

## Living Documents

1. University Mission Statement
2. Organizational Mission Statement
3. Organizational Constitution and By-Laws
  - Governing Organization Constitution and By-Laws if applicable
4. Organizational Policies and Procedures
5. Important names and emails
6. Name and contact information of outgoing officers
7. Detailed transition documents
8. Budget information
9. Year-end reports and evaluations
10. Resource list
11. Organizational Calendar
12. Important forms
13. University policies and handbook
14. Organizational goals - both met and unmet
15. Unfinished project information
16. Judicial Policies - Organizational and University
17. Agendas and Meeting Minutes
18. Committee Reports