



POLICY CODE FOR THE CAPITAL DISTRICT OF CIRCLE K INTERNATIONAL

Preamble

The Capital District CKI Board of Officers establishes this Policy Code for the Capital District of Circle K International. We do this desiring to order and better coordinate the activities of our District between ourselves, our clubs, and our society, whom we have pledged to serve. We recognize and encourage positive change for our organization, and we have designed this Policy Code to facilitate the process of positive change as well as the process of positive action. We have combined here all the intrinsic laws, save only the District Bylaws, International Bylaws and Policy Code to which we bind ourselves. We hope that as new responsibilities, new authorities, and new horizons for CKI are brought forth, they will be discussed and debated and the best of these made policy and stated succinctly herein for all to see. We have dedicated ourselves to the idea that clarity and specificity of operation is an integral part of our ability to function successfully. We hope that as new policy is formulated, the responsibility for its enactment is made clear and absolute. It is to achieve these hopes and aspirations that we form this, the Policy Code of the Capital District of Circle K International.

Pledged and Affirmed,
Board of Officers,
Capital District Circle K

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Section A: General Provisions

Last Revised 6/27/2018

1. Any established procedure of the District Board of Officers shall be called policy and any decision by the Board concerning the implementation of a policy shall be called an enactment.
2. All policies of the District Board of Officers shall be contained in this Policy Code. All policies contained in this Policy Code shall be binding on all officers and clubs of the Capital District. This Code shall in no way void or nullify any part of the Circle K International Bylaws, Policy Code or the Bylaws of the Capital District.
3. Any and all amendments to, as well as the adoption of, this Policy Code shall require a two-thirds ($\frac{2}{3}$) vote of all seated voting members of the Board of Officers. This Policy Code supersedes and nullifies any and all previous policies and rules adopted by the District Board of Officers.
4. Enactments and Resolutions shall require only a simple majority vote of the Board of Officers.
5. A current copy of this Policy Code shall be kept by the District Board of Officers, the Laws and Regulations Committee Chair, and the District Administrator. The outgoing District Secretary/Treasurer shall be responsible for its distribution to the incoming Board, as well as to the new cabinet members and District Officers during the administrative year, which runs from April 1 to March 31.
6. The CKI Governor and the District Administrator shall share responsibility for adherence to this Policy Code.
7. The current edition of "Robert's Rules of Order - Newly Revised" shall govern in all areas not clearly defined in the Circle K International Bylaws, and Policy Code, the District Bylaws, or this Policy Code.
8. The CKI Board of Officers shall annually receive revised copies of this Policy Code. Current copies of this Policy Code shall be made available to any CKI member in good standing with the District, upon request.
9. This Policy Code shall be reviewed each year by the District Board of Officers. After this review, the Board of Officers shall adopt this Policy Code with any necessary revisions.

Section B: District Board of Officers

No vouchers for reimbursement shall be signed off on by the District Administrator, unless all monthly reports have been turned in.

Last Revised 6/27/2018

Duties of Officers:

A) **GOVERNOR**

1. Shall be the chief executive officer of the District.
2. Shall preside at the annual Capital District Convention and all meetings of the Board of Officers, and serve as a non-voting ex-officio member on all District Committees. On all voting questions of the Board of Officers, the Governor shall only vote in case of tie.
3. Shall attend the Capital District CKI Convention, the Circle K International Convention, the Kiwanis District Convention, the Key Club District Convention, and all duly called meetings of the District Board of Officers if these events do not conflict with other mandatory CKI events.
4. Shall work with the District CKI Administrator and Lt. Governors on building new clubs and rebuilding inactive clubs and also work to increase the quality and number of service projects and the membership in the District.
5. Shall work with the District Secretary/Treasurer and District CKI Administrator in preparing the annual budget and the District Convention Budget.
6. Shall make appointments to cabinet positions, as defined in **Section C, Item 1** of this Policy Code.
7. Shall make as many club visitations and Divisional meetings as possible, but no less than one (1) visit to each Division.
8. Shall be responsible for the leadership training of all club officers.
9. Shall insure that other District Officers are satisfactorily performing their assigned duties with special emphasis on reporting, record keeping, and accounting of funds.
10. Shall communicate with the Board of Officers, the counseling International Officer, and the Circle K International Administrator to keep them fully informed of District Activities.
11. Shall insure that plans for the District Convention are performed and executed.
12. Shall work closely with the District CKI Administrator and his/her appointed representatives, the Key Club District Governor, the Kiwanis District Governor and his/her appointed representatives.
13. Shall submit a monthly report as directed by Circle K International. Copies of this report should also be forwarded to the counseling International Representative, Assistant Administrator, and the District Administrator.
14. Shall maintain a set of files on past District activities which will be passed on to the next administration.
15. Shall brief the incoming Governor on the duties of the office.
16. Shall publish a monthly newsletter or memo to the District Board of Officers, Club Presidents, and all others that he/she deems appropriate on the state of the District, important plans, and other pertinent information.

17. Shall organize the Spring Officer Training Conferences for the new administration. This shall include preparing the agenda, assigning workshop leaders, and setting the times, dates, and conferences to be presented at District Convention.
18. Shall provide copies of all official correspondence to the District Secretary/Treasurer, counseling International Representative and the District Administrator as per **Section F, Item 1** of this Policy Code.

B) SECRETARY/TREASURER

1. Shall keep all records of the District Convention, the minutes of the Board of Officers' meetings, and any district President's Council Meetings.
2. Shall notify each member of the Board of Officers, the Kiwanis Governor, the CKI District Administrator, committee members, and the presidents of all CKI clubs in the Capital District of the time, place (including directions), and the date of all meetings of the Board of Officers not less than thirty (30) days prior to each meeting.
3. Shall be responsible for sending a tentative agenda, as prepared and approved by the Governor, for these meetings to the persons listed in the previous item, not less than two (2) weeks prior to each meeting.
4. Shall within fourteen (14) days after any special or regular meeting of the Board of Officers, make a report of the proceedings of the meeting, comprising a complete synopsis of all actions taken, and shall distribute said report to the members of the Board of Officers, the CKI District Administrator, the International Administrator, the International Representative, the Kiwanis District Governor, and the presidents of the clubs in the district
5. Shall submit a written report at all Board meetings, unless otherwise directed.
6. Shall establish, with the Governor, a District mailing list to be used when sending out information, notices, and agendas.
7. Shall send appropriate materials (i.e. Monthly Report Forms, Board Minutes, etc.) to Club Presidents of newly chartered clubs as soon as possible after notification of charter from Circle K International.
8. Shall attend all duly called meetings of the Board of Officers, District Convention, and International Convention.
9. Shall assist the Governor with District functions as required and perform such other duties as may be authorized by the Governor and Board of Officers.
10. Shall maintain effective communication between the District, clubs, and members.
11. Shall maintain accurate and complete files on District activities and transfer them to the incoming Secretary/Treasurer, and brief the incoming Secretary/Treasurer on the duties of the office.
12. Shall publish a minimum of three (3) newsletters or memos including a club monthly report tally, other information pertinent to Club Secretaries, financial matters, such as payment of dues and membership growth program status, to all Club Treasurers to strengthen dues payments and provide as a check of all official club memberships. A financial review of District expenditures should also be included.
13. Shall receive the appropriate copy of each club's monthly report by the fifth (5th) day of the following month, shall keep a monthly report score card indicating whether the report is on time, not received, or delinquent, and shall advise each club on its status.

14. Shall serve as financial advisor of the District, keeping all appropriate records.
15. Shall issue a call for District dues, advising all clubs where to send payments and membership report forms.
16. Shall submit a written report reflecting the District income and expenditures and the dues status of member clubs at meetings of the Board of Officers, the District Convention, and at such other times as the Board of Officers or District Administrator shall require.
17. Shall develop and promote programs for dues incentive.
18. Shall maintain, along with the Kiwanis District Secretary/Treasurer, a copy of the District accounts and books, at all times open to the inspection of the Board of Officers, the District Administrator, and any authorized auditor.
19. Shall assist the Governor and District Administrator in preparing the annual District budget, the Convention budget, and any other necessary budgets.
20. Following the end of the administrative year, but before May 1, the Immediate Past Secretary/Treasurer shall assist the Kiwanis Secretary/Treasurer in compiling a complete financial report of the administrative year detailing income, expenditures, budgets, and other pertinent information. The report shall be submitted to the old and new Boards of Officers, the District Administrator, the International Administrator, International Representative, and the Kiwanis District Governor. At this time, the books shall be deemed closed for the administrative year. The newly elected Governor, the old and new Secretary/Treasurers, the District Administrator, and anyone else appointed by the Governor shall then audit the books.
21. The Immediate Past Secretary/Treasurer shall, prior to the books being closed for a given administrative year, continue to perform the duties described in **Sub items 3, 4, and 6 of Section B, Item 3, Subsection C** of this Policy Code, as pertinent to the administrative year upon the books being deemed closed
22. Shall utilize district technology whenever possible, minimize costs of all other activities, and avoid unnecessary spending.
23. Shall at least sixty (60) days prior to Convention solicit resolutions and proposed Bylaws amendments from District members and shall give written notice to all chartered clubs of any resolutions or amendments at least thirty (30) days prior to Convention.
24. Shall, with the Laws and Regulations Committee Chair, be responsible for the maintenance of the District Bylaws and this Policy Code and shall keep the District Board and the clubs informed of any approved Bylaws amendments and of amendments to this Policy Code.
25. Shall submit a monthly report by the twelfth (12th) day of each month to the Governor, CKI District Administrator, Assistant Administrator, and International Representative detailing all incoming and outgoing correspondence and phone calls, official visits, monthly report and service hour tally, information on clubs that have paid dues, turned in EIN's, updated dues status for the district and International, budget updates, and any questions or concerns that are pertinent.
26. Shall copy any official correspondence, newsletters, and any other official paperwork to the Governor, International Representative, International Vice President, and District Administrator as per **Section F, Item 1** of this Policy Code.
27. Shall be responsible for the promotion of District Awards.

