

Officer elections

Elections should be held at the end of the club year to help prepare the transition of both outgoing and incoming club officers.* Each club can decide how best to hold elections. Use these tips as a starting point and customize as necessary.

At the meeting prior to holding elections:

- Define the officers' roles and responsibilities and what strengths a student needs to excel in each role.
- Ask whether any students are interested in running for an officer position or would like to nominate a peer.
- Encourage each candidate to prepare a statement to present at the next meeting about why he or she would be the best choice for that officer role.

To hold elections:

- Review each officer role again for the entire club.
- Have each candidate speak to the club about why they want to be an officer.
- Ask students to vote for each position via a ballot or simple piece of paper.
- Tally the votes and announce the winner.

**If your club is newly chartered, you should hold elections at the start and end of the club year.*

Installation of officers and members

Following the Standard Form for Builders Club Bylaws, schedule an installation of club officers shortly after elections. The club may choose to conduct a formal ceremony along with the induction of new members or to install officers during a regular meeting.

To enhance your club's ties with the Kiwanis family, ask the Kiwanis district's lieutenant governor to be the installing officer. Encourage outgoing officers or a special committee to plan a program that is brief but meaningful — and to invite members of the sponsoring Kiwanis club, the co-sponsoring Circle K/Key Club, the school principal, parents/guardians and all fellow members of the Builders Club.

Use the following guidelines regarding the usual order of events and wording for a formal installation.

RETIRING PAST OFFICERS

The installing officer invites the retiring officers to stand while briefly referring to achievements made during their year of service. He/she/they then explains the value of continuity in the transition from one administration to another and encourages retiring officers to share their experience and insight with their successors. Before officially inducting the new officers, the installing officer addresses the retiring president, vice president, secretary and treasurer, announcing each person's name and saying:

"You and your board have served your club and your school well. Please accept my thanks and congratulations. However, your job is not complete. You'll be in a position to advise and counsel the newly elected officers. Your

help and guidance is still needed. Your experience and leadership can be great tools. Your knowledge of the executive duties enables you to make helpful suggestions as you transition this position to the leadership of the new officers.

"I ask you to be willing to serve in an important capacity within this club. Make the transition of administration a smooth one by generously sharing your knowledge and experience with your successor. Also, continue serving your home, school and community, and carry on the virtues that Builders Club has instilled in you."

The installing officer should then seat all retiring officers and ask new officers to stand.

INSTALLING NEW OFFICERS

"Would the incoming officers please stand and come forward? Having been elected to the office of president, vice president, secretary and treasurer, you are responsible for working with the club advisors to make sure club business is accomplished.

"You have a role at all club meetings, so plan to attend and take an active part in all club activities. Express your opinions by always thinking of the best interests of the whole club, not individual members or your personal wishes."

To the treasurer:

"You have been elected to help keep records on all funds of the club. By working with the club and Kiwanis advisors, you will make sure that all money collected is carefully registered."

To the secretary:

"You have been elected to take minutes of each club meeting so that there is an accurate record of discussions. You will be asked to present minutes of the previous meeting at the start of each new meeting."

To the vice president:

"You have been elected to work with the president and help in any way needed. If the president cannot lead a meeting, you will be asked to conduct the club business."

To the president:

"You have been elected to be the student leader of the Builders Club for this year. You will preside at each club meeting. You will work with the club and Kiwanis advisors to plan the events of the club and work to complete the plans.

"Remember that this club is a democracy, and as the president you should let the ideas and opinions of all members be expressed. When there is a difference of opinion, a vote should be held."

To all officers:

"It is my privilege to welcome you as the officers of this club. I congratulate you on your elections and know that you will always strive to do your very best to complete your responsibilities. The club's success is not based on one of you, but on the work of all of you, the committee chairs and the members. Always remember the Builders Club pledge and your call to serve our school and community."

The installing officer then shakes the hand of each officer and declares them duly installed.

INSTALLING NEW MEMBERS

Installing officer reads:

"Builders Club is such an incredible organization that each of us should want to share its opportunities with others. Surely there's no better evidence of this than the induction of new members. Today we're very pleased to induct the new members of this Builders Club. I would like to invite these students to come forward at this time.

"Today we bring these students into membership of this Builders Club. One by one, I will introduce each new member."

(Insert biographical information about each person being inducted. Include name, grade level, special achievements and other organizational affiliations.)

"At this time, I would like each of you to state the Objects of Builders Club by repeating after me:

'I promise to uphold the Objects of Builders Club. To foster caring, empathy and good character in students. To develop students' service and leadership skills. To provide opportunities for students to learn, engage, serve and lead to benefit school, community and world."

CLOSING THE CEREMONY

Give each new member a membership card (printed from buildersclub.org/resources) and a decal.

"We now induct you into the membership of the Builders Club of (Name of School/Community organization). I welcome you into our Kiwanis family fellowship. We know that each of you will bring strength to this Builders Club, just as we surely know that membership in this club will bring many rewarding experiences into your life.

Please join me in welcoming our newest Builders Club members."