

STUDENT ORGANIZATIONS

HOSTING ELECTIONS

Purpose

It is the expectation that all recognized organizations host chapter elections; a minimum of four (4) officers should be inducted on an annual basis. Depending on the organization's bylaws and constitution, the title of the officer positions may vary. Hosting elections is part of the Chapter Standards Program and is within the Leadership category. Elections should take place in the fall, with new leaders assuming roles in January of each year. This allows new officers to align with the allocation of the annual budget, and successfully assist their chapter to obtain Chapter Standards for the upcoming year.

Officer Titles

For a more detailed description of each role, please see our officer descriptions: President/Chair(required), Vice President, Secretary, Webmaster, Chapter Advisor (a minimum of two AMU or APU faculty or staff members.) Note: descriptions vary per organization.

Election Timeline

Weeks
1 & 2

Seek Officer Interest & Collect Nominations (Timeline – 2 weeks)

Use either the chapter Gmail account or the chapter's social media pages to send communications to all members informing them that the chapter is seeking new officers for leadership roles. Include an introductory message, the benefits of serving in a leadership role, the officer position descriptions, and provide a deadline for when candidates need to submit their nominations. Using social media, please include the date of when the new officer roles will be announced. Use the platform that is most popular and active among members. Provide the chapter email address, so candidates will know where to send their nominations.

Week
3

Voting Time (Timeline – 1 week)

Student organization leaders use Survey Monkey (<http://www.surveymonkey.com>) to create a FREE survey/response poll. The link should be sent to members via the chapter's social media pages (i.e., Facebook, LinkedIn or email) to collect votes for candidates.

Week
4

Announce New Officers(Timeline – 1 week)

Chapter leaders should post a message on their social media pages or send an email to the members announcing the newly elected officers.