C) EDITOR

1. Shall attend all duly called meetings of the Board of Officers, District Convention, and International Convention.
2. Shall maintain proper files, transfer them to the new Editor, and brief the new Editor on the duties of the office.
3. Shall utilize the district technology whenever possible as well as regularly update district social media.
4. Shall copy any correspondence, and any other official paperwork to the Governor, Secretary/Treasurer, International Representative, and District Administrator as per **Section F, Item 1** of this Policy Code.
5. Shall submit a monthly report by the tenth (10th) day of the month to the Governor, Secretary/Treasurer, International Representative, Assistant Administrator, and District Administrator report detailing all incoming and outgoing correspondence and phone calls, official visits, and any questions or concerns that are pertinent.

D) LIEUTENANT GOVERNOR

1. There shall be one (1) lieutenant governor for each of the established Divisions of the Capital District. In the event that no Lt. Governor is elected from a Division, the Board of Officers will seek a member to fill the vacancy. In the event that no one is found within a reasonable amount of time to fill the vacancy, appropriate measures will be taken by the board of officers.
2. Shall assist the Governor in the work of the District within the Division.
3. Shall compile and maintain a complete list of club officers' names, addresses, and phone numbers, and submit them to the Governor, Secretary/Treasurer and Editor as called upon.
4. Shall submit a monthly report by the tenth day of each month to the Governor, District Administrator, and at other times as directed by the Governor or District Administrator.
5. Shall assist in the collection of District and International dues and dues invoice forms and shall receive a copy of the monthly report forms by the fifth day of each month and shall summarize these reports on his/her monthly report to be submitted to the Governor, Secretary/Treasurer, International Representative, District Administrator, and Zone Administrator by the tenth (10th) day of each month.
6. Shall establish communications with Kiwanis and Key Club District Officers within the Division.
7. Shall attempt to reactivate, with the help of Kiwanis and/or other CKI club(s), any inactive clubs in the Division.
8. Shall build as many new clubs as possible, with the assistance of Kiwanis, the Club Building and Revitalization Chair, and the District Governor and/or other CKI club(s), and shall maintain a current listing of new club possibilities.
9. Shall assist the CKI club presidents when requested, especially in the capacity of recruitment, training, and club objectives.
10. Shall be responsible for the growth of membership, service, projects and CKI education within the Division.
11. Shall attend all duly called meetings of the Board of Officers, District Council, District Convention, and International Convention.

12. Shall utilize the district technology whenever possible, minimize costs of all other activities, and avoid unnecessary spending.
13. Shall maintain proper files, transfer them to the new Lt. Governor, brief the new Lt. Governor on the duties of the office.
14. Shall copy any official correspondence, newsletters, and any other official paperwork to the Governor, District Administrator, and as per **Section F, Item 1** of this Policy Code.

Section C: The Cabinet

1. Individuals and committees appointed by the Governor, and approved by a majority vote of the board of officers, to assist the administrative responsibilities of the District shall form the Cabinet. The responsibilities of all cabinet members shall be clearly defined. Appointments to Cabinet positions shall expire at the end of the administrative year or at such times as the Governor determines that the responsibilities have been fulfilled.
2. A District Board member shall be designated to serve as liaison to each cabinet member. It shall be the responsibility of the liaison to inform the cabinet member of board actions and cabinet member responsibilities. At any duly called board meeting in which the cabinet member is not present, the liaison will act on the respective cabinet member's behalf.
3. Cabinet members shall attend any duly called meetings of the Board of Officers as requested by the Governor, the Fall Membership Rally, Spring Officer Training Conference, and the District Convention, or submit a written report to their liaison for presentation. Cabinet members are also encouraged to attend the International Convention.

4. Applicants for cabinet appointments must be active members in good standing in a club of the District who, prior to appointment, have submitted written certification to the District Administrator, as directed in **Section H, Item 2**, that they will carry out the duties and responsibilities of such office.
5. No Cabinet member shall be authorized to mail any questionnaires, forms, reports, or manuals of any kind without the expressed approval of the Governor.
6. All Cabinet members shall file a monthly report with their appointed board liaison, The District Governor, District Secretary/Treasurer, District Administrator and Assistant Administrator. This report shall be sent to the appropriate individuals by the seventh (7th) day of each month.
7. The following shall be permanent standing committees of the Cabinet:
 - a) **Convention & Conferences Committee** - Shall work with the Board of Officers in the planning of the Fall Membership Rally, Spring Officer Training Conference, and District Convention.
 - b) **Kiwanis-Family Relations Committee** - Shall promote interaction among clubs in the sister districts on the club, divisional, and district levels. Shall be responsible for strengthening Kiwanis-Family relations throughout the District by publicizing Kiwanis-Family events and implementing Kiwanis-Family programs.
 - c) **Service Committee** - Shall promote the International Service Initiative, Tomorrow Fund, and District Project throughout the District and provide clubs with suggested projects. Shall promote the overall importance of service throughout the District and provide clubs with project ideas, including instruction on effective planning, promotion, and implementation of projects. Shall aid in the planning of service projects at District events, including Fall Membership Rally, District Convention, and any other District events as directed by the Governor or Board of Officers. Shall also be responsible for planning and promoting District-wide projects and gathering results at the end of the administrative year.
 - d) **Membership Development and Education Committee** - Shall be responsible for the development, evaluation, and promotion of programs to assist clubs in the implementation of membership education, development, recruitment, and retention. Shall promote any International and regional conferences and events and be responsible for the development, evaluation, and promotion of programs and materials to assist clubs in the implementation of public relations techniques. Shall cooperate with all clubs in the district during their infancy to assist them in the education of members and sponsoring Kiwanis Clubs, in the planning of well-organized meetings, programs and projects, and the development of long range planning, and in the encouragement of involvement at the District and International level. Shall serve as a resource for all aspects of club operations, development, and growth, which are not adequately outlined or covered by training manuals, district officers, or committees.
 - e) **Laws, Regulations, and Awards Committee** - With the aid of the Secretary/Treasurer, shall maintain this policy code as well as the District Bylaws in conformity with the Policy Code and Bylaws of Circle K International and shall make recommendations to the Board of Officers for proposed amendments. It shall be responsible for the interpretation of these bylaws for action by the Board of Officers and for all matters affecting CKI on the District Level. It shall also review all club bylaws submitted for district approval, make revisions and approve recommendations to the Board of Officers for action and approval, and forward District approved bylaws to the International Office for final approval by the International Board of Representatives. Shall also maintain District Awards and appropriate judging materials and make any recommendations for changes to the Board of Officers. Shall submit all proposed amendments to this policy code and the District Bylaws to the Governor two (2) weeks before the board meeting.
 - f) **Technology Committee** – Shall explore and implement new initiatives to ensure that the District website is a useful resource to clubs and members, shall consistently update the district web site, assist clubs in the creation and maintenance of their own web sites, and implement any online initiatives by the Board of Officers.

- g) **Club Building and Revitalization Committee** - Shall aid the Board of Officers in identifying potential new clubs within the district and building those new clubs. Shall also aid the Board of Officers in developing membership growth in any past due, suspended, and retained clubs.
- h) **Long Range Planning Committee** - Responsibilities include reviewing the current Capital District Strategic Plan, understanding inch stones as delineated in the strategic plan, and measuring and reporting upon the District's progress toward the goals listed in the strategic plan. The Long Range Planning Chair is also responsible for educating the District membership on goals and goal progress as well as informing them of ways they can help the District achieve their goals. Other responsibilities may also be assigned to the committee at the prerogative of the District Governor. Applicants should have experience with strategic planning, SWOT Analysis, and similar disciplines.

The specific responsibilities of all standing committees of the Cabinet are set forth as service agreements in **Appendix I** of this Policy Code.

Section D: Board Meeting Policy

1. A minimum of five (5) meetings of the Board of Officers during the administrative year are required. Meetings at the District Officers' Training Conference, during the summer, in the fall, at least one month prior to District Convention, and at the District Convention are encouraged.
2. The Secretary/Treasurer shall notify, in consultation with the Governor, all District Board members, all Cabinet members, the CKI Director, the Counseling International Officer, the Kiwanis District Board members, the Kiwanis Zone Administrators, the Key Club Governor and Administrator, all District clubs, and anyone else deemed appropriate as to the time, place (including directions), and date of all Board meetings at least thirty (30) days in advance of each meeting.
3. All official actions of the Board of Officers must be signed by the Governor.
4. Written reports shall be presented by Board Officers and Cabinet members at each meeting unless otherwise directed by the Governor.
5. The District Administrator, Assistant Administrator, or a Zone Administrator must be present at all official meetings of the Board of Officers.
6. At the second called Board meeting missed by any district Board member, the member's file will be reviewed and appropriate action will be decided. Upon suggestion from three (3) Board members, the Governor may bring action before the Board of Officers for discussion. The dismissal of a Board member requires a two-thirds ($\frac{2}{3}$) vote of all voting members of the Board of Officers, in accordance with **Article V, Section 6** of the Capital District Bylaws.

Section E: District Publications

1. Manuals explaining and detailing the various aspects of CKI and the Capital District shall be compiled as deemed necessary by the Board of Officers. The Board must approve the topic area of any manual before publication can begin. The Governor may assign either a Board member of a Committee or other Cabinet appointee to prepare the manual.

