<h1 style="text-align:center">How to Complete Student Organization Transition</h1>

Step 1: Log-in to Presence
(Calstatela.presence.io)
If you have never used Presence before, you will need to register your Cal State LA email address to get access to Presence.

Step 2: Select Profile Icon & click Admin Dashboard.
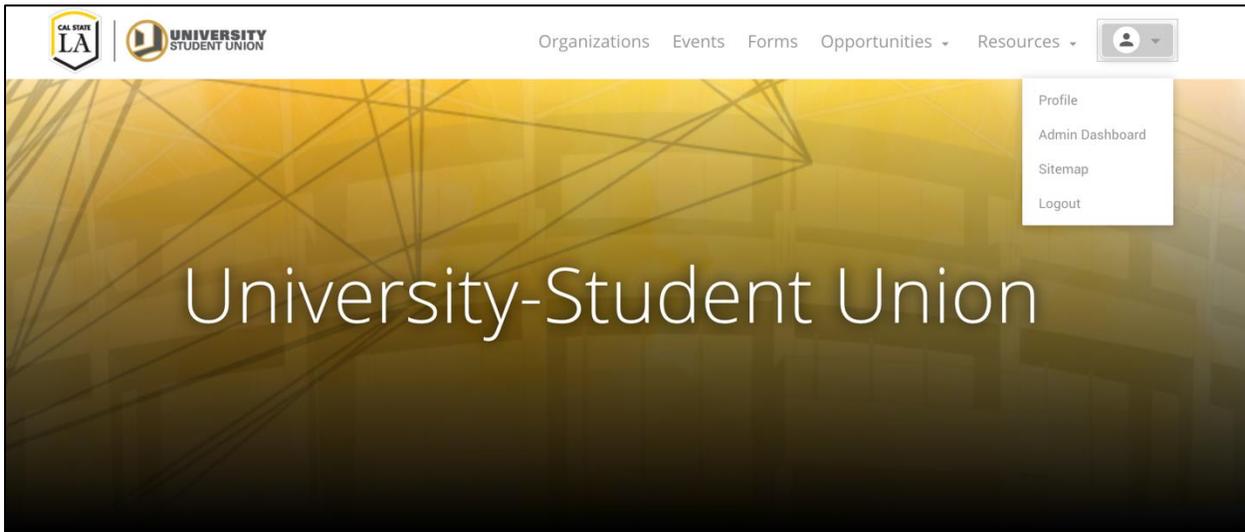
Step 3: Hover over the side bar and select the "organization" tab.
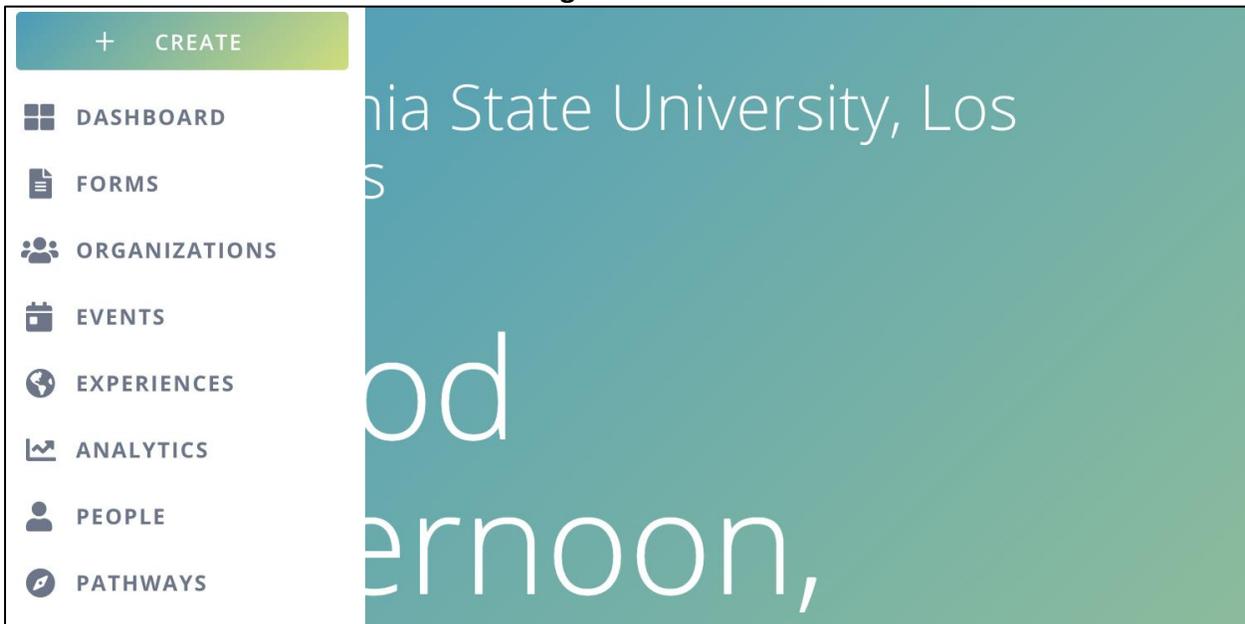
Step 4: Your organization will appear and notice the "In Transition" status. Please select the "3 dots" on the right and select "transition".

