

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