

Circle K  
International  
Policy Code

2016-  
2017

Edited and approved by the 2016-2017 International  
Council

Governing  
Documents  
of Circle K  
International

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## **Section A: General Provisions**

1. Policy Code
  - a. Any established procedure of the CKI Board shall be called policy and any decision by the CKI Board concerning the implementation of a policy shall be called an enactment.
  - b. All policies of the Board shall be contained in this policy code. This code shall in no way void or nullify any part of the CKI Bylaws or the Kiwanis International Policy and Procedures Code.
  - c. Any and all amendments to this policy code must be reviewed by the Executive Committee. All amendments shall require a two-thirds (2/3) vote of the Board for approval. Amendments must then be approved by the CKI director and the members of the International Council as outlined in Article 26 of the bylaws. (8/08)
  - d. All amendments to this policy code will go into effect immediately upon approval by the CKI International staff unless otherwise specified by the CKI Board. This policy code supersedes any and all previous policies and rules adopted by the Board. (8/08)
  - e. Enactments, resolutions, and changes in the appendices shall require a simple majority vote of the Board.
  - f. A current copy of this policy code shall be maintained by the CKI Office, which shall be responsible for its distribution to the Board upon each change of officers.
  - g. The CKI Board shall share responsibility for adherence to this policy code.
  - h. This policy code shall remain unchanged from year to year unless specifically altered by the Board.
  - i. The policies of Kiwanis International, which affect CKI clubs, are included as an appendix and may not be altered by the CKI Board.
2. Policy Definitions
  - a. Majority: unless otherwise defined, the terms "majority" and "simple majority" shall be achieved when more than half of the total (of those eligible to be voting) vote in the affirmative.
  - b. Supermajority: unless otherwise defined, the terms "supermajority" and "2/3 majority" shall be achieved when 2/3 or more of the total (of those eligible to be voting) vote in the affirmative.
  - c. Quorum: the minimum number of members who must be present for business to be transacted.
  - d. Advise and consent: full, open discussion shall take place on an issue and that a majority vote of the boards shall be necessary to consent to the question presented.
3. References
  - a. All references to the CKI Office refer to the Circle K Department of the Kiwanis International Office.
  - b. All references to the "Board" refer to the CKI Board of Trustees. (2/17)

## **Section B: International Administration**

1. Purpose of CKI
  - a. The purpose of CKI is to promote service, leadership, and fellowship among college students throughout the world.
2. Duties and Responsibilities of the CKI Board of Trustees
  - a. The CKI Board shall define the policies and have full management responsibility and administrative authority in all matters of CKI, with the final approval of the Kiwanis Board of Trustees.
  - b. The CKI President shall be the chief executive officer, exercising general supervision over the work and activities of CKI.

- c. The CKI Director shall be the chief operating officer of CKI, the executive in charge of the CKI Office.
3. General
- a. The date of the first chartering of a Circle K club is September 25, 1947, and CKI was declared an international organization on October 23, 1955. Both dates are celebrated as anniversaries of the organization.
  - b. The official colors of CKI are blue, white, and gold, representing unwavering character, purity, and service, respectively.
  - c. English shall be the official language of CKI for literature, printed materials, and communications to all clubs. Communications and resources may also be issued in other languages when needed. (6/14)
  - d. As the official publication of CKI, the Circle K magazine shall include articles of general interest to college students and articles promoting the service initiative of CKI.
  - e. As an official website of CKI, the address [www.circlek.org](http://www.circlek.org) shall serve as a marketing tool for the organization and as a resource for clubs to access up-to-date information on the organization.
4. CKI Governing Documents
- a. The administrative and service programs for CKI on the International, district, and club levels shall comply with the Bylaws of Kiwanis International, the Kiwanis International Policy and Procedures Code, the CKI Bylaws, and the CKI Policy Code.
5. CKI Convention
- a. Per Article 19 of the CKI Bylaws, the Director shall oversee the planning and execution of the agenda of the annual convention of Circle K International. Working with the Director, the Board shall determine the dates and location of the annual CKI Convention and shall control and approve convention plans and program. (6/14)
6. Service Initiative of CKI
- a. "Focusing on the Future: Children" shall be the ongoing Service Initiative of Circle K International. Circle K International shall support Kiwanis International's vision partners, preferred charities, and promotional partners. Additionally, Circle K International may select independent organizations, known as service partners, to recommend as a service opportunity for clubs of Circle K International. CKI's preferred charities, community partners, service partners, and promotional partners are listed below:
    - i. Preferred Charity(ies): March of Dimes and UNICEF
    - ii. Community Partner(s): Junior Chamber International (JCI)
    - iii. Service Partner(s): Students Team Up to Fight Hunger (STUFH), Better World Books, and St. Baldrick's.
    - iv. Promotional Partner(s): Up with People (2/17)

