

## Dues Process for Removal of Club Officers

*\*Note\* Removal of an officer should be the last resort.  
The Board of Directors should help the officer in question grow and learn.*

Step 1

Any members may recommend the removal of a club officer to the Board of Director.

The president and advisor should meet with the officer in question to privately discuss how the officer can improve their performance.

Step 2

Step 3

If the officer continues to fail to fulfill their responsibilities, the Board of Directors will need to hold a meeting to either approve or reject the recommendation.

If approved, a meeting should be held with the entire club should to vote on the removal of an officer.

Step 4

Step 5

2/3 quorum of dues paid members is required in order for the removal to be approved.

In the event any officers should be removed from office, the officer should be notified by the secretary in writing.

Step 6

Step 7

The school, advisors, and Lt. Governor should be notified of the removal.

Refer to the [Key Club Standard Club Bylaws](#)  
Article VI: Officers > Section 7. Removal of a Club Officer

Good luck! If you have any questions or concerns, contact your club president or the Policy, International Business, and Elections Chair.