Section F: District Communication

1. All letters and other communication as deemed appropriate concerning the business of the District Board and Cabinet shall have copies sent to the Governor, Secretary/Treasurer, Counseling International Officer, District Administrator, appropriate Zone Administrators, and one (1) copy shall be kept in personal files.
2. All official correspondence by District Officers shall be copied to the Governor, Secretary/Treasurer, District Administrator, International Representative, and the respective Lieutenant Governor, depending on who initiated the correspondence. Also, any correspondence by clubs to District Officers or other clubs shall be copied to the Governor, Secretary/Treasurer, and respective Lieutenant Governor as appropriate.
3. All correspondence to the District Administrator deemed appropriate shall be copied to the Kiwanis Governor, CKI Governor, International Representative, and CKI Secretary/Treasurer.
4. All correspondence concerning finances shall be copied to the CKI Governor, Secretary/Treasurer, and the District Administrator.

Section G: District Convention

A) GENERAL

1. The District Convention will be held within the geographic confines of the Capital District. The District Administrator in consultation with the District Governor will be responsible for selecting the convention site and date up to two years in advance.
2. The Governor shall appoint, with the majority approval of the District Board, a convention Chairperson or Committee to:
 - a) Aid in the planning, arranging, and preparation for the convention.
 - b) Prepare and mail by November 30 prior to convention a general mailing to all clubs concerning registration forms, awards criteria, tentative Convention schedule, certificate of election of delegates, petitions for District office, information and application forms for district awards, and other forms deemed necessary by the Governor or Board.
 - c) Send out a follow-up mailing or requests of the Governor or Board of Officers concerning the Convention at least sixty (60) days prior to the convention date.
 - d) Send out a third mailing, as appropriate, prior to the Convention.
 - e) Check with the hotel to see if posters, etc. are allowed on the hotel property. If they are, the permission to use such items shall be obtained in writing to prevent the District from taking false blame for irresponsible use. If it is not permissible, the Convention program should note this fact.
3. The Secretary/Treasurer shall communicate to each club in the district and to the District Administrator, the International Administrator, the International Representative, the Kiwanis District Governor, and the Key Club District Governor, an official call to the annual convention not less than thirty (30) days prior to the date of the convention
4. The Board of Officers shall have full supervision and management over all conventions, under the guidance of the CKI District Administrator and the Kiwanis District, according to the following calendar:

By Fall Membership Rally Board Meeting - final decisions on changes to district awards completed so that the forms can be revised and made available to all clubs.

By November Board Meeting - District Governor makes convention committee appointments and selects Master/Mistress of Ceremonies of major convention sessions.

By Winter Board Meeting:

Final arrangements for convention workshops completed.

The Board of Officers has arranged for persons to conduct invocations, benedictions, pledge/anthem, color guard and keynote speaker.

District Governor or Administrator shall confirm the attendance at the convention of the Key Club and Kiwanis Governor, Kiwanis District Foundation President.

A final review and revision of the convention script shall be completed.

Draft versions of the script shall be made available to the board at the November and Winter Board Meetings. The District Administrator, District Governor, and Convention Chairman will have complete copies of the script and all other board members will have copies of the order of business and those sessions where they are participating.

A final convention script shall be completed no later than one week following the Winter Board Meeting.

5. Any registration received with in twenty-one (21) days prior to Convention opening or later shall be charged a late fee.
6. The deadline for registration refunds shall be at least twenty-one (21) days prior to the Convention opening.
7. The District Administrator or designate shall be required to sign the hotel contract for the District Convention.
8. The Governor and the Secretary/Treasurer, with the aid of the District Administrator, shall prepare a convention budget for approval at the Board meeting prior to the Convention.
9. The Program for each convention shall include:
 - Address by the Governor of Capital District Kiwanis or his/her representative
 - Address by the Governor of Capital District Key Club or his/her representative
 - Workshops for the purpose of stimulating enthusiasm, motivating, and educating the membership, leadership development, increasing awareness of the International Service Initiative, and increasing service activities
 - One (1) House of Delegates session, in which the "State of the Capital District Circle K" address shall be given, new District officers elected, and proposed resolutions and Bylaws amendments considered
 - Farewell address by the retiring CKI Governor
 - Installation of the new District Board of Officers
10. All registered members of the Capital District of Circle K International must reside in the District Convention hotel during the period of the District Convention.

B) DISTRICT AWARDS

1. All District awards with the exception of the King Crab Award shall be annual, running from District Convention to District Convention and shall be given for recognition of projects or accomplishments completed during that given period.
2. The manner of each award shall be approved by the District Board of Officers, which shall also have the authority to maintain and finance any of the awards. No official awards other than those approved by the Board of Officers shall be presented. This does not preclude a division from having intra-divisional awards.
3. To be eligible for any awards, a club must be in good standing with the District and International, and have submitted at least seven (7) monthly reports within the administrative year.

4. All award entries must be submitted to the District Board member specified in each respective award by the deadline specified in each respective award.
5. The following administrative awards will be given based on statistics compiled by the District Secretary/Treasurer. No limit shall be placed on the number of awards given in each category.
6. Early Bird Dues Award – given to all clubs that submit dues for 15 or more members (10 where applicable) postmarked by November 1 of the administrative year.
7. The following awards shall be judged on criteria as established by Circle K International, as modified by the District Board of Officers:

Jeffrey M. Wolff Club Achievement
 Single Service
 Dale Larson Kiwanis-Family Relations
 Continuing Service
 Kavanaugh “Spike” Thrift Club Newsletter
 Club Scrapbook
 John Tynner II Outstanding Sponsoring Kiwanis Club Award
 Growth Enhances Membership (GEM) Award
 Jennifer Wolff Club Website

8. The following awards shall be judged directly by the Board of Officers based on criteria as set forth with each award. Any member or club in the Capital District that meets the criteria set forth in **Section G, Subsection B, Item 3** of this Policy Code is encouraged to submit nominations for these awards. The winner will be chosen by a majority vote of those voting members of the District Board present. Only one award will be given in each category, and an award need not be given in a particular category. The Board of Officers may publicly note Honorable Mention for an award if they so desire:

Brownie Brownfield Award: Named in honor of Harland F. Brownfield, who has completed a long and dedicated record of service to CKI as a Kiwanian, this award is given to the Kiwanian who has most distinguished himself/herself in selfless service to CKI at the club or District level. Kiwanis and Faculty advisors are ineligible for this award.

Tom French Award: Given to the Kiwanis advisor who has contributed the most to the betterment of a CKI club and to the Capital District Circle K.

Tom Lerner Award: Named in honor of a past District Administrator dedicated to growth of Capital District Circle K, this award is presented to the Faculty Advisor who has contributed the most to the overall betterment of a CKI club and to the Capital District Circle K.

Bob Powers Most Improved Club Award: Named in honor of Bob Powers, past Kiwanis District Governor, this award is given to the club that has shown the greatest overall improvement in projects performed, activities, and membership growth during the past year.

Kevin Beatley Memorial Award: Given to the CKI member(s) considered most valuable to the Capital District Circle K.

Outstanding Service to the District Project: Given to the club that has done the most to support the District Project during the past year.

A.G. Goodrich Distinguished President Award: Given by the Governor to the most distinguished club presidents (top 10%) during the past year based on education of members, club administration, projects, all forms of involvement with the District and International, and commitment to Circle K.

Lindley H. "Dig" DeGarmo Distinguished Vice-President Award: Given by the Governor to the most distinguished club vice-presidents (top 10%) during the past year based on education of members, club administration, projects, all forms of involvement with the District and International, and commitment to Circle K.

Ellis H. Stroup Distinguished Secretary Award: Given by the District Secretary to the most distinguished club secretaries (top 10%) during the past year based on timeliness of monthly reports and overall correspondence and participation with the District and International on club activities and concerns.

Robert J. Weiss Distinguished Treasurer Award: Given by the District Treasurer to the most distinguished club treasurers (top 10%) during the past year based on timeliness of dues payments, overall financial reporting, and participation with the District and International on club activities and concerns.

Distinguished Non-Traditional Officer Award: This award seeks to recognize elected, voting club officers who have distinguished themselves throughout the administrative year and whose duties do not fit into the other award categories.

The following awards shall be given by the Governor based on the following criteria:

Signature Award: Given by the Governor to recognize no more than three (3), but one (1) is recommended, distinguished Board members or Committee Chairs, based on new club building, correspondence, participation in District and International activities, committee work, visitations, administration, and performance of other duties as assigned by the Governor.

Hallmark Award: Given by the Governor to the individual who has given the most support to the Governor during his/her term in office.

Diamond Award: Given by the Governor to a voting member of the board who performs his or her duties and fulfills his or her responsibilities well beyond the expectations of their office.

C) HOUSE OF DELEGATES

1. The House of Delegates will convene in one (1) session, on Sunday morning. The following shall sit at the head table: Governor, Secretary/Treasurer, District Administrator, International Representative, Chairpersons of the Credentials and Elections Committees, and the District Board Parliamentarian, with the Governor presiding.

