

# Officer Elections

## Reasons you should consider running for a club office:

1. Personal growth through leadership development. You will learn more about yourself and how you lead people through the use and development of your interpersonal skills.
2. Opportunity to meet other people. You will meet many more people on your campus if you serve as a representative of CKI to other clubs on campus and student activities. You will also meet more CKI people from other schools when you attend district training sessions at the start of your term and/or in the fall. The chances of meeting other peers from other colleges/universities are that much higher when you become a club officer.

## Things to consider before running:

1. Motivation for running. Run for office because you have a desire to make your club better. Do not run for the office because the title sounds appealing.
2. Time-management skills. Often times, club officers meet outside of club meetings, holding executive board meetings to make plans for how the club is running and to schedule future service projects, etc. Do you have the time in your schedule for the level of involvement required of becoming a club officer?
3. Other obligations. During this time of consideration, think about what other activities you are involved with over the next academic year. Will you be studying abroad for a semester? How challenging will your course load be this next academic year?

## Who is eligible running for a club office?

Any dues-paid member is eligible to run for club office. Consider your past involvement within the club before deciding on which office you seek. Have you served as a member on any club committees or organized a club event the past year. Have you attended any District or International events? What year are you in school? How many months/years have you been a member of this CKI club? What level of involvement have you had in the club? Typically, the more past involvement in the club means that you have a better working knowledge of how the club operates and you have had time to think about how the club could improve under your leadership. However, there are division and district events and trainers to help you learn throughout the year.

## When should club officer elections be held?

Club elections should be held in the beginning of the spring semester or winter quarter usually about a month prior to district convention. Ask a member of the District board when the next district convention is scheduled and this will serve as a good date to work from in determining the date for club elections. It is important to have club officers elected before district convention because next year's club officers may be trained and benefit from the workshops and interactive sessions of this year's district convention.

## What should happen before club elections?

Tell the membership when nominations for office will be accepted and the date of the election. You want as many members in good standing to be present to nominate and then vote. The current club officers should describe their position to the club to educate members. An educated membership will then make better decisions on whom to nominate.

## How should your election work?

Clubs operate differently in many aspects, including conducting elections. Consult your club's governing documents before you hold elections. Your club may already have prescribed in its governing documents how club elections will be held. If your club bylaws do not specify how elections should work, here are some suggestions:

The current club president should run the nomination and election of next year's club officers.

## Nominating

Have a nominating round where members who are in good standing are nominated by their peers for a specific position. For example: "I nominate Julie Smith for the office of president." Julie Smith then must either accept the nomination or decline the nomination. You may or may not allow someone to nominate themselves. Some clubs conduct nominating rounds in one night or over a two-week period at two different meetings.

During the nominating round, you may also endorse candidates for district or International office. Endorsement means that your club votes on whether or not the club stands behind an individual who will run for a district or International office at the next district or International convention. Please follow policy for endorsement which can be found in the CKI governing documents in the Policy Codes.

# Officer Elections

## Election Process

After you have concluded all nominations conduct the election. Some clubs hold the election a week after the final nomination round, while other clubs hold the election the same night as nomination round. The office president is elected first followed by the remaining offices, including vice-president, secretary, treasurer, editor depending on your club structure.

Most clubs use a paper ballot so that voting is done in secret. Ask a club faculty or Kiwanis advisor or Kiwanian to assist in counting the ballots. Consult your club bylaws to determine if a candidate must receive a plurality of votes (the most votes of all those running for the office) or a majority of votes (50 percent of votes plus one vote.) If there is a tie, please consult your club bylaws. The club president then announces who received the most votes and won the election.

Invite the CKI and Kiwanis lieutenant governor for your division, along with other Kiwanis family guests, for the election. Kiwanians often help in the administering and counting of ballots.

## Installation

On or around April 1, your club should hold an officer installation. This is a formal ceremony in which the outgoing officers are retired and the incoming officers are installed. This ceremony is a good event to invite other CKI clubs, your sponsoring Kiwanis club, CKI and Kiwanis district officers, faculty advisor and other school officials.

## Club chairmanships and committees

Many clubs have club chairpersons who help in certain specific areas. The number of chairpersons and their responsibilities are determined by the elected officers of the club. These positions run a smaller committee comprised of other members who work towards creating and implementing club service projects or working on a club public relations campaign. Some clubs appoint club chairpersons in the spring while other clubs wait until the fall. These positions may include: service, membership development and education, Kiwanis family, public relations, technology, and many more. Some chairpersons and committees are in your club's governing documents, while others may be created on a year-to-year basis by the club president.

## Training for officers

Kiwanis is responsible for training all CKI elected club officers. Typically the CKI district conducts a division-I or district-wide trainer for all club officers at district convention or separate training in the spring and/or fall. Before such organized training occurs, many clubs have the outgoing officer train the incoming officer and hand over files and other materials related to the position. Please use the Club Leadership Education materials found on the CKI Web site for further training materials.