## Section C: Districts

1. Operating Procedures
  - a. A district of CKI shall be governed by the CKI Bylaws, the CKI Standard Form for District Bylaws, the District Bylaws and official policies of said district, the official Kiwanis policies of said district, and the official policies and procedures of Kiwanis International. The maintenance of all CKI district records shall be under the supervision of the Kiwanis District Board of Officers. The Kiwanis district office may provide assistance and storage areas if possible.
2. District Board Responsibilities
  - a. The CKI district board shall study ways and suggest means for building and strengthening CKI clubs in the district. Relevant CKI club activity and administrative suggestions should be disseminated in various forms to all CKI clubs in the district as a service of the CKI district. The development, distribution, and control of the CKI district directory are the responsibility of the CKI district board. (3/16)
3. Amendments to District Bylaws

The process for approval of amendments to district bylaws shall be as follows:

  - a. Amendments approved by district convention delegates should be submitted to the CKI office, with verification of the approval of the Kiwanis District Board of Officers, by May 15 of that year.
  - b. All amendments approved by the district convention delegates and the Kiwanis District Board of Officers, upon submission to the CKI Office, shall first be reviewed by the International Director.
    - i. The amendments shall be submitted to the CKI Board for review and action at the next available meeting. All such amendments submitted by May 15 will be acted upon by the CKI Board at the next meeting. Amendments submitted after May 15 will be acted upon at the next available board meeting, providing such amendments are received by the CKI Office at least thirty (30) days prior to the published start of the board meeting. (6/14)
  - c. The CKI Executive Committee shall modify the Standard Form for Circle K District Bylaws (as necessary) to conform to amendments to the Bylaws and Policy Code of Circle K International, along with amendments approved by the CKI Board. Such changes shall be reported to the CKI Board at the next available meeting. Each district shall be notified of the changes and given sixty (60) days after notification to incorporate the changes into its district bylaws. Changes made to district bylaws through this process will not require approval by the district House of Delegates. (6/14)
4. District Strength
  - a. The District Strength Assessment is a non-punitive program that helps both districts and Circle K International officers determine the strength and weaknesses of districts from year to year. A Self-Assessment questionnaire will be given and reviewed every year at the Governor's and Administrator's Training Conference—including but not limited to the following categories: Service hours, Kiwanis Family Relations, Interclub events, District events, District membership, and District growth along with a midterm assessment given in October. (6/16)

## Section D: Clubs

1. Membership in Clubs
  - a. Any student that can uphold the objects of Circle K International, who is officially enrolled in a college, university, vocational, or trade school, as defined by the same institution at which the club exists, may be elected to active membership in said club. The minimum requirements for membership are set forth in Article 7 of the CKI Bylaws and in the bylaws of the local club. In no instance shall a local club place a "maximum" limit on its membership. (6/14)
  - b. Membership shall become inactive when the above enrollment requirements are not met during the academic year. The institution shall define an academic year. In the event of a member's graduation, membership will cease on September 30<sup>th</sup>. For members in Regions 1 and 2, the student must be enrolled for at least part time status to be eligible for membership.
2. Transfer of Membership
  - a. When a student member from one Circle K club transfers from one school to another with a Circle K club in good standing, the individual may have the membership transferred upon the following conditions:
    - i. They are a member in good standing of the first club;
    - ii. They appear as a dues paid member on the roster of the first club;
    - iii. They have been selected (elected) into membership of the club at the new school;
    - iv. The club at the new school is in good standing with the district and Circle K International, and has already submitted a dues form with payment; and the following information has been provided by the club president of the new school to the CKI Office within fourteen (14) days of the transfer:
      1. Name of the individual and member number
      2. Year of graduation
      3. Name and district of previous club
      4. Name and district of new club
      5. A statement that the individual is now a member of the new club, signed by the new club's president.
3. Activities
  - a. A service project shall be consistent with the objectives and policies of CKI, planned by the CKI club or a club committee, and performed by members of the club for the benefit of others.
  - b. Other activities consistent with the laws, mores, customs, and traditions of the area in which the CKI club exists may be carried out, provided such activities and proceedings are not in conflict with the CKI Bylaws or Policy Code and do not impugn the good name of CKI or Kiwanis. All activities of each club must be compatible with the Objects of CKI.
  - c. Each CKI club has absolute autonomy in selecting its service projects as long as they are consistent with the Objects of CKI.

#### 4. Club Function

- a. The election, installation, duties, and manner of filling vacancies of club officers shall be defined in the club bylaws. Clubs should complete elections no later than two weeks prior to the district convention. In the instance that there is no district convention, elections should be completed by March 15. If elections are completed before April 1, officers shall assume their official duties on the first day of April following their election. If elections occur after April 1, officers shall assume office the day following their election. (6/15)
- b. During the school year, each club shall hold regular meetings on such day and at such place as determined by the club officers. It may hold such other meetings as the officers or the membership may desire. In no case shall a club fail to hold at least one club meeting a month.
- c. All CKI clubs are encouraged to display the flag of their home country at every CKI meeting.
- d. The revenue of a club shall come from a minimal dues set by a vote of two-thirds (2/3) of the active members present and voting at any regular meeting of the club. Revenue may be derived from other sources in such a manner as may be determined by the officers. Any lottery, raffle, drawing, or game of chance so approved must not contravene any laws, mores, customs, or traditions of the country, state, or province in which the Circle K club exists.
- e. No Circle K club shall engage directly or indirectly in any activity, which may impugn or reflect unfavorably on the good name of Circle K or Kiwanis. Clubs violating these provisions may have their charter revoked or be otherwise disciplined as prescribed by the CKI Board or the Board of Trustees of Kiwanis International, pursuant to the provisions of Section 2 of Article IV of the Bylaws. (9/00)