- a) The Sunday session will consider resolutions, Bylaw amendments and shall take up the election of Governor, Secretary/Treasurer, Editor, and Lieutenant Governors, endorsement of candidates for International Office (President, Vice-President, Representative, and general office), and any other nominations for District office or unfinished business from the Saturday session.
- b) Each CKI club in good standing shall be entitled to two (2) voting delegates, from a list of certified delegates and alternates, who may vote on any issue brought before the House of Delegates. The voting delegates selected from each club must be members in good standing.
- c) The voting members of the Board of Officers (Governor, Secretary/Treasurer, Editor, and Lieutenant Governors) shall be delegates at large.
- d) A Past Lieutenant Governor, who is still a CKI member in good standing from a club in good standing, may serve as a delegate for a non-represented club from the division he or she served.
- e) Voting delegates and delegates-at-large will be seated in a restricted section. All others present will be accommodated in a designated gallery section and may not participate in the sessions without permission of the House of Delegates.
- f) The District Administrator shall be a non-voting member of the House of Delegates. He/she will be available for consultation on matters of parliamentary procedure.
- g) The active and/or verbal support of any candidate running for District office by any voting Board member shall be prohibited.

The Committee on Credentials shall admit the voting delegates into the House the Delegates and present a report in the House of Delegates.

The Committee on Elections shall have general charge of the House of Delegates sessions, including distribution, collection, and counting of ballots.

D) NOMINATIONS AND ELECTIONS

1. Nominees for Governor, Secretary/Treasurer, Editor, and Lieutenant Governor must be active members in good standing in a club of the District who, prior to election, have submitted written certification and enrollment verification to the District Administrator by the deadline established in **District Officer Service Agreement in Appendix I** of this Policy Code and as directed in **Section H, Item 1** of this Policy Code, that they will carry out the duties and responsibilities of such office. Those persons who do not submit the proper written certification by the established deadline will not be

permitted to participate in divisional caucuses in the manner described in **Section G, Subsection D, Item 2** of this Policy Code.

2. Caucuses will be held Saturday after the nominations in opening session, at which time candidates for offices of Governor, Secretary/Treasurer, Editor, Lt. Governor and those seeking endorsement for International Office may be introduced, present their platforms, and answer questions.
 - a) Assignment of Divisions to caucuses and selection of caucus moderators shall be made by the Governor and Elections Committee Chairperson.
 - b) Each caucus will decide rules of procedure.
 - c) Only members of a caucus shall be allowed to ask questions of the candidates as established in Appendix II.
 - d) Kiwanis-Family guests and District Officers shall be allowed to visit a caucus.
 - e) Candidates may bring three members into a caucus to serve as his/her campaign staff.
 - f) In no way shall the House of Delegates limit the number of candidates that can be endorsed for International Office.
3. When the agenda of the Opening Session calls for nominations of candidates, the presiding officer shall receive nominations for the office of Governor. Nominees who submitted written certification will be accepted first, in alphabetical order, followed by any other nominations on the floor. The same procedure will be used for nominations for Secretary/Treasurer, Editor, Lt. Governor and those seeking endorsement for International Office. Nominations from the Opening Session will remain open into the Sunday morning session. At the Sunday session, nominations will once again be considered following the same procedure used in the Opening Session. The nominations for Governor shall be closed and the balloting conducted. When the result of the election has been announced, the same procedure will be repeated for those seeking endorsement for International Office, as well as the Secretary/Treasurer, Editor, and Lt. Governor elections. Unsuccessful candidates in prior ballots may be nominated in subsequent elections.
4. All nominees must be present at the time of nomination and must adhere to the following limits:
 - International Office Endorsement - Nominating speech of one minute, one minute for nominee's speech
 - Governor - Nominating speech of one minute, two minutes for nominee's speech
 - Secretary/Treasurer, Editor, Lt. Governors - Nominating speech of one minute, one minute for nominee's speech.Persons nominated on the floor of the House of Delegates at the Sunday session are granted the same privilege under the same time limitations
5. The Committee on Credentials, prior to each session, shall provide the Committee on Elections with a list of the voting delegates, including the delegates-at-large, registered and present at the convention. The Chairperson of the Credentials Committee shall report to the House of Delegates the following information as may often be necessary:
 - Number of club delegates present and the number of clubs represented
 - Number of delegates-at-large present.
 - Total number of votes necessary for a simple two-thirds ($\frac{2}{3}$) majority of the seated delegates.
6. During the House of Delegates prior to election, the candidates for Governor will participate in a Governor's Debate session, conforming to the following rules:
 - Each candidate will have two (2) minutes to speak in the order of nomination.
 - Each candidate, in succession, will be asked three predetermined questions that are not provided to candidates in advance. Candidates will have one (1) minute to answer each question. The question will be determined and asked by the current Governor and/or Elections Committee Chairperson.
7. During the House of Delegates prior to election, candidates for Secretary/Treasurer will have one (1) minute to speak in order of nomination. The same procedure will be followed for Editor and Lt. Governor of each division.

8. Voting shall be by written ballot. The first round of Lieutenant Governor elections will take place at one time on the ballot. No person shall be permitted to vote whose name does not appear on the list of voting delegates. Cumulative voting and voting by proxy will not be allowed. No ballot will be counted on which it appears that the delegate has voted for a greater number of nominees for said office than there are vacancies to be filled and candidates to fill them.
9. All winning candidates must receive a majority of votes cast. If in races with three or more candidates no candidate receives a majority, the candidate receiving the lowest number of votes will be dropped and another ballot conducted. This procedure will be repeated until such time as one candidate receives a majority of all votes cast. It is strongly suggested that if three (3) or more candidates are running for the office of Governor, a run-off ballot be held on Saturday afternoon.
10. The Elections Committee shall report promptly the results of each balloting. The reports shall be signed by the Chairperson and the District Administrator. After the Committee has reported, the Chairperson will deliver a copy of each report and all ballots to the District Administrator to be retained by him/her for a period of ninety (90) days following the close of the convention, after which time the ballots shall be destroyed.

E) CAMPAIGNING FOR DISTRICT OFFICE

1. Any candidate may not campaign until sixty (60) days prior to the start of the District Convention. This includes district technology and phone calls.
2. The only people allowed to actively campaign for a candidate shall be current CKI members. No more than three (3) members can serve on a candidate's campaign staff.
3. No District Board member past or present may actively campaign for a District Candidate other than themselves.
4. No campaigning will be allowed between the hours of 1:00 a.m. and 7:00 a.m. during Convention. This includes informal caucusing. Informal caucuses shall be defined as any discussion between a candidate and two or more CKI members except members of the campaign staff or the candidate's home club.
5. Any candidates found in violation of this Campaigning Policy may be subject to disqualification upon suggestion of the District Board as outlined in **Appendix II** of this Policy Code.

Section H: District Officer Service Agreement

A) CANDIDATES

Candidates for the District offices of Governor, Secretary/Treasurer, Editor, and Lieutenant Governor shall be required to read, sign, and submit the District Officer Service Agreement, as shown in **Appendix I** of this policy code, to the District Administrator by the start of opening session of District Convention.

Candidates for the District Cabinet appointments shall be required to read, sign, and submit the Committee Chair Service Agreement, as shown in **Appendix I** of this Policy Code, to the District Administrator.

B) BOARD MEMBER SUSPENSION & REMOVAL

1. By the 20th day of every other month, the District Governor and District Administrator shall review the service agreements of each voting member of the District Board. If any of the board members are found to be in violation of a significant portion of their service agreement, the Governor will submit a letter of warning outlining the sections in violation and the reasoning behind the findings. Within five days of notification, there will be a coaching meeting held via telephone between the Governor, the Administrator, and the board member in question.

In subsequent months if the same board member is found in violation again by the Governor and Administrator, the Governor must submit a letter of complaint outlining all sections either still in violation or newly in violation and the reasoning behind the findings. The Governor is required to call an emergency board meeting to discuss the suspension of the board member in violation. At the meeting, the Governor and District Administrator must present independent unbiased reports outlining the sections being violated and what constitutes those violations. The Governor and District Administrator shall not provide recommendations to the board, but rather provide the board with all necessary information and evidence to make a decision. Upon the completion of their presentation, the District Board may then move into discussion. Upon completion of discussion or motion to call the question the District Board must then move to a vote to determine if the board member shall be suspended.

2. District Board Members, who are suspended by a majority vote of the elected voting District Board, shall lose their right to vote during the suspension period and not be eligible to file vouchers. During the suspension period, the board member will not count toward the calculation of thresholds when conducting district business. Half way through the suspension period there will be a coaching meeting held via telephone between the Governor, the Administrator, and the board member in question. The suspension period for all board members will be set by the Governor and District Administrator for a time frame of at least two (2) weeks but not to exceed six (6) weeks.
3. At the end of the suspension period the District Governor and District Administrator shall review the progress of the suspended board member and call an emergency board meeting. At this meeting the Governor and Administrator shall present their findings to the District Board. If the board finds the progress to be satisfactory, they have the option to revoke suspension by a majority vote; the board member in question shall regain all privileges as a voting member of the district board. If the board finds the progress to be unsatisfactory, the board will then move directly to a motion for removal from district office as outlined in **Article 5 Section 6** in the Capital District Bylaws.

C) GOVERNOR SUSPENSION & REMOVAL

1. By the 20th day of every other month, the District Secretary/Treasurer and the District Administrator shall review the service agreement of the District Governor. If the Governor is found to be in violation of a significant portion of his/her service agreement, the Secretary/Treasurer will submit a letter of warning outlining the sections in violation and the reasoning behind the findings. Within five days of notification, there will be a coaching meeting held via telephone between the Secretary/Treasurer, the Administrator and the Governor.

In subsequent months if the District Governor is found in violation by the Secretary/Treasurer and Administrator and, the Secretary/Treasurer must submit a letter of complaint outlining all sections either still in violation or newly in violation and the reasoning behind the findings. The Secretary/Treasurer is required and authorized to call an emergency board meeting to discuss the suspension of the board member in violation. At the meeting, the Secretary/Treasurer and District Administrator must present independent unbiased reports outlining the sections being violated and what constitutes those violations. The District Secretary/Treasurer and District Administrator shall not provide recommendations to the board, but rather provide the board with all necessary information and evidence to make a decision. Upon the completion of their presentation, the District Board may then move into discussion. Upon completion of discussion or motion to call the question the District Board must then move to a vote to determine if the Governor shall be suspended.