# Training



# Officer Transitions

**Now that you are done with your year, or beginning the new one, here are a few general things you need to complete by April 1. These should be done with the sponsoring Kiwanis club, as well as the outgoing officers.**

- Decide a meeting time, one-on-one discussion. Pick a quiet place and allow enough time to be thorough.
- Discuss your position, including duties, effective leadership qualities and skills, supplies, equipment, methods, introduce to related personnel on/off campus, history and traditions, and giving timing of traditional events and what planning is involved.
- Go through files of your office that were handed to you from previous years.
- Share problems, ideas, and recommendations. Be sure to talk about unfinished projects and ideas that are not carried out. Share your thoughts on your term in office, and talk about failures and accomplishments that you came across.
- Allow for questions, support the new officer through the next few months, and leave contact information for the fall. PLEASE, do not leave the new officer just hanging without any guidance!
- It might be helpful to start a notebook and individualize it for your club. If there are certain projects that are a tradition, include them and the dates on which to start working on them in the notebook. It can be organized in a variety of different ways: monthly, by project or tradition, or just general notes. Be sure to leave enough room for the people after you write additions!
- Old/new joint board meetings also are helpful as follow-ups to one-on-one transition!
- Do not stress or let yourself feel too overwhelmed (or if you are exiting the office, don't stress the new person out!). More information will be presented at district convention, so you will learn more about your position then. It is a good idea to write down your questions as they arise. If your predecessor or trainer does not have the answer contact your district board or sponsoring Kiwanis club.

# Officer Retirement and Installation

Having an official ceremony to install new officers is a great transition from one year to the next. It allows for the new officers to pledge to their new duties. This can be done anytime between elections and when the new board members take office. It often allows for a clean transition between the new and outgoing officers. Have outgoing officers open the meeting and have the new officers installed at the beginning of the meeting. The new officers then finish the meeting. You should ask your lieutenant governor or Kiwanis advisor to lead the installation. The retirement of the outgoing board members should take place simultaneously.

## CKI Club Officer Retirement and Installation Script

The following script can be used to retire outgoing officers and to install incoming ones. You may want to complete biographical information for each incoming officer and insert it into the script. You may also replace “the \_\_\_\_\_ District” and “the \_\_\_\_\_ District of CKI” with “our Kiwanis club” if the installation is performed by the Kiwanis Club president or Kiwanis advisor. Committee chairs may also be added to the ceremony.

One of the greatest gifts the \_\_\_\_\_ District of CKI can give is increased service to our community, while developing quality leaders and citizens. It is with this in mind that the \_\_\_\_\_ District is proud to share the benefits of membership with the CKI club of \_\_\_\_\_ (insert college or university name). Without question, student involvement in the community service is the best way to make a difference in our community.

The \_\_\_\_\_ District of CKI is committed to assisting this CKI club to be successful in serving the campus and community. The \_\_\_\_\_ District is committed to providing adequate support to the club and its members throughout this club’s existence. The \_\_\_\_\_ District is committed to training this CKI club’s officers to ensure the club is equipped to manage effectively. The \_\_\_\_\_ District is committed to working together with this CKI club to plan and implement service projects and fellowship activities.

Could the current board of officers please step to the front. You have spent one year serving your club, your campus, and your community. For this, the \_\_\_\_\_ District of CKI thanks you. Could \_\_\_\_\_ (faculty or Kiwanis advisor, or district board officer) please pin the current board with their past officer’s pin as their name is called:

Bulletin Editor \_\_\_\_\_; Treasurer \_\_\_\_\_; Secretary \_\_\_\_\_;

Vice President \_\_\_\_\_; and President \_\_\_\_\_.

At this time, I retire you, the \_\_\_\_\_ (year of term) board of officers of the CKI club of \_\_\_\_\_.

Could the incoming board of officers please step to the front and stand in front of your predecessor?

It is now my pleasure to install the new club officers. Newly retired officers, once your successor is inducted, please pin them with their officer pins.



\_\_\_\_\_ (name of bulletin editor), it is your responsibility to promote the club both internally to the membership and externally to the campus and community. It is your responsibility to track club information and promote membership development through an effective club publication. Also, you are charged with assisting the club with its public relations efforts. Do you pledge to fulfill the duties and responsibilities of the office of club bulletin editor and serve, to the best of your ability, the members of this CKI club? If so, answer I do.

\_\_\_\_\_ (name of treasurer), it is your responsibility to work with the \_\_\_\_\_ (insert name of sponsoring Kiwanis club) Kiwanis club, the district treasurer, and the school administration to develop and maintain the club budget and receive and record dues payments. It is also your responsibility to ensure that payment of district and International dues is made in a timely manner and that all club activities conform to the club's available funds. Do you pledge to fulfill the duties and responsibilities of the office of club treasurer and serve, to the best of your ability, the members of this CKI club? If so, answer I do.

\_\_\_\_\_ (name of secretary), it is your responsibility to chronicle the business of this club through complete, accurate, and timely minutes of the meetings of the club and its board of officers. It also is your responsibility to complete the monthly report form on time and complete correspondence. As secretary, it is your responsibility to document the business of the club. Do you pledge to fulfill the duties and responsibilities for the position of club secretary and serve, to the best of your ability, the members of this CKI club? If so, answer I do.

\_\_\_\_\_ (name of vice-president), it is your responsibility to preside at all meetings of the club and board of officers in the absence of the president. As vice-president, it also is your responsibility to oversee all committee activities. Do you pledge to fulfill the duties and responsibilities for the position of club vice-president and serve, to the best of your ability, the members of this CKI club? If so, answer I do.

It is now my distinct honor and pleasure to install the person you have elected to lead your CKI club as president. \_\_\_\_\_ (name of president), your duties and responsibilities are vast and varied. As the chief executive officer of this club, it will be your overall duty to maintain the organization's health during this next administrative year. You will lead the board of officers during decision- and policy-making processes, communicate with the members of the clubs, develop programs, encourage campus and community service, provide leadership-development opportunities and much more. Do you pledge to fulfill the duties and responsibilities of the office of club president and serve, to the best of your ability, the members of this CKI club? If so, answer I do.

(If there are additional officers, insert information about each.)

At this time, I will turn the reigns of leadership over to the club president \_\_\_\_\_.