



The Collegiate Entrepreneurs' Organization
CREATING A WORLD OF OPPORTUNITIES



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Chapter Election Guide

Membership - Chapter Guides - Election Guide

The Election Guide contains an overview of how to fairly and efficiently elect new executive team members for your organization. Descriptions of both the nomination and election process are included along with a sample application form.

This document also includes brief descriptions of possible executive roles, a sample constitution, and bylaws for the organization.

Setting a standard of routine and systematic elections will encourage membership engagement and continuity moving forward. The formal language in this guide clearly identifies roles and responsibilities based on position, eliminating and concern of ambiguity while defining exactly what your nominees will be responsible for if elected.

Election Guide

Nomination Procedure

Nominations will open (insert date) and will close (insert date) at midnight. All nomination applications can be handed into (insert name and location) during their normal hours of operations from (insert hours). Applications can also be personally handed to an executive officer or submitted electronically via email to (insert e-mail)

Election Procedure

During the final meeting of the spring semester, (insert date and time), each candidate will present a 2-4 minute election speech in front of the group. After each speech, a 2 minute Q&A session facilitated by the current officers will take place. After all candidates for each officer position have presented their speech, members will vote for a nominee via secret ballot. A majority vote of the secret ballot, which will be counted by the President and Vice President, will decide the winning candidate.

Vacancies

In the case that a member who holds a position resigns or is unable or unwilling to fulfill his or her term nominations will be made for that position. The voting for the new position will take place in the following meeting. In the case that a meeting is unable to take place for a re-vote, the executive board will be given power to appoint a new candidate to that vacant position.

Term

See article 5 Section 5- CEO Headquarters does recommend "two-term" Presidents and Vice-presidents. Terms are most accurately aligned by faculty advisors.

Application:

NAME: _____

EMAIL: _____

[DONATE](#)

DESIRED POSITION

- PRESIDENT
- VICE PRESIDENT
- VP OF MEMBER SERVICES - OPERATIONS
- VP OF COMMUNITY DEVELOPMENT
- VP OF WEB COMMUNICATIONS
- VP OF FINANCE
- VP OF MARKETING
- SPEAKER OF THE ASSEMBLY
- VP OF ALUMNI RELATIONS

CLASS STANDING

- FRESHMAN
 - SOPHOMORE
 - JUNIOR
 - SENIOR
 - GRADUATE
-

Officer Positions Available for Nomination

President

- Responsible for making final executive decisions.
- Acting as a liaison between advisors and executive board.
- CEO of Chapter Business.
- Responsible for organization sponsorships.
- Direct liaison between club chapter and Global CEO.

Vice President

- Responsible for assuming all duties of President when he/she is absent and incapable of fulfilling those duties.
- Responsible for leading executive board meeting.
- Oversees and facilitates communication with all other VP's.
- COO of Chapter Business.
- Responsible for Chapter Speakers or Community Member workshops.

VP of Member Services

- Sets up table hours when necessary.
- Heads new member recruitment at beginning of fall and spring semester as well as freshman orientation. Responsible for conducting an aggressive and comprehensive recruitment campaign.
- Reports Executive Board meeting minutes to general assembly.
- Manages attendance roster.
- Director of operations for Chapter Business.

VP of Community Development

- Tea Time with Executives Director.
- Presents weekly networking opportunities to the General Assembly.
- Distributes monthly emails to members (newsletter).
- Updates CEO HQ on "need to know" news.
- Presents monthly award and funding opportunities to the organization.

- Director of all external relations to the club.
- Reports monthly accomplishments to the entrepreneurship center or college. (Report Card)
- Stays in contact with all outside club relations including speakers and representatives of other organizations.
- Sends thank you notes to individuals who have helped the organization.

VP of Web Communications

- Manages and maintains all aspects of club website & Chapter Business Website (Chapters may request a site within the www.c-e-o.org (<https://www.c-e-o.org>) domain)
- Must have general web design knowledge.
- Posts and advertises on club Facebook & Chapter Business Facebook pages.
- Manages Chapter Business social media and maintains discussion and connection with users.