2. If the District Governor is suspended by a majority vote of the elected voting District Board, he or she shall lose their right to vote during the suspension period, not be eligible to file vouchers, and shall relinquish his or her right to preside over all duly called meetings of the Capital District Board of Officers. During the suspension period, the Governor will not count toward the calculation of thresholds when conducting district business. Half way through the suspension period there will be a coaching meeting held via telephone between the Secretary/Treasurer, District Administrator, and the District Governor. The suspension period for a suspended Governor, will be set by the District Secretary/Treasurer and District Administrator for a time frame of at least two (2) weeks but not to exceed six (6) weeks.
3. At the end of the suspension period the District Secretary/Treasurer and District Administrator shall review the progress of the suspended Governor and call an emergency board meeting. At this meeting the Secretary/Treasurer and Administrator shall present their findings to the District Board. If the board finds the progress to be satisfactory, they have the option to revoke suspension by a majority vote; the Governor in question shall regain all privileges as a voting member of the district board and regain the right to preside over Capital District Board meetings. If the board finds the progress to be unsatisfactory, the board will then move directly to a motion for removal from district office as outlined in **Article 5 Section 6** in the Capital District Bylaws.

Section I: Protocol for Official Capital District Functions

- 1) The following people shall be seated, as space permits in order of priority, at the head table when present at official Capital District functions:
 - a) The current District Governor
 - b) Any International representative or officer
 - c) The current Secretary/Treasurer
 - d) The current Editor
 - e) The District Administrator
 - f) The Kiwanis District Governor
 - g) The Key Club District Governor
 - h) The Master of Ceremonies or Presiding Official
 - i) Speaker(s)
 - j) Invocator
 - k) Benedictor

- 2) The following people shall be seated at the head table when space permits:
 - a) The Lieutenant Governor of host division and/or President of host club
 - b) Visiting officers from other districts
 - c) The Immediate Past District Governor
 - d) Immediate Past International officer(s) from the Capital District
 - e) Staff and officials from the International office
 - f) Other Kiwanis and Key Club District officers and past officers
 - g) Other guests for special reasons

- 3) All seating at the head table shall be assigned in the following order starting at the left of the lectern facing the audience, and then alternating from right to left:
 - a) Master of Ceremonies or Presiding Official
 - b) Speaker
 - c) Present International Officers
 - d) Present District Officers and Administrators
 - e) Immediate Past International Officers
 - f) Immediate Past District Officers
 - g) Other guests
 - h) Invocator
 - i) Benedictor

- 4) Special guidelines shall include:

If a dais (head table) guest has a spouse present, the spouse should be seated next to the guest. If the space at the head table is inadequate, spouses may be seated at a second dais in front.

Unless determined otherwise by the Governor, Lt. Governors shall be seated directly in front of the head table, alphabetically from left to right by division.

Past District Officers and Companions shall be seated as a group in an honored position.

The Governor shall preside at all District Banquets and other District Sponsored functions, unless the Governor decides that another person should preside.

Section J: International Convention

1. The Board of Officers shall appoint a designate to serve as On To International Convention (OTIC) Chair for the following year by the November Board Meeting.
2. A mailing containing prices of transportation, information on the convention, and any other pertinent information should be sent to all clubs. A list of people interested in attending the convention should be gathered, and these people should be kept informed on travel arrangements and costs and other District involvement regarding the convention.
3. The registration fees and room costs at the convention for the Board of Officers (excluding the District Administrator) shall be paid for by the District. The Governor is a delegate at large.
4. A Lieutenant Governor, for a club in his/her division, or the District Secretary/Treasurer, and Editor, for a club in the District, may represent, by vote, a club not otherwise represented at International Convention, provided he/she has authority to do so in writing from the club that he/she is to represent.
5. The Governor shall see that the District is represented by as many delegates as possible.

Section K: Fall Membership Rally

1. The District shall sponsor no less than one (1) inter-divisional training rally in a strategic area of the District to be conducted in or near the month of October each year.

2. The District Board, before leaving office, shall reserve the site for the Fall Membership Rally of the next administration, including payment of all reservation fees.
3. The emphasis at the rally shall be on membership education and growth, CKI history, the purposes and function of the District and International structures, duties of officers at all levels, and Kiwanis-Family relations. Additional emphasis will also be placed on the importance and role of members themselves in the operation of Circle K, along with methods of developing leadership skills.
4. Elected District Officers are expected to attend the Rally.
5. The value of attending the upcoming District Convention shall be stressed.

Section L: Spring Officer Training Conference

1. The District shall sponsor no less than one (1) inter-divisional training rally in a strategic area of the District to be conducted after the District Convention and before April 1st of each year.
2. The emphasis at the rally shall be on duties of new officers at all levels, membership education and growth, CKI history, the purposes and function of the District and International structures, and

Kiwanis-Family relations. Additional emphasis will also be placed on the importance and role of members themselves in the operation of Circle K, along with methods of developing leadership skills.

3. The current executive officers and Governor-Elect shall attend the Spring Officer Training Conference. Lieutenant Governors shall attend at least one. Other officers-elect are encouraged to attend at least one.

Section M: Alumni Association

1. The Capital District Alumni Association can exist as a separate and independent organization operating under its own by-laws. The Alumni Association will aid the Capital District CKI whenever asked and whenever possible. A continuing and working relationship shall exist between the two.

Section N: Sister Districts

Last Revised 6/27/2018

Section O: Special Operating Procedures

1. In cases deemed necessary by the Governor, in consultation with the District Administrator, the Board of Officers may conduct business through the use of e-mail, including voting by e-mail. In such cases, there shall be no voting by proxy. Any e-mail vote shall be decided by a majority of all voting board members of the Board of Officers, with the exception of those questions for which a greater proportion is specifically required by the Capital District Bylaws or this Policy Code.

Section P: Alcohol Sales

4. Any event in which Capital District CKI members partake in the sale of alcohol is permitted when (1) the event is a Kiwanis sponsored event or (2) a fundraising event has prior approval from both the District Governor and the District Administrator.
5. At all events involving in the sale of alcohol all Capital District CKI Members must abide by the Circle K International Code of Conduct and all local, state, and federal laws and regulations. Any CKI member found breaking the Code of Conduct will have disciplinary actions taken against them for the infraction incurred.
6. Sale, distribution and consumption of alcohol by CKI members is prohibited at official Capital District CKI events that are open to all members, including FMR, SOTC, DLSSP, Total K Day, and all other events in which alcohol sale, distribution, and consumption is deemed unsuitable by the sitting district board of officers.

Appendix I: Service Agreements

District Officer Service Agreement:

- Governor Duties**
- Secretary/Treasurer Duties**
- Editor Duties**
- Lt. Governor Duties**

Committee Chairs:

- Convention and Conferences**
- Membership Development and Education**
- Kiwanis-Family and Sister District**
- Laws, Regulations, and Awards**
- Service**
- Technology**
- On To International Convention**
- Club Building and Revitalization**



Capital District Officer Service Agreement

This agreement has been entered into by the following:

In seeking the position of _____, Capital District Circle K:

I hereby declare that I have read and understood the responsibilities of the above office as stated in the Policy Code and District Officer Service Agreement of the Capital District of Circle K International. If elected, I understand that I am under the obligation to fulfill the duties and obligations of the said office as stated in the Capital District Bylaws, Capital District Policy Code, the Bylaws of Circle K International, and those set forth by the presiding Governor and District Board of Officers of the Capital District.

I also understand that failure to perform these required duties can be just cause for my dismissal.

Signature _____ Date _____

Please complete and return this form to the current Capital District CKI Administrator, postmarked no later than seven (7) days prior to the specified starting date of the Annual Capital District Convention. If the form cannot be completed until after this date, please bring it to the Capital District Convention Office no later than the beginning of Opening Session of the Convention.

Capital District Officer Service Agreement for the Office of Governor

The following contract is agreed to by all members of the Capital District of Circle K International who wish to serve as District Officers. It is understood that failure to observe the following agreement will result in possible removal from office in accordance with the Capital District Bylaws. **This contract is only the minimum that an officer must do to remain on the District Board; this should not limit your work.**

The Governor agrees to do the following during his/her term in office:

1. Attend the Spring Officer Training Conference following the convention at which he/she is elected.
2. Attend the District Officer Training Conference following the convention at which he/she is elected.
3. Attend the Governor and Administrator Training Conference held sometime after the convention at which he/she is elected.
4. Attend the Capital District CKI Convention, the Circle K International Convention, the Kiwanis District Convention, the Key Club District Convention, and all duly called meetings of the District Board of Officers if these events do not conflict with other mandatory CKI events.
5. Attend and actively participate in the Fall Membership Rally as well as the Spring Officer Training Conference.
6. Preside at the annual Capital District Convention and all meetings of the Board of Officers, and serve as a non-voting ex-officio member on all District Committees.
7. Insure that plans for the District Convention are performed and executed.
8. Organize the Spring Officer Training Conference for the new administration. This shall include preparing the agenda, assigning workshop leaders, and setting the times, dates, and conferences to be presented at District Convention.
9. Work closely with the CKI District Administrator and his/her appointed representatives, the Key Club District Governor, the Kiwanis District Governor and their appointed representatives.
10. Serve as the main point of contact with other districts and with the Kiwanis Family.
11. Work with the District Secretary/Treasurer and Administrator in preparing the annual budget and the District Convention Budget.
12. Insure that other District Officers are satisfactorily performing their assigned duties with emphasis on reporting, recordkeeping, and accounting of funds.
13. Communicate with the Board of Officers, the counseling International Representative, and the Circle K International Director to keep them fully informed of District activities.
14. Structure Committees, assign Committee Chairpersons, and supervise all Capital District Board Committee activities.
15. Work with the CKI District Administrator and Lt. Governors on building new clubs and rebuilding inactive clubs.
16. Work to increase the quality and number of service projects and the membership of the District.
17. Be responsible for the leadership training of all club officers throughout the district.
18. Make as many club visitations and Divisional meetings as possible, but no less than one (1) visit to each Division.
19. Submit a monthly report as directed by Circle K International.
20. Maintain a set of files on past District activities which will be passed on to the next administration.
21. Publish a monthly newsletter or memo to the District Board of Officers, Club Presidents, and all others that he/she deems appropriate on the state of the District, important plans, and other pertinent information.
22. Brief the incoming Governor on the duties of the office.

