

BYLAWS FOR THE CAPITAL DISTRICT OF CIRCLE K INTERNATIONAL

Last Revised: December, 16 2018

ARTICLE I – NAME AND TERRITORIAL LIMITS

Section 1.

The name of this organization shall be the Capital District of Circle K International, and the international organization shall be known by its initials “CKI.”

Section 2.

The District shall function within boundaries that shall be coextensive with the boundaries of the Capital District Kiwanis of Kiwanis International and shall be divided into divisions as approved by the Capital District Kiwanis.

ARTICLE II – OBJECTS

Section 1.

The objects of this district shall be:

To promote the Objects of Circle K International

To coordinate the projects of member CKI clubs

To strengthen and extend CKI in the District

To increase the fellowship and cooperative efforts of the clubs within the district

To provide the goods and services necessary for the welfare of the clubs and individual members

To promote participation of the clubs within the district in the general objectives, programs, and policies of the district and of Circle K International

To accept and promote the Objectives of Circle K International

Section 2.

The vision of this district shall be: Circle K International is the organization that holds the promise of today’s college student becoming tomorrow’s leader. It exists to meet the personal needs of the individual collegian through the qualities of leadership, the rewards of service, and the unique spirit of friendship. CKI’s potential lies in its abilities to positively influence those in our society who are facing ultimate personal decisions, and those who will one day create the vision of mankind for generations to come. CKI is the embodiment of those qualities necessary to shape the future, realized in the colleges and the universities of today. The vision of Circle K International is dedicated to the realization of mankind’s potential.

ARTICLE III – MOTTO

Section 1.

The motto of this district shall be, “Live to Serve, Love to Serve,” as is the motto of Circle K International.

ARTICLE IV – MEMBERSHIP

Section 1.

Each Kiwanis-sponsored CKI club in this district affiliated with Circle K International shall be a member of this district.

Section 2.

Any member club more than thirty (30) days in arrears for any indebtedness to this district, or to Circle K International, shall not be considered in good standing.

Section 3.

Any member club must be in good standing with both Circle K International and the district to be considered in good standing with this district.

Section 4.

If the Board of Officers rules that a club is not in good standing, the club and the Kiwanis club which sponsors it, shall be notified within thirty (30) days of this action and why it was taken.

ARTICLE V – OFFICERS

Section 1.

- (a). The elected officers of the Capital District shall be a governor, a secretary/treasurer, a communications coordinator, and a lieutenant governor for each established division.
- (b). The number of established divisions shall be those which are deemed essential by the Board of Officers and the Kiwanis District Board of Representatives. The district may petition the Circle K International Board of representatives, providing it has the approval of the Kiwanis District Board of Representatives, to create or eliminate an elected position. Such petition shall define the duties for each officer and the reason for such a division or addition. (2/04)

Section 2.

The governor, secretary/treasurer, communications coordinator, and lieutenant governors shall be elected at the District Convention. Each officer must be an active member of a CKI club which is in good standing with the district and with Circle K International; and each lieutenant governor shall be a member of a CKI club in the division from which each is elected.

Section 3.

All officers shall begin their official duties April 1 following their election or on April 15 if the convention cannot be held prior to March 31. However, in no case shall officers assume their duties later than April 15. They shall serve for one year or until their successors are duly elected and installed.

Section 4:

The duties of the officers shall be as follows:

(a). The governor shall have the duty of furthering the objectives of Circle K International and promoting the interests of CKI clubs within the district. The governor shall work closely with other International and district officers to strengthen and expand CKI. The governor shall be the chief executive officer of the district, shall appoint all standing and special district committees, and shall preside at the district convention and all meetings of the Board of Officers. The governor shall attend the International convention and all meetings of the International Council. The governor shall be responsible for the leadership development of club officers, for coordinating workshops which will be held at the district convention, and for developing all communications with clubs for the purpose of bringing administrative aid to said clubs. The governor shall develop and work within an established income and expense budget, and shall work closely with the District Administrator on all matters dealing with the operation of the district.

(b). The lieutenant governors shall assist the governor in the work of the district. These persons shall represent the governor and have full responsibility under the direction of the governor in supervising the district executive work in their respective divisions. The lieutenant governors shall be charged with increasing the number of service projects and the membership within the divisions and shall know the condition of these clubs at all times. The lieutenant governors shall also work with the governor and District Administrator on the building of new clubs and the rebuilding of inactive clubs. These persons shall also perform such other duties as may be assigned by the governor or the Board of Officers.

