what your org is, or what it stands for. They should include any disciplinary rules for members and rules about what counts as being an active member. They can also include how and when to elect officers (make sure to elect new officers for the coming year by April).

Each officer should keep a file of helpful advice and hints as to what worked/what didn't, and how to do things. As new officers are elected, that will be a huge help to the new person.

Storing Things in Org Storage Drawers

A limited number of org storage drawers are available in the Student Engagement Center and in the Banner Room.

See Nina in the Student Engagement Center if your org is interested in having a drawer, or if you need keys for the drawer.

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