Capital District Officer Service Agreement for the Office of Secretary/Treasurer

The following contract is agreed to by all members of the Capital District of Circle K International who wish to serve as District Officers. It is understood that failure to observe the following agreement will result in possible removal from office in accordance with the Capital District Bylaws. **This contract is only the minimum that an officer must do to remain on the District Board, and this should not limit your work.**

The Secretary/Treasurer agrees to do the following during his/her term in office:

1. Attend the Spring Officer Training Conference following the convention at which he/she is elected.
2. Attend the District Officer Training Conference following the convention at which he/she is elected.
3. Attend the International Convention during his/her term in office.
4. Attend the Capital District Convention at the end of his/her term in office.
5. Attend all duly called meetings of the Board of Officers as indicated in the Capital District Policy Code.
6. Attend and actively participate in the Fall Membership Rally.
7. Attend and actively participate in the Spring Officer Training Conference
8. Be responsible for the maintenance of the District Bylaws and this Policy Code and shall keep the District Board and the clubs informed of any approved Bylaws amendments and of amendments to this Policy Code.
9. Send to the District Governor, District Administrator, and International Representative copies of all correspondence sent out.
10. Keep all records of the District Convention and the minutes of the Board of Officers' meetings.
11. Within fourteen (14) days after meetings of the Board of Officers and the District Convention (to be performed by the outgoing Secretary) distribute copies of the proceedings and/or minutes of meetings to the people listed in the Capital District Policy Code.
12. Issue all calls to official events, including conferences and District Convention, and meetings of the Board of Officers to all clubs and appropriate Kiwanis-Family officials as directed in the Capital District Policy Code.
13. Submit a written report reflecting the District income and expenditures and the dues status of member clubs at all Board meetings, unless otherwise directed.
14. Maintain effective communication among the District, clubs, and members.
15. Send appropriate materials (i.e. Monthly Report Forms, Board Minutes, etc.) to Club Presidents of newly chartered clubs as soon as possible after notification of charter from Circle K International.
16. Maintain accurate and complete files on District activities, transfer the files to the incoming Secretary/Treasurer, and brief the incoming Secretary/Treasurer on the duties of the office.
17. Receive the appropriate copy of each club's monthly report, keep a scorecard, and advise each club on its status.
18. Solicit resolutions and proposed Bylaws amendments at least sixty (60) days prior to Convention from District members and give written notice to all chartered clubs of any resolutions or amendments at least thirty (30) days prior to Convention.
19. Keep all appropriate records of District finances.
20. Be responsible for the promotion of District Awards.
21. Issue a call for District dues and work closely with club treasurers on collecting dues, making budgets, and filing out reports.
22. Work closely with club secretaries to maintain a listing of all members and their addresses, by club, in good standing with the Capital District of Circle K International.
23. Maintain a copy of the District accounts and books, which are at any time open to inspection.
24. Assist the Governor and District Administrator in preparing the annual District budget, the Convention budget, and any other necessary budgets.
25. Develop and promote programs for dues incentive and the Outreach program.
26. Assist the Governor with District functions as required and perform such other duties as may be authorized by the Governor and Board of Officers.

Capital District Officer Service Agreement for the Office of Editor

The following contract is agreed to by all members of the Capital District of Circle K International who wish to serve as District Officers. It is understood that failure to observe the following agreement will result in possible removal from office in accordance with the Capital District Bylaws. **This contract is only the minimum that an officer must do to remain on the District Board, and this should not limit your work.**

The Editor agrees to do the following during his/her term in office:

1. Attend the Spring Officer Training Conference following the convention at which he/she is elected.
2. Attend the District Officer Training Conference following the convention at which he/she is elected.
3. Attend the International Convention during his/her term in office.
4. Attend the Capital District Convention at the end of his/her term in office.
5. Attend all duly called meetings of the Board of Officers as indicated in the Capital District Policy Code.
6. Attend and actively participate in the Spring Officer Training Conference.
7. Attend and actively participate in the Fall Membership Rally.
8. Be familiar with and abide by the Capital District Policy Code, and Bylaws, and the International Policy Code and Bylaws.
9. Assist the Governor with District functions as required and perform other duties as authorized by the Governor or Board of Officers.

Capital District Officer Service Agreement for the Office of Lieutenant Governor

The following contract is agreed to by all members of the Capital District of Circle K International who wish to serve as District Officers. It is understood that failure to observe the following agreement will result in possible removal from office in accordance with the Capital District Bylaws. **This contract is only the minimum that an officer must do to remain on the District Board, and this should not limit your work.**

Each Lieutenant Governor agrees to do the following during their term in office:

1. Attend the Spring Officer Training Conference following the convention at which he/she is elected.
2. Attend the District Officer Training Conference following the convention at which he/she is elected.
3. Attend the International Convention during his/her term in office.
4. Attend the Capital District Convention at the end of his/her term in office.
5. Attend all duly called meetings of the Board of Officers as indicated in the Capital District Policy Code.
6. Attend and actively participate the Spring Officer Training Conference.
7. Attend and actively participate in the Fall Membership Rally.
8. Be familiar with and abide by the Capital District Policy Code, the Capital District Bylaws, and the International Bylaws.
9. Send to the District Governor, and District Administrator copies of all correspondence sent out.
10. Compile and maintain a complete list of club officers' names, addresses, and phone numbers, and submit them to the Governor and Secretary/Treasurer as called upon.
11. Submit a monthly report by the tenth day of each month to the Governor, Secretary/Treasurer, District Administrator, Zone Administrator, and International Representative and at other times as directed by the Governor or District Administrator.
12. Assist in the collection of District and International dues and monthly report forms as indicated by the Capital District Policy Code.
13. Establish communications with Kiwanis and Key Club District Officers within the Division.
14. Attempt to reactivate, with the help of Kiwanis, the Club Building and Revitalization Chair, and the District Governor and/or other CKI club(s), any inactive clubs in the Division.
15. Build as many new clubs as possible, with the assistance of Kiwanis the Club Building and Revitalization Chair, and the District Governor and/or other CKI club(s), and shall maintain a current listing of new club possibilities.
16. Complete all work with District Committees in a timely manner.
17. Assist the CKI club presidents when requested, especially in the capacity of recruitment, training, and club objectives.
18. Be responsible for the growth of membership, service, projects and CKI education within the Division.
19. Maintain proper files, transfer them to the new Lieutenant Governor, and brief the new Lieutenant Governor on the duties of the office.
20. Assist the Governor with District functions as required and perform other duties as may be authorized by the Governor or the Board of Officers.

Capital District Officer Service Agreement for the Office of Conventions and Conferences Committee

The following contract is agreed to by all members of the Capital District of Circle K International who wish to serve as District Committee Chairs. It is understood that failure to observe the following agreement

will result in possible removal from office in accordance with the Capital District Bylaws. **This contract is only the minimum that a Committee Chair must do and this should not limit your work.**

The chair of this committee agrees to do the following during his/her term of office:

1. Attend the following board meetings is encouraged but not required unless informed by the Governor otherwise: District Officer Training Conference, International Convention, Kiwanis Family Weekend, Winter, and the board meetings before and after District Convention at the request of the Governor.
2. Work with the District Board of Officers in the planning of the Fall Membership Rally, District Convention, and Spring Officer Training Conference.
3. Complete all assigned responsibilities for both the Fall Membership Rally and Spring Officer Training Conference.
4. Aid in the planning, arranging, and preparation for the Convention including coordinating entertainment, themes, scheduling, decorations, programs, and any other logistics.
5. Prepare and release by November 30th prior to convention, a general communication to all clubs concerning registration forms, awards criteria, tentative Convention schedule, certificate of election of delegates, petitions for District Office, information and application forms for district awards, and other forms deemed necessary by the Governor or Board of Officers
6. Send out a follow-up communication or requests of the Governor or Board of Officers concerning the convention at least sixty (60) days prior to the Convention date.
7. Send out a third communication, as appropriate, prior to the Convention.
8. Check with the hotel to see if posters, etc. are allowed on the hotel property. If they are, the permission to use such items shall be obtained in writing to prevent the District from taking false blame for irresponsible use. If it is not permissible, the Convention program should note this fact.
9. Present reports to the district board as requested.
10. File a monthly report with the District Governor, and District Administrator. This report shall be emailed to the individuals named by the seventh (7th) day of each month.
11. Adhere to the timetable of directives set by the district board and policy code, and perform any additional duties asked by the Governor or Board of Officers.
12. Set up a committee to carry out any and all activities required to successfully complete District Convention.

I have read this agreement that outlines the minimum duties and responsibilities of the position, and I am willing and able to faithfully and fully execute those duties.

