

KEY SOLUTIONS

KEY CLUB MEMBERSHIP RESOURCES

How to elect club officers

The recognized officers of each Key Club shall be the president, one or more vice president(s), the secretary, the treasurer, the editor and one director from each class. These officers shall constitute the board of directors of the club and shall have such duties as shall be prescribed in the club bylaws. All officers shall be active members in good standing of the club.

If your academic calendar allows, the president, vice president(s), secretary, treasurer and bulletin editor of the club should be elected at a meeting in February. These officers-elect shall serve as observing members of the board of directors from February to May in order to become more familiar with the administration of the club and shall take office in May, serve for one year or until their successors are duly elected.

How are elections held?

Each club has the autonomy to run their elections based on their club needs, their standards set in their club bylaws and standards set by the school principal.

Top tip 1: Utilize an election committee

This group can oversee the process, create ballots, etc. The election committee should be made up of the outgoing president and one member from each class. This committee should not be running for office and should be able to remain unbiased.

Top tip 2: Outgoing president votes in case of tie

The outgoing president should not vote in the elections: this person should be the final vote in case of a tie.

Recommended election process

Below is a recommend election process, to help run a fair process with a learning component built in. This process should take place during consecutive meetings.

February/March

Step 1: Election education meeting

- Have the election committee announce elections for the upcoming school year and explain the election process.
- Explain responsibilities for each office or conduct a training session of the duties of club officers.

Step 2: Candidates present platform meeting

- Allow nominations/volunteers for each club position to be filled.
- Allow candidates for each office to present his or her platform and to campaign for the office he or she is seeking.

Step 3: Candidates speak and members vote meeting

- Allow each candidate to speak to the club membership.

- Conduct elections by secret ballot.
- Election committee members, with advisor present, count ballots and present results.
- Provide sponsoring Kiwanis club, school/site administration and Key Club lieutenant governor with election results.

Step 4: Officer installation and celebration meeting

Officer installation is a ceremony to celebrate and welcome the new positional leaders into office. Your club can host a dinner meeting attended by the parents, school and community officials, and Kiwanis members or have the outgoing president lead the installation at a regular club meeting.

Step 5: Officer education

After elections, positional officers training and personal development is needed. For complete training curriculum, officers guides and PowerPoints, go to www.kiwanisone.org/advisor and click on No. 6.

Opening of school

Step 6: Elect class representatives

- The directors of the club shall be elected from and by the classes they represent at the first meeting of the club following the opening of school in the fall and shall serve for one year or until their successors are duly elected.
- Make sure class representatives receive proper training and education.



Kiwanis
Service Leadership Programs

www.keyclub.org