

## Election *Guidelines* for Club Officers

The purpose of this document is to provide “guidelines,” not rules on club elections. Clubs should refer to their “*Constitution*” for specifics on club elections. Clubs are expected to conduct the appointment and/or election of officers in an *ethical and fair* manner.

Club officers play an important role in helping a club become and remain active and successful. Being a club officer also provides students with an opportunity for personal growth and achievement. All club officers should be responsible for knowing the club’s purpose and keeping the club focused on its mission and goals. Club officers should also, when necessary, assist other club members in completing their duties. Remember that although being a club officer can be frustrating at times, it can also be very rewarding.

Club officers typically include the President, Vice-President, Secretary, Treasurer, and Inter-club Council (ICC) Representative. Not all clubs have all five officers; however, at a minimum, the President and the ICC Representative are *required* for each club. Duties of each officer can be found in the “*General Outline for a Constitution*” on the Student Club web site.

Club officers are typically elected for an entire academic year (Fall and Spring semester). Clubs outline the date on which club elections will be held in the club’s “*Constitution*.” Some clubs elect officers at the last club meeting of the Spring semester for the upcoming academic year, other clubs elect officers in the Fall semester for the current academic year. Please refer to your club’s “*Constitution*” for information on when elections are to be held.

Clubs are *strongly encouraged* to announce club elections to all current club members at least two weeks prior to the date elections are to be held. Upcoming elections can be announced using flyers on LPC bulletin boards (remember to have the Director of Student Life approve these), the club’s web page on the LPC web site (contact the Student Life Assistant to post this information), and, of course, in club meetings prior to the election date. (Announcing elections via flyers and/or the club’s web site could potentially be a way of recruiting new members.)

Club officers should be elected by a vote of all club members. Club members may self-nominate or nominate another club member to be an officer. Club members interested in running for an office are encouraged to present to the voting members with information as to their qualifications or interest in the office.

Clubs should refer to their “*Constitution*” with regard to how officers are elected. Some clubs required officers be elected by a two-thirds vote, others by a simple majority. Some clubs stipulate that officers shall hold a term of one academic year. Some clubs have stated that in the event that there are no new members willing to serve in a specific position, a vote of the general membership can be taken to waive this rule and allow an officer to hold the same position twice. Some clubs allow the President to appoint any club member to any open officer position should that position not be filled by an election. **Any and all election rules should be agreed upon by the club prior to the election.**

*Any questions regarding club elections should be directed to the Club Advisor first and then, if necessary, to the Director of Student Life.*