Signed: _____ Date: _____

As district board liaison to this committee, I will aid the committee chair in the fulfillment of their duties in accordance with the Capital District Policy Code and the Capital District Board of Officers.

Signed: _____ Date: _____

A copy with signatures will be forwarded to the District Governor, District Secretary/Treasurer, District Administrator, Board Liaison, and International Representative. Copies should also be retained for one's files.

Capital District Officer Service Agreement for the Office of Membership Development and Education Committee

The following contract is agreed to by all members of the Capital District of Circle K International who wish to serve as District Committee Chairs. It is understood that failure to observe the following agreement will result in possible removal from office in accordance with the Capital District Bylaws. **This contract is only the minimum that a Committee Chair must do and this should not limit your work.**

The chair of this committee agrees to do the following during his/her term of office:

1. Attend the following board meetings is encouraged but not required unless informed by the Governor otherwise: District Officer Training Conference, International Convention, Kiwanis Family Weekend, Winter, and the board meetings before and after District Convention at the request of the Governor.
2. Be responsible for the development, evaluation, and promotion of programs to assist clubs in the implementation of membership education, development, recruitment, recognition, and retention programs.
3. Be responsible for maintaining a district membership orientation program and assist clubs in implementing membership induction ceremonies.
4. Promote any International and other CKI conferences and events and be responsible for the development, evaluation, and promotion of programs and materials to assist clubs in the implementation of public relations techniques.
5. Promote the benefits of CKI membership.
6. Assist any club during its infancy and help them in the education of members and sponsoring Kiwanis Clubs, in the planning of well-organized meetings, programs and projects, and the development of long range planning, and in the encouragement of involvement at the District and International level.
7. Serve as a resource for all aspects of club operations, development, and growth, which are not adequately outlined or covered by training manuals, district officers, or committees.
8. Present reports to the district board, as requested.
9. File a monthly report with the District Governor, and District Administrator. This report shall be emailed to the individuals named by the tenth (10th) day of each month.
10. Promote the District Membership Recognition Program (MRP) and maintain and present the Member Education Program
11. Adhere to the timetable of directives set by the district board and policy code, and perform any additional duties asked by the Governor or Board of Officers.
12. Set up a committee with a representative from each division's membership to carry out the duties and activities of this committee.

I have read this agreement that outlines the minimum duties and responsibilities of the position, and I am willing and able to faithfully and fully execute those duties.

Signed: _____ Date: _____

As district board liaison to this committee, I will aid the committee chair in the fulfillment of their duties in accordance with the Capital District Policy Code and the Capital District Board of Officers.

Signed: _____ Date: _____

A copy with signatures will be forwarded to the District Governor, District Secretary/Treasurer, District Administrator, Board Liaison, and International Representative. Copies should also be retained for one's files.

Capital District Officer Service Agreement for the Office of Kiwanis-Family and Sister District Committee

The following contract is agreed to by all members of the Capital District of Circle K International who wish to serve as District Committee Chairs. It is understood that failure to observe the following agreement will result in possible removal from office in accordance with the Capital District Bylaws. **This contract is only the minimum that a Committee Chair must do and this should not limit your work.**

The chair of this committee agrees to do the following during his/her term of office:

1. Attend the following board meetings are encouraged but not required unless informed by the Governor otherwise: District Officer Training Conference, International Convention, Kiwanis Family Weekend, Winter, and the board meetings before and after District Convention at the request of the Governor.
2. Generate a calendar of Kiwanis-Family events.
3. Educate members of CKI and other Kiwanis-Family branches about the importance of Kiwanis-Family relations
4. Be responsible for strengthening Kiwanis-Family relations throughout the District by publicizing Kiwanis-Family events and implementing Kiwanis-Family programs including the Key to College program, Kiwanis-Family Days, the annual Total K Day, and KC².
5. Develop resources that will assist in the creation of new K-Kids and Builder's Clubs.
6. Present reports to the district board, as requested.
7. File a monthly report with the District Governor, and District Administrator. This report shall be emailed to the individuals named by the seventh (7th) day of each month.
8. Adhere to the timetable of directives set by the district board and policy code, and perform any additional duties asked by the Governor or Board of Officers.
9. Set up a committee with a representative from each division's membership to carry out the duties and activities of this committee.

I have read this agreement that outlines the minimum duties and responsibilities of the position, and I am willing and able to faithfully and fully execute those duties.

Signed: _____ Date: _____

As district board liaison to this committee, I will aid the committee chair in the fulfillment of their duties in accordance with the Capital District Policy Code and the Capital District Board of Officers.

Signed: _____ Date: _____

A copy with signatures will be forwarded to the District Governor, District Secretary/Treasurer, District Administrator, Board Liaison, and International Representative. Copies should also be retained for one's files.

Capital District Officer Service Agreement for the Office of Laws, Regulations, and Awards Committee

The following contract is agreed to by all members of the Capital District of Circle K International who wish to serve as District Committee Chairs. It is understood that failure to observe the following agreement will result in possible removal from office in accordance with the Capital District Bylaws. **This contract is only the minimum that a Committee Chair must do and this should not limit your work.**

The chair of this committee agrees to do the following during his/her term of office:

1. Attend the following board meetings are encouraged but not required unless informed by the Governor otherwise: District Officer Training Conference, International Convention, Kiwanis Family Weekend, Winter, and the board meetings before and after District Convention at the request of the Governor.
2. Maintain this policy code as well as the District Bylaws in conformity with the Policy Code and Bylaws of Circle K International.
3. Make recommendations to the Board of Officers for proposed amendments to the District Bylaws to come before the House of Delegates as well as periodic updates to this Policy Code.
4. Be responsible for the interpretation of these bylaws for action by the Board of Officers and for all matters affecting CKI on the District Level.
5. Review all club bylaws submitted for district approval, make revisions, and approve recommendations to the Board of Officers for action and approval. Shall then forward District-approved bylaws to the International Office for final approval by the International Board of Representatives.
6. Be responsible for drafting resolutions for the House of Delegates at the annual district convention.
7. Maintain District Awards and make any recommendations for improving the programs and their judging to the Board of Officers.
8. Be responsible for running workshops at FMR and SOTC on informing clubs and members about the Awards Program and gather feedback.
9. Work with the Governor, Secretary-Treasurer, Editor, and Administrator in the planning and organizing of awards at the January Board Meeting.
10. Present reports to the district board, as requested.
11. File a monthly report with the District Governor, and District Administrator: This report shall be emailed to the individuals named by the seventh (7th) day of each month.
12. Adhere to the timetable of directives set by the district board and policy code, and perform any additional duties asked by the Governor or Board of Officers.
13. Set up a committee with a representative from each division's membership to carry out the duties and activities of this committee.

I have read this agreement that outlines the minimum duties and responsibilities of the position, and I am willing and able to faithfully and fully execute those duties.

Signed: _____ Date: _____

As district board liaison to this committee, I will aid the committee chair in the fulfillment of their duties in accordance with the Capital District Policy Code and the Capital District Board of Officers.

Signed: _____ Date: _____

A copy with signatures will be forwarded to the District Governor, District Secretary/Treasurer, District Administrator, Board Liaison, and International Representative. Copies should also be retained for one's files.

Capital District Officer Service Agreement for the Office of Service Committee

The following contract is agreed to by all members of the Capital District of Circle K International who wish to serve as District Committee Chairs. It is understood that failure to observe the following agreement will result in possible removal from office in accordance with the Capital District Bylaws. **This contract is only the minimum that a Committee Chair must do and this should not limit your work.**

The chair of this committee agrees to do the following during his/her term of office:

1. Attend the following board meetings are encouraged but not required unless informed by the Governor otherwise: District Officer Training Conference, International Convention, Kiwanis Family Weekend, Winter, and the board meetings before and after District Convention at the request of the Governor.
2. Promote and publicize the following themes and programs throughout the District: International Service Initiative, District Project, and Tomorrow Fund.
3. Maintain a service project handbook that provides suggested service projects to support the above District and International themes and programs.
4. Promote the overall importance of service throughout the District and provide clubs with project ideas, including instruction on effective planning, promotion, and implementation of projects.
5. Aid in the planning of service projects at District events, including Fall Membership Rally, District Convention, and any other District events as directed by the Governor or Board of Officers.
6. Plan, publicize, and implement the service fair at District Convention.
7. Plan, publicize, and implement at least one district-wide event supporting the District Project.
8. Plan, publicize, and implement the District Large Scale Service Project.
9. Present reports to the district board, as requested.
10. File a monthly report with the District Governor, and District Administrator. This report shall be emailed to the individuals named by the seventh (7th) day of each month.
11. Adhere to the timetable of guidelines set by the district board and policy code, and perform any additional duties asked by the Governor or Board of Officers.
12. Set up a committee with a representative from each division's membership to carry out the duties and activities of this committee.

I have read this agreement that outlines the minimum duties and responsibilities of the position, and I am willing and able to faithfully and fully execute those duties.

Signed: _____ Date: _____

As district board liaison to this committee, I will aid the committee chair in the fulfillment of their duties in accordance with the Capital District Policy Code and the Capital District Board of Officers.

Signed: _____ Date: _____

A copy with signatures will be forwarded to the District Governor, District Secretary/Treasurer, District Administrator, Board Liaison, and International Representative. Copies should also be retained for one's files.