(c). The secretary/treasurer shall keep all records of the district convention and of all meetings of the Board of Officers. The secretary/treasurer shall submit a report to the annual convention and at other such times as the governor and Board of Officers may require. Under the supervision of the District Administrator, this person shall

receive all convention registration fees and other district income. The secretary/treasurer shall disperse these funds in a manner authorized by the Board of Officers. The accounts shall at all times be open to inspection of the governor, the Board of Officers, the District Administrator, and any authorized auditor. This person shall submit a financial report at the annual convention and at other such times as the governor, the Board of Officers, or the Kiwanis District Board of Representatives may require. This person shall submit to the proper officials and committees all communications received from Circle K International. The secretary/treasurer shall cooperate with the governor in forwarding all official reports required by Circle K International. The secretary/treasurer shall also perform such other duties as may be assigned by the governor or the Board of Officers.

(d). The communications coordinator shall be responsible for the distribution of the official district publication. The communications coordinator shall send copies of the publication to the members of all clubs in good standing. Their duties will include updating all district social medias and maintaining the website. The communications coordinator shall perform such other duties as may be assigned by the governor of the Board of Officers.

Section 5.

When a district officer transfers to a school where a CKI club does not exist, the officer must be enrolled for at least half-time status at the new institution, and the officer is allowed a ninety (90) day grace period to start said club. When a district officer transfers to a school where a CKI club does exist the officer shall join that club within thirty (30) days of transfer. In the event that a club's minimum membership requirements prevent said officer from joining the club within the grace period, the club president shall notify the district board of such date when the officer may be eligible to join. Said officer must join the club no later than fourteen (14) days after the stated date. If the officer has not joined by the expiration of the allowed time, said officer shall be removed from office by action of the district.

Section 6.

A district officer may be removed from office for just cause by a vote of two-thirds (2/3) of all members of the Board of Officers duly elected and serving at the time. Whenever, there appears to be sufficient cause for such action, the governor shall give said officer of the Board of Officers immediate notice of said scheduled meeting of the Board of Officers, unless said officer is the governor. In such case, any member of the Board of Officers may petition the District Administrator to give said officer immediate notice of said scheduled meeting of the Board of Officers. Consideration shall be given to the facts and reasons why the office should be declared vacant. The officer shall be afforded the opportunity at the meeting to answer or refute the allegations. In the event that the Board of Officers shall find the alleged facts to be true, the Board of Officers shall have the power to declare such office vacant, and the vacancy will be filled in accordance with the provisions for filling vacancies in office as contained in Article IX of these bylaws.

ARTICLE VI - BOARD OF OFFICERS

Section 1.

The Board of Officers of the Capital district shall consist of the governor, the secretary/treasurer, communications coordinator, and the lieutenant governors. The International Counselor, the District Administrator, and appointed administrative personnel shall serve as non-voting ex-officio members. In all votes of the Board of Officers, the governor shall only vote in case of tie.

Section 2.

The management and control of the affairs of the district not otherwise provided for in these bylaws shall be vested in the Board of Officers, subject to the direction and approval of the Kiwanis District Board of Trustees, through the District Administrator, and the Circle K International Board of Representatives.

Section 3.

The Board of Officers may create suitable administrative divisions with the approval of the Kiwanis District Board of Representatives. There shall be a lieutenant governor for each division who would also be a member of the Board of Officers.

Section 4.

The Capital District Board of Officers shall hold a minimum of five (5) meetings annually, one of which is to be held during the summer months.

Section 5.

In the absence of the governor from a meeting, the Board of Officers shall designate a member of the Board of Officers to act as chairperson for that meeting upon recommendation of the governor and/or the District Administrator.

Section 6.

A majority of voting members of the Board of Officers shall constitute a quorum, and a majority vote of those present shall decide any question, with the exception of those questions for which a greater proportion is specifically required by these Bylaws, or with the exception as defined in, Section 7 of Article VI of these Bylaws.

Section 7.

In cases deemed necessary by the Governor in consultation with the District Administrator, the Board of Officers may conduct business through the use of electronic forms of communication. In such cases, there shall be no voting by proxy. Any vote shall be decided by a majority of all voting members of the Board of Officers, with the exception of those questions for which a greater proportion is specifically required by these Bylaws.

ARTICLE VII –COMMITTEES

Section 1.

