



Procedures Manual

Examples



This **Procedures Manual** is for clubs to adopt in addition to their club bylaws. These procedures are meant to **guide** the officers on how to conduct official club business. The procedures listed below are meant to serve as **examples** and clubs are allowed to create their own procedures that are specific to the club they serve.

Procedures must abide by Key Club and School Policies.

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Procedure I. Conducting Elections

When conducting elections, clubs must abide by the rules and guidelines set by the school and Key Club International.

Note: Have newly elected club officers sign Service Agreements Forms that can be found on the Cyberkey.

- Click here: <http://www.cnhkeyclub.org/resources/manualsformsguides>

Elections should be held 3 months prior to District Convention.

1. Announce opening officer positions
2. Provide applications for candidates to complete and submit.
3. Hold a candidate meeting to discuss rules and election guidelines.
4. It is the clubs discretion to conduct elections or interviews or both.
5. Schedule a meeting in <Insert Month> to conduct elections.
6. Print and distribute ballots with the names of all candidates and the position they are running for.
7. Draft questions for a caucus session.
8. Have candidates give their speech.
9. Have advisor count votes.
10. Announce results at the next meeting.



Procedure II. Fundraisers

A club can fundraise for charities, non-profit organizations, club funds, etc.

(Eg. The Pediatric Trauma Program, The Eliminate Project, March for Dimes, UNICEF)

1. Choose where the funds will go.
2. Encourage Club Treasurer to brainstorm fundraising ideas.
3. Appoint an officer or member chair of the fundraising project.
4. Find an advisor to supervise the fundraiser and handle money.
5. Have ASB approve the fundraiser.
6. Advertise. (ex: posters, social media, announcements, Kiwanis)
7. Have members sign up for shifts to help at the fundraiser if required.
8. Send out reminders on the day of the fundraiser.
9. Make sure advisor is handling money at the fundraiser and after.
10. Deposit money in ASB account.
11. Thank members, officers, and vendor if applicable.

Procedure III. Removal of a Club Officer

(Removal of an officer should be the last resort. The Board of Directors should help the officer in question grow and learn.)

1. Any members may recommend the removal of a club officer to the Board of Director.
2. The president and advisor should meet with the officer in question to privately discuss how the officer can improve their performance.
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.
4. If approved, a meeting should be held with the entire club should to vote on the removal of an officer.
5. 2/3 quorum is required in order for the removal to be approved.
6. In the event any officers should be removed from office, the officer should be notified by the secretary in writing.
7. The school, advisors, and Lt. Governor should be notified of the removal



Procedure IV: Membership Dues

1. Discuss dues with board members. Remember that along with the \$11 that must be sent in for each member, the club may have members pay an additional amount up to a total of \$22.
2. Either use a past Membership Application, or create one for members to fill out and turn in with the money. The application should include name, grade, email, phone number, etc needed for the treasurer to fill out the information on the Membership Update Center.
3. Promote dues to the members.
4. Have the treasurer collect the applications and an adult collect the money.
5. Put the money into the club's ASB account.
6. Have the Club Secretary and Treasurer update the club roster and member information online on the Membership Update Center. The username and password should be with the club advisor.
7. Print the invoice. Double-check that the invoice is correct.
8. Submit the invoice and necessary paperwork to ASB and request to take that much money out.
9. Have an adult mail in one check and the invoice.
10. The Secretary should add members to the MRF.
11. Never stop recruiting! Continually add members throughout the year.

This was brought to you by
the Policy Subcommittee.