Capital District Officer Service Agreement for the Office of On To International Convention Committee

The following contract is agreed to by all members of the Capital District of Circle K International who wish to serve as District Committee Chairs. It is understood that failure to observe the following agreement will result in possible removal from office in accordance with the Capital District Bylaws. **This contract is only the minimum that a Committee Chair must do and this should not limit your work.**

The chair of this committee agrees to do the following during his/her term of office:

1. Attend the following board meetings are encouraged but not required unless informed by the Governor otherwise: District Officer Training Conference, International Convention, Kiwanis Family Weekend, Winter, and the board meetings before and after District Convention at the request of the Governor.
2. Be responsible for publicizing the International Convention and solicit the District membership for possible district tour ideas; which shall be done through mailings and other forms of contact. Shall research all possible travel options for the International Convention Tour and present these options to the District Board at the board meeting held before District Convention.
3. Coordinate District spirit items, including a t-shirt, pin, stickers, etc. and distribute to other convention attendees.
4. Send a communication to all clubs containing prices of transportation, information on the convention, and any other pertinent information immediately after the annual District Convention.
5. Gather a list of people interested in attending the convention, and these people should be kept informed on travel arrangements and costs and other District involvement regarding the convention.
6. Present reports to the district board, as requested.
7. File a monthly report with the District Governor, and District Administrator. This report shall be emailed to the individuals by the seventh (7th) day of each month.
8. Adhere to the timetable of directives set by the district board, policy code, and Circle K International, and perform any additional duties asked by the Governor or Board of Officers.

I have read this agreement that outlines the minimum duties and responsibilities of the position, and I am willing and able to faithfully and fully execute those duties.

Signed: _____ Date: _____

As district board liaison to this committee, I will aid the committee chair in the fulfillment of their duties in accordance with the Capital District Policy Code and the Capital District Board of Officers.

Signed: _____ Date: _____

A copy with signatures will be forwarded to the District Governor, District Secretary/Treasurer, District Administrator, Board Liaison, and International Representative. Copies should also be retained for one's files.

Capital District Officer Service Agreement for the Office of Technology Committee

The following contract is agreed to by all members of the Capital District of Circle K International who wish to serve as District Committee Chairs. It is understood that failure to observe the following agreement

will result in possible removal from office in accordance with the Capital District Bylaws. **This contract is only the minimum that a Committee Chair must do and this should not limit your work.**

The chair of this committee agrees to do the following during his/her term of office:

1. Attend the following board meetings is encouraged but not required unless informed by the Governor otherwise: District Officer Training Conference, International Convention, Kiwanis Family Weekend, Winter, and the board meetings before and after District Convention at the request of the Governor.
2. Shall be responsible for updating the District web site regularly including the following: calendar promoting club and District events, appropriate historical information, and graphical standards.
3. Provide electronic resource files online for members and officers.
4. Assist clubs in the creation and maintenance of their own web sites.
5. Maintain a list of active club web sites.
6. Use the *Capital Courier* and district technology to promote the district webpage and anything related to the webpage.
7. Present reports to the district board, as requested.
8. File a monthly report with their appointed board liaison, the District Governor, District Secretary/Treasurer, and District Administrator. This report shall be postmarked or sent electronically to the individuals named by the seventh (7th) day of each month.
9. Adhere to the timetable of directives set by the district board and policy code, and perform any additional duties asked by the Governor or Board of Officers.

I have read this agreement that outlines the minimum duties and responsibilities of the position, and I am willing and able to faithfully and fully execute those duties.

Signed: _____ Date: _____

As district board liaison to this committee, I will aid the committee chair in the fulfillment of their duties in accordance with the Capital District Policy Code and the Capital District Board of Officers.

Signed: _____ Date: _____

A copy with signatures will be forwarded to the District Governor, District Secretary/Treasurer, District Administrator, Board Liaison, and International Representative. Copies should also be retained for one's files.

Capital District Officer Service Agreement for the Office of Club Building and Revitalization Committee

The following contract is agreed to by all members of the Capital District of Circle K International who wish to serve as District Committee Chairs. It is understood that failure to observe the following agreement will result in possible removal from office in accordance with the Capital District Bylaws. **This contract is only the minimum that a Committee Chair must do and this should not limit your work.**

The chair of this committee agrees to do the following during his/her term of office:

1. Attend the following board meetings are encouraged but not required unless informed by the Governor otherwise: District Officer Training Conference, International Convention, Kiwanis Family Weekend, Winter, and the board meetings before and after District Convention at the request of the Governor.
2. Target schools in the District with potential to charter CKI clubs.
3. Assist clubs-in-formation with all aspects of the chartering process.
4. Assist lieutenant governors with all past due, retained, and suspended clubs in the District by working with the existing club structure to educate them on the importance of membership and recruiting members.
5. Present reports to the district board, as requested.
6. File a monthly report with the District Governor, and District Administrator. This report shall be emailed to the individuals named by the seventh (7th) day of each month.
7. Adhere to the timetable of directives set by the district board and policy code, and perform any additional duties asked by the Governor or Board of Officers.
8. Set up a committee with a representative from each division's membership to carry out the duties and activities of this committee.

I have read this agreement that outlines the minimum duties and responsibilities of the position, and I am willing and able to faithfully and fully execute those duties.

Signed: _____ Date: _____

As district board liaison to this committee, I will aid the committee chair in the fulfillment of their duties in accordance with the Capital District Policy Code and the Capital District Board of Officers.

Signed: _____ Date: _____

A copy with signatures will be forwarded to the District Governor, District Secretary/Treasurer, District Administrator, Board Liaison, and International Representative. Copies should also be retained for one's files.

Appendix II: Capital District CKI Election Policies

I. Eligibility for District Elections

- a) Candidates for District Office must be active members in good standing in a club of the District who, prior to election, have submitted the proper, signed "Officer Service Agreement" form to the District Administrator by the established deadline, indicating that they will carry out the duties and responsibilities of such office.

II. Campaigning

- a) The candidate may not formally campaign until sixty (60) days prior to the District Convention. This includes district technology and telephone calls.
- b) The only people allowed to actively campaign for a candidate shall be current CKI members. No more than three (3) members can serve on a candidate's campaign staff.
- c) No District Board member past or present may actively campaign for a District candidate.
- d) No campaigning will be allowed between the hours of 1:00 a.m. and 7:00 a.m.
- e) Each candidate is entitled to create campaign literature and may only distribute the literature during caucus sessions. All other posters, pins, buttons, and other campaign paraphernalia are strictly prohibited. At no time will campaign literature be allowed in the House of Delegates.

III. Caucuses

- a) Formal caucuses are a time to determine future policies for Circle K International through the hearing of candidates for District Office. Caucus is a very important part of the District Convention and should be approached in a very serious and dignified manner. Appointed representatives from each division are responsible for maintaining order in their caucus. Appointments of divisions to caucuses will be made by the District Governor and Elections Committee Chairperson. A smoothly run caucus permits correct analysis of information sought and obtained. With these objectives in mind, the following procedures will be followed:
 - 1. Caucuses for District Officer Candidates will be scheduled by the Board. The divisions will have five (5) minutes at the beginning of the scheduled caucus time to organize and inform attendees as to procedures, strategies, etc.
 - 2. Only candidates that have met the filing deadlines for officer agreement forms and have been duly nominated may caucus.
 - 3. Each candidate will be allowed seven (7) minutes of time in each caucus room with two minutes reserved for travel between caucuses.
 - 4. Any question asked of a candidate may be thrown out if it is considered by the caucus facilitator to be inappropriate.
 - 5. Each caucus will be assigned at least two Sergeants-at-arms. One will stand inside the door and one will stand outside the door while a candidate is speaking. The door is to remain closed and no one is to enter or leave while a candidate is speaking unless it is a case of extreme emergency. The Sergeants-at-Arms will be responsible for keeping time in caucus, and insuring that candidates do not exceed allotted time.
 - 6. A candidate not involved in speaking to caucuses may attend his/her home division caucus.
 - 7. All CKI members must attend only the caucus of his/her division except the District Governor, candidates, and members of a candidate's campaign staff. Only CKI members may ask questions of candidates. Candidates and members of a candidate's campaign staff may only ask questions of candidates when in attendance at their home division's caucus.
 - 8. In the case where the Lt. Governor of a division is a candidate and unable to run the caucus of his/her own division, the District Secretary/Treasurer, District Editor, or another appointed CKI member may attend that division's caucus in order to facilitate said caucus.
- b) Informal caucuses are defined as any discussion between a candidate and two or more CKI members except members of the campaign staff or the candidate's home club. No caucusing will be allowed between the hours of 1:00 a.m. and 7:00 a.m.
- c) Any non-member of CKI is not allowed to question any candidates during the caucus session.

IV. Violations

- a) **Pre-convention:** Notification of a possible violation must be in the form of a signed letter postmarked no later than one week following the incident, to be sent to the District Governor and District Administrator. Materials that support the belief that the alleged infraction occurred must be included with the aforementioned letter (i.e. witness names, letters, phone transcripts, etc.). The Candidate shall be sent a copy of this letter and its support materials by the District Governor.
- b) **Convention:** Notification of a possible violation must be made in writing and signed by a witness within six (6) hours of the alleged violation. The notification will be given to the District Governor and/or District Administrator whose responsibility it will be to notify the other. Once this notification has been received, the District Governor and/or District Administrator shall inform the candidate of the alleged violation.

V. Enforcement

- a) Any candidate found in violation of this Election Policy by a two-thirds (2/3) vote of the Board of Officers may be subject to disqualification.
- b) In the case when the Governor is the candidate found in violation of this Election Policy, the Board of Officers must elect a current board member to temporarily preside until a decision has been made.

VI. Grievances

- a) All grievances shall come to the attention of the Capital District CKI Board. Any candidate has the right to petition the District Board in response to any allegations of misconduct. The final decision rests with the Capital District CKI Board of Officers.