Title		Category	Meeting Time	Meeting Location	Members	⚙
CSI Test Club	In Transition	Test	6:00pm	Zoom	5	⋮

Transition
Roster
Documents
Analytics
Deactivate

EXPORT ▼

Step 5: Update your information on the form. This is where you can update any of the following information such as roster, student organization information, and advisor(s).

Organization Transition   SUBMIT FOR APPROVAL ▼

Basic Information

Organization Name *

CSI Test Club

Please spell out your organization's full name (no abbreviations).

What type of organization is this?

Student Organization

Categories ⚠

Special Interest

What category does your organization fall under? Please choose at least one.

Is this for a new or returning organization?

New

If this organization has received recognition within the last three academic years, please select returning.

Organization Contact Email address

vatilan2@calstatela.edu

What's the best way for interested members to contact you?

Organization Website

About *

Please describe the purpose and objective(s) of your organization.

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Student Organization Advisor *   ADD ADVISOR

Student organizations seeking to charter or maintain recognition must maintain at least one faculty or professional staff advisor. Student organization faculty or staff advisors must be Cal State LA employees and may not be Auxiliary employees. Part-time faculty and professional staff may serve as advisors.

First Name	Last Name	Email	
			✕

Please enter your student organization advisor's email address.

Step 6: When updating your roster, you will be asked to select "former or active".

Student Organization Roster *

ADD MEMBER

Official recognition of a student organization requires a minimum of five Cal State LA students who are currently enrolled. These five members must include the minimum of five officers required and should include the president, vice president, and treasurer positions. For the remaining two positions please select the most appropriate position available. Student email addresses must be from the domain, 'calstatela.edu'

Name	Email	Membership		
Chris Battle	cbattle3@calstatela.edu	Vice President	FORMER	ACTIVE
Veejay Atilano	vatilan2@calstatela.edu	President	FORMER	ACTIVE
Siria Flores	sflor109@calstatela.edu	Secretary	FORMER	ACTIVE
Andrea Dominguez	adomin92@calstatela.edu	Treasurer	FORMER	ACTIVE
Rebekah Galvan	rgalvan2@calstatela.edu	Committee Chair	FORMER	ACTIVE

Please select former if the officer will transition out for upcoming semester.

Please select active if the officer will remain an officer for the upcoming semester.

You can add new officers via the add member button on the top right. Please make sure to have them accept the invite via email for them to show up on your roster. They will remain on the pending invites list if they didn't accept the invite. Sometimes they will receive a broken link message when they accept, please check your pending invite list to make sure it went through. If they are not on the pending invite list—it went through. If you are still having issues, contact CSI at CSI@calstatela.edu

Please make sure you have a minimum of 5 officers. Please make sure you are selecting an officer position for your officers and not member.

Step 7: Upload your Constitution.

Student Organization Constitution

All recognized student organizations must submit their constitution and bylaws which should include a statement of purpose, definition of categories of membership and rules of procedure. The California Code of Regulations requires that student organizations submit a local campus organization constitution.

For all constitution & bylaws requirements please visit our sample constitution.

Student Organization Constitution

Upload File

Please upload a PDF version of your organization's constitution and bylaws.

All student organizations will be required to upload their constitution on Presence. When you are updating your student organization information, you will be asked to upload a copy of your constitution. Please have your constitution ready to be uploaded. To learn more about constitution requirements & guidelines please see this sample constitution. If you need to request a copy of your constitution, please feel out this request form.

Step 8: Review your form to make sure your information, rosters, and advisors are accurate and up to date. Click submit for approval.

Things to consider:

If there are no changes to your organization information, rosters, advisors, etc. you can simply complete transition and hit submit for approval. If you are not able to submit, please make a minor edit on your About section by typing a word and deleting it. This will notify Presence you made a change on the form and should allow you the submit for approval. If still experiencing issues, please contact us at CSI@calstatela.edu.