



cali-nev-ha key club

DUE PROCESS

removal of officers



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section one:
DUE PROCESS

all about the _____

DUE PROCESS

defining procedures

DUE PROCESS

*the process we abide by
within key club!*



IMPEACHMENT

*does not exist within key
club!*

DUE PROCESS | *due proc · ess* | *noun*

a course of formal proceedings (such as legal proceedings) carried out regularly and in accordance with established rules and principles.

im · peach · ment | *noun* | **IMPEACHMENT**

the action of calling into question the integrity or validity of something.

IMPEACHMENT IS A MISLEADING TERM.

Impeachment gives off the belief that officers have full power of the club in which they do not.

- Club Officers do not have total control over whether to remove an officer from office.
- The entire club, including its members, officers, and advisors, is involved in this decision and process as well.

step-by-step _____
PROCEDURE
following the due process

STEP ONE : RECCOMENDATION FOR REMOVAL

Any member may recommend the removal of a club officer to the Board of Directors (elected club officers).

STEP TWO : DISCUSSION

The President, Kiwanis Advisor, and Faculty Advisor shall meet with the officer in question to privately discuss how the officer can improve their performance.

The removal of an officer should be the last resort – the Board of Directors should help the officer in question to grow and learn from their mistakes.

STEP THREE : CLUB OFFICER MEETING

If the officer continues to neglect their responsibilities, the Board of Directors must hold a meeting to either approve or reject the recommendation - allowing both sides of the story to be heard.

STEP FOUR : CLUB MEETING

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

STEP FIVE : QUORUM & VOTING

A majority vote of 2/3 of club membership is required for the removal to be approved. Only advisors may collect and count the ballots.

step-by-step _____ **PROCEDURE**

STEP SIX : NOTIFICATION OF REMOVAL

In the event that any officer is removed from office, they will be notified by the secretary in writing. The school, advisors, and Lt. Governor should be notified of the removal.

STEP SEVEN : FILLING THE VACANT POSITION

The next steps that should be taken will revolve around filling the vacant position by appointment.

finding _____

ALTERNATIVES &

appointing officers

ALTERNATIVES

- Instead of moving forwards with the due process to resolve all conflicts, the club Board of Directors and advisors should discuss with the struggling officer to correct their behavior.
 - There should always be room for improvement!
- Aside from due process, an easier alternative to remove an officer from the club board is to request for them to resign from their position.

APPOINTMENT

The club may appoint someone to fill in a vacant position. The following are a few potential ideas to carry out:

- **Release Officer Applications**
- **Conduct Interviews**
- **Host Elections**
- **Ask Potential Members**

Discuss the best course of action to take with your club officers, advisors, and Lieutenant Governor.

section two:
IMPORTANT NOTES

important ———

NOTES

The removal of an officer should always be the...

LAST RESORT.

The Board of Directors should help the officer in question to learn and grow from their mistakes.

CLUB BYLAWS

The rules regarding the club's due process should be outlined in the club bylaws and may differ from club to club.

- Clubs may find a Standard Club Bylaws template provided by Key Club International.
 - **Article VI, Section 7:**
 - Outlines the course of action that should be taken regarding the removal of an officer.

section three:
ACKNOWLEDGEMENTS

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thank you

FOR READING!