Standing committees of the Board of Officers shall be:

- Conventions & Conferences Committee
- Kiwanis-Family & Sister District Committee
- Service Committee
- Membership Development and Education Committee
- Laws, Regulations, and Awards Committee
- Club Building & Revitalization Committee

Section 2.

The governor shall be empowered to appoint assistants, individuals, or special committees to help him/her with the administrative operation of the district. All appointments shall be approved by the Board of Officers in consultation with the District Administrator. The governor shall clearly define the responsibilities of these appointments, and their terms shall expire at the end of the administrative year, or at such time during the year when the governor determines their responsibilities have been fulfilled.

ARTICLE VIII – CONVENTIONS

Section 1.

A convention of the CKI clubs in the Capital District shall be held after the second weekend in February and before the first full weekend in April, the exact time and place of which shall be agreed upon by the Board of Officers in consultation with the District Administrator, with the approval of the Kiwanis District Board of Representatives. So far as it is practical, the International President shall designate a member of the International Board of Representatives as the official representative to the annual convention. The dates and sites of the convention shall be announced not less than one hundred twenty (120) days prior to the proposed convention dates.

Section 2.

Before the official opening of the annual convention, the Board of Officers, with Kiwanis counsel, shall adopt and publicize rules of convention discipline. Convention rules shall be enforced by the Board of Officers, in consultation with the District Administrator. The District Administrator, or representative of the Administrator selected by the Kiwanis District Board of Representatives, shall handle the Kiwanis planning necessary for the district convention.

Section 3.

The governor shall appoint all committees as may be deemed necessary to conduct the annual convention.

Section 4.

Each member club in good standing shall be entitled to two (2) delegates and two (2) alternates at the district convention. The governor, other elected district officers, and the immediate past district governor, if he or she still holds membership in CKI, shall be delegates-at-large at the district convention. International officers shall not be considered delegates unless certified as representatives of their home club.

Section 5.

Each accredited delegate shall be entitled to vote on each question submitted at any convention. There shall be no voting by proxy.

Section 6.

In the absence of the governor from any convention of the district, the Board of Officers shall designate a member of the Board of Officers to act as presiding officer of the convention.

Section 7.

Official delegates present representing not less than one-half (1/2) of the total member clubs in good standing with the district shall constitute a quorum for any convention of the district. Any candidate running for a district office must receive an affirmative vote of fifty percent (50%) plus one (1) of the qualified ballots cast in order to be elected to office.

All officer elections will be conducted by written ballot with a printed option known as "no confidence." If the "no confidence" option receives the simple majority of votes cast then the position shall remain vacant until the District Governor appoints an officer as outlined in Article IX of the District Bylaws. Since all officer election ballots will contain the "no confidence" option, a vote by acclamation will not be permitted.

Section 8.

Each district convention program shall include the following:

- An address by the governor of the sponsoring Kiwanis district or a representative of the governor;
- An address by the governor of the Key Club district or representative of the governor;
- An address by the International officer or Circle K International staff member if in attendance; Workshops
- Nomination and election of officers for the upcoming year;
- Installation of the newly elected district officers;
- Incoming-outgoing Board of Officers meeting;
- A presentation promoting attendance at the upcoming International Convention Presentation of club and district awards.

Section 9.

Within ten (10) days of the completion of the annual convention, the governor, or immediate past governor as of April 1 following the annual District Convention, shall submit the District Convention Report Form to the International Administrator and to their International Counselor. Within thirty (30) days of the completion of the annual convention, this person shall send a report containing all official action taken at the district convention to be sent to the International Administrator and to the International Counselor. (2/04)

ARTICLE IX – VACANCIES IN OFFICE BETWEEN CONVENTIONS

Section 1.

In the event of a vacancy in the office of governor, a qualified member of a club in good standing with the district and Circle K International shall be elected by the Board of Officers to serve for the remainder of the unexpired term. In any year in which the district convention is not held, the Board of Officers shall elect a qualified member of a club in good standing to serve for the upcoming administrative year.

Section 2.

In the event of a vacancy in the office of secretary/treasurer, or communications coordinator, the governor shall, with approval of the Board of Officers, appoint a qualified member of a club in good standing with the district and Circle K International for the remainder of the unexpired term.

Section 3.

In the event of a vacancy in the office of lieutenant governor, the governor shall, with approval of the Board of Officers, appoint a qualified member of a club in the same division to serve for the remainder of the unexpired term.

