**Sport Club Officer Election Certification Form**

**Club Name:**

**Date of Election: Length of Term:** *(i.e. Fall ’16 OR Jan ’17-Dec. ‘17)*

**Election Type:** *(circle)* **Normal / Regular Election Special-Called Election** *(i.e. to fill vacancy)*

* All Sport Clubs at ETSU are required to hold annual elections for the club’s officer positions**. The elections must be held with a minimum of 2/3 of the club’s membership present.**
* **Elections must be held by April 15 each year** to elect or re-elect officers for the following school year and each Club Secretary is required to submit the **Sport Club Officer Election Certification Form** by this date.
* It is imperative that officer information is updated and accurate with the Department of Campus Recreation and the Student Organization Resource Center (SORC).
* It is recommended that clubs follow Robert’s Rules of Order while conducting elections (<http://www.robertsrules.com>).
* During the 2016-17 school year, election cycles will transition to a January-December (calendar year) term for officers. **Elections held in Spring 2016 will be for club officers for the Fall 2016 semester only**. A separate election will be held in Fall 2016 (prior to November 15, 2016) for the 2017 calendar year. Individual clubs should make the appropriate amendments to their constitutions to reflect these changes.

**Club Members Present For Election**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Name | E Number | Signature |  | Name | E Number | Signature |
| 1 |  |  |  | 16 |  |  |  |
| 2 |  |  |  | 17 |  |  |  |
| 3 |  |  |  | 18 |  |  |  |
| 4 |  |  |  | 19 |  |  |  |
| 5 |  |  |  | 20 |  |  |  |
| 6 |  |  |  | 21 |  |  |  |
| 7 |  |  |  | 22 |  |  |  |
| 8 |  |  |  | 23 |  |  |  |
| 9 |  |  |  | 24 |  |  |  |
| 10 |  |  |  | 25 |  |  |  |
| 11 |  |  |  | 26 |  |  |  |
| 12 |  |  |  | 27 |  |  |  |
| 13 |  |  |  | 28 |  |  |  |
| 14 |  |  |  | 29 |  |  |  |
| 15 |  |  |  | 30 |  |  |  |

***Utilize additional Officer Election Certification Forms if more than 30 members are present at the time of election.***

**Election Results**

**Method for Election:** 🞎 Secret Ballot 🞎 Show of Hands 🞎 Acclamation 🞎 Other:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Office/Position:** | Nominees | Total # of Votes or % of Votes |  | **Office/Position:** | Nominees | Total # of Votes or % of Votes |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | | | | | | |
| **Office/Position:** | Nominees | Total # of Votes or % of Votes |  | **Office/Position:** | Nominees | Total # of Votes or % of Votes |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Current President’s Signature: Current Secretary’s Signature: