




Seminole Clubs Officer Elections Planning Guide

Seminole Clubs & Chapters are charged annually with holding board officer elections as they are official representatives of Florida State University. The Seminole Club board year runs parallel to the university fiscal year of July 1st through June 30th.

Your Alumni Association team is pleased to provide our volunteers with this planning guide with helpful tips and reminders to guide this important process.

Planning & Execution Steps

- 1) Set a date between May 1st and June 15th to host public elections. 
- 2) Post the election meeting announcement publicly at least 14 days but no more than 30 days before on social channels. 
- 3) Qualifications needed to vote, serve, and understand to announce publicly are the following: 
 - **To VOTE** - One must be a current member of either the Alumni Association or Seminole Boosters as of 10 days prior to the election date.
 - **To SERVE ON BOARD** - One must be a current member of the Alumni Association as of 10 days prior to the election date. Seminole Club board service is open to all Seminole alumni, fans, friends, and supporters.
 - Notice the date, time, and location.



**SEMINOLE
CLUBS®**



**ALUMNI
ASSOCIATION**

Seminole Clubs Officer Elections Planning Guide

Important Notes to Seminole Clubs to Consider



1. Ballots must be offered should someone request them.
2. Candidates with the majority of votes (50% of votes +1) will be the winner.
3. The desired minimum board structure is the 5 positions listed in the Seminole Club Bylaws, but all clubs have the ability to add as many additional board positions as they wish.
4. If a Seminole Club wishes or needs to have less than the requested 5 board members, they need to contact the Director of Seminole Clubs ahead of elections.
5. Seminole Club officers will be representing Florida State so it's expected that they offer assistance and answer any questions of those who may be interested.
6. Club leaders should alert attendees at spring events that elections will be coming in late spring.
7. It is expected from all Club leaders to always maintain transparency and a methodical approach.

Post Completion of Elections



Complete all the [online forms](#) provided on our website for the Seminole Clubs team to update the new board officers' contact information, social media account requirements and complete FY22 financial reporting.

For your reference, full bylaws and constitution can be found at <https://alumni.fsu.edu/community/seminole-clubs/resources>



**SEMINOLE
CLUBS®**



**ALUMNI
ASSOCIATION**

Seminole Clubs Officer Elections Planning Guide

Helpful Hints Prior to Elections

- Avoid Friday, Saturday & Sunday for scheduling of election meetings.
- Use social media early & often to announce what elections & position.
- Have a non-board member count votes to remove any possible misinterpretation.
- Encourage new alumni to get involved.

We must:

- Publicly notice on social media at least 30 days in advance.
- Be clear on voting method (in person, zoom, voice vote, paper ballot).
- Be clear on your local bylaws regarding voting by proxy, if applicable.
- Make every effort to execute clear, fair and open elections.

Be sure to:

- Communicate all information to the Seminole Clubs team for posting to our website.
- Collect all necessary contact info for the FY 22 Board Member Contact form.
- Cover all aspects of the Code of Ethics with board members prior to attesting to that fact.
- Confirm all board members are current members of the FSU Alumni Association as required for service.

Post Election Action Items

- Complete the online form provided for the Seminole Clubs team with officer contact information, social media account requirements and complete FY21 financial reporting.

No financial, resource or staff support for FY22 activities will be given until all new club year required information has been submitted



**SEMINOLE
CLUBS®**



**ALUMNI
ASSOCIATION**