Section 4.

Any district officer or committee chair elected to an International office must immediately resign as a district officer or committee chair. (2/04)

ARTICLE X – REVENUE

Section 1.

Each member club shall pay to the district for every active member annual dues of \$7.00. The amount of district dues can be changed by a two-thirds (2/3) vote of all delegates at the district convention. In no case, shall the district dues exceed ten dollars (\$10.00) per annum per member.

Section 2.

If approved by a two-thirds (2/3) vote of the delegates at district convention, district dues may be reduced for any club chartered or reactivated after February 1st of a given administrative year.

Section 3.

Assessments in excess of the annual dues may be made only upon a two-thirds (2/3) vote of all delegates attending the district convention, or by a two-third (2/3) vote of all clubs in the Capital District between conventions.

Section 4.

The Board of Officers shall determine the official depository for the Capital District.

Section 5.

The Board of Officers shall designate the CKI Official(s), who shall sign checks. Each check should carry the signature of the approved Kiwanis District official and any other designated officials.

Section 6.

- (a). Following the election, the governor, in conjunction with the District Administrator and the secretary/treasurer shall develop a proposed income and expense budget and present the budget to the Board of Officers for approval.
- (b). The expenditures shall include provisions for district officer expenses, district committee expenses, district convention overhead expenses, and other such items as deemed necessary or appropriate by the Board of Officers.

Section 7.

At the beginning of each school year, but no later than October 1, the governor, in cooperation with the district secretary/treasurer, will notify all clubs of the amount of established dues. These dues are payable starting October 1, and shall be considered delinquent on the same day International dues are delinquent.

Section 8.

The fiscal year of the Capital District, the period of time during which membership is valid before dues must be paid again, shall begin October 1 and extend to September 30 of the following year.

Section 9.

Revenue may be derived from other sources in such a manner as may be determined by the Board of Officers. The district shall never sponsor or participate in any manner in a lottery, raffle, drawing, or game of chance in connection with any fundraising unless the District has received prior approval of the sponsoring Kiwanis Board of Representatives. Such approval so granted does not constitute official endorsement of such activities by Circle K International or Kiwanis International. Any lottery, raffle, drawing, or game of chance so approved must not contravene any laws, mores, customs, or traditions of the country or state in which the fundraising activity is to be held. The district shall not directly or indirectly engage in any activity, which may impugn or reflect unfavorably on the good name of CKI or of Kiwanis.

ARTICLE XI – OPERATING PROCEDURES

Section 1.

The administrative year of the Capital District shall begin on April 1 following the annual convention or on April 15 if the convention cannot be held prior to March 31. However, in no case shall the administrative year start later than April 15. The administrative year shall end on March 31 or immediately following the annual convention if the convention cannot be held prior to March 31.

Section 2.

The governor may, with the advice and consent of the Kiwanis District Board of Representatives, establish operating procedures not specifically defined by the Circle K International Bylaws. In all other cases, the articles set forth under district structure in the Circle K International Constitution and Bylaws shall be the only and final regulations for this aspect of organizational structure.

ARTICLE XII –INCORPORATION

Section 1.

If permitted by state or national law, this district may incorporate as a non-profit entity under the name given on its Charter of Organization. This district shall agree, as a condition of incorporation, that it will, as a corporate entity, abide by these bylaws and the Bylaws of Circle K International then in force, and thereafter as amended.

ARTICLE XIII –PARLIAMENTARY AUTHORITY

Section 1. The current edition of “Robert’s Rules of Order Newly Revised” shall be the parliamentary authority for all matters of procedure not specifically outlined in these bylaws and the Bylaws of Circle K International.

ARTICLE XIV –AMENDMENTS

Section 1.

The bylaws of this district may be amended by a two-thirds (2/3) vote of the delegates present and voting at any annual convention of this district, provided the written notice of any proposed amendments shall have been

distributed to each club in this district at least thirty (30) days prior to the annual convention at which proposals are to be considered. All such amendments must be consistent with the Bylaws of Circle K International and shall become effective only after the approval of the sponsoring Kiwanis Board of Representatives and the Circle K International Board of Representatives.

ARTICLE XV –AMENDMENT OF THE BYLAWS

Section 1.

The Board of Officers is authorized to make non-substantive corrections in terminology, grammar, numbering, and cross-references which cause unintentional conflicts or inconsistencies within the CDCKI Bylaws.