VP of Finance

- Must provide monthly written reports to President and Faculty Advisor.
- Keeper of financial records and holding statements up to date at all times including membership dues.
- File one appropriation to Student Government each semester.
- Coordinate with your Entrepreneurship Center or college for funding.
- Collects and distributes CEO National Refunds to members and manages Chapter Business Budget.
- Keeps track of inventory and records member registrations to VP of Member Services.
- Responsible for making all necessary expenditures when authorized by President and Faculty Advisor.

VP of Marketing

- Chapter Business marketing plans creation and implementation. (coordinate with VP member services)
- Responsible for tabling, marketing budget (coordinating with VP of Finance)
- Posting flyers, and creating events on campus that promotes the organization (Beginning of the Semester Party, press releases, etc).
- Remains in constant contact with VP of Web Communications.

Speaker of the Assembly

- Facilitates General Assembly Meetings, develops creative programs and ways to present information.
- Attends weekly Student Government (SG) meetings and files appropriations to SG no later than a week prior to event.
- Coordinates the planning process for the Global CEO conference

VP of Alumni Relations

- Maintains active connections with alumni of their CEO chapter
- Facilitates existing alumnis' connection to CEO HQ through the CEO Alumni Association.
- Coordinates chapter alumni events such as networking, speaking events, etc.
- Communicates chapter events to alumni for potential involvement (Ex: fundraising)

Election Guide Relatable Segments of the CEO Sample Constitution

Section 2. Eligibility Requirements

We encourage all majors who are interested in gaining experience and knowledge in entrepreneurship to join. In order to be considered an active member of CEO students must attend all General Assembly Meetings unless a conflict arises and also pay membership dues. Attendance should be scheduled around class.

Section 3. Suspension & Termination

If a member is not appropriately participating and meeting CEO requirements for membership, then they will be approached about the issue to determine consequences, which could result in a suspension or removal from the organization. Members may exit at any point considering our organization is comprised of those who choose to participate.

Article IV. Officers

Section 3. Eligibility

All Executive board members must maintain a minimum GPA of at least a 2.75. Members must be in good standing with all departments at (insert school's name) and must maintain a positive attitude towards the organization – publicly and internally.

Article V. Elections

Section 1. Nominations

Any active member of CEO will be allowed to self-nominate him/herself during the General Assembly meeting before elections are held. Executive Board members reserve the right to reject a nomination on the grounds of a popular vote. Additionally, a nomination form will be available for virtual submission at the bottom of this page. Please provide the necessary information accurately in order to ensure your nomination reaches your chapter's existing executive team.

Section 2. Time of Election

Elections will take place during the final meeting of the spring semester. Nominations are due 2nd to last meeting & notification of elected will be announced at the end of year party.

Section 3. Procedure

During the final meeting of the spring semester each candidate will present a 3-5 minute election speech in front of the group. After all candidates for each officer position have presented their speech, members will vote for a nominee via secure ballot. A majority vote of the secret ballot, which will be counted by the President and Vice President, will decide the winning candidate.

Section 4. Vacancies

In the case that a member who holds a position resigns or is unable or unwilling to fulfill his or her term nominations will be made for that position. The voting for the new position will take place in the following meeting. In the case that a meeting is unable to take place for a re-vote, the executive board will be given power to appoint a new candidate to that vacant position.

Section 5. Term

Election terms last one academic year. In the event that a member wishes to hold their position longer than one year they may do so without submitting a nomination form and running for election assuming that the member has exhibited good behavior during the term. In the event that a change is necessary – if the member wishes to continue in that position the nomination process must ride itself out.

CEO Chapter Executive Role Nomination Form

First Name ***Last Name *****Email****Address *****Organization *****Nominee
Name *****Executive
Position ***

- ☐ President
- ☐ Vice President
- ☐ VP of Member Services - Operations
- ☐ VP of Community Development
- ☐ VP of Web Communications
- ☐ VP of Finance
- ☐ Speaker of the Assembly
- ☐ VP of Alumni Relations

**Other
Position not
listed above****Class
Standing ***

- ☐ Freshman
- ☐ Sophomore
- ☐ Junior
- ☐ Senior
- ☐ Graduate



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CEO's Mission...

is to inform, support and inspire college students to be entrepreneurial and seek opportunity through enterprise creation. With a diverse entrepreneurial community and global network, CEO provides student entrepreneurs with opportunities, events, chapter activities and conferences to help start businesses.



(<http://www.noviams.com>)

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