#### 5. Removal of a Club Officer

- a. Any officer may be dismissed for just cause from office by a vote of two-thirds (2/3) of the club membership at a regularly scheduled meeting, upon the recommendation of the majority of the club board of officers. The club board of officers shall make such recommendation only after they have held a hearing to determine whether or not just cause for dismissal exists and have afforded the officer in question the opportunity to be heard.

#### 6. Club Building

- a. Consistent with the CKI Bylaws, following certain conditions as outlined in this Policy Code, a Circle K club may be established at any institution of higher education that offers courses leading to an associate's degree, bachelors/baccalaureate degree or post-baccalaureate degree, or at vocational or trade schools that have received a technical certification by their government or ministry of education.
- b. New club building information, including a Petition for Charter form, shall be available online to any individual interested in forming a CKI club. The Petition for Charter shall be properly completed in accordance with the instructions on the form and approved by the sponsoring Kiwanis club president and secretary (if applicable), an administrative officer of the institution at which the prospective club would exist, and the charter CKI club president and secretary. The Petition to



Charter, club bylaws, and roster of charter members, accompanied by the chartering fee, shall be returned to the CKI office. The CKI Office will then take the necessary steps to complete the chartering process and include the membership materials in a mailing to the Circle K Club. (6/15)

- c. Per Article 7 Section 7 of the CKI Bylaws, in cases where students at one school are unable to charter a Circle K club due to the policies of the college or university, the group of students that is unable to charter must submit a letter from appropriate officials (Director of Student Activities, Dean of Student Life, etc.) at the school or a copy of the policies that state the club will be unable to charter.
  - i. The president of the chartered club that will accept the students into membership must submit a letter to the CKI Office stating that the club has amended its club bylaws to allow these students to join, as well as a copy of the club's amended bylaws, for approval.
  - ii. Upon club submission of all of the above materials, the Circle K International staff and/or Sponsored Leadership Programs staff will approve the admission of these new members. Staff will then report to the board the number of schools affected by these policies.

7. Club Status (10/06)

- a. Clubs shall provide payment of Circle K International and district per-member fees in a manner consistent with Article 21 of the CKI Bylaws. Clubs should report the names and membership information of each member using the format prescribed by Circle K International.
- b. Clubs shall pay Circle K International fees and district per-member fees according to the following schedule: (6/15)

<b>Nation</b>	<b>Payment</b>
Canada	October 1 to November 30
Caribbean Nation	October 1 to November 30
United States	October 1 to November 30

- c. A Circle K club shall submit dues and membership information for a minimum of fifteen (15) members each year, except in the case of Community college institutions, and with enrollments less than 5,000 students, for which (as defined by the most recent edition of *Peterson's Guide to Colleges*) a Circle K club shall submit dues and membership information for a minimum of ten (10) members each year. (6/15)
- d. Any Circle K club that submits dues and reports its annual membership according to Sub-sections a, b, and c above shall be considered "in good standing" and listed as an active charter in the official records of the organization.
- e. Any Circle K club that does not submit its dues and report its annual membership according to Sub-sections a, b, and c above shall be defined as follows:
  - i. Any club that fails to submit any dues and report its annual membership by the end of the payment period set forth in Sub-section b above shall be considered "not in good standing," shall have its charter suspended, and shall forfeit certain rights and privileges as a member club of Circle K International and the district until it fulfills its responsibilities of dues payment and membership reporting.

- ii. Any club that fails to submit any dues and report its annual membership by the last day of the fiscal year in which dues are due shall continue to be considered "not in good standing," and its charter shall no longer be listed as an active charter in the official records of the organization.
- iii. Any club that fails to submit dues for the minimum number of members set forth in Sub-section c and report its annual membership shall be considered "not in good standing" and may forfeit certain rights and privileges as a member club of Circle K International and the district until it fulfills its responsibilities of minimum dues payment and membership reporting.
- iv. Any club that fails to submit dues for the minimum number of members set forth in Sub-section c and report its annual membership by the last day of the fiscal year in which dues are due shall continue to be considered "not in good standing," and its charter shall be listed as inactive and retained to the following fiscal year.
- v. Written notification shall be provided to a sponsoring Kiwanis club (if applicable) and/or the proper institution authority at the time any charter is suspended or no longer listed as active. (6/15)
- f. Any Circle K club with an inactive charter may be restored to "in good standing" and listed as an active charter in the official records of the organization by submitting Circle K International and district dues for the current year, including a reactivation fee, and by properly reporting its annual membership.
- g. The Circle K International Board shall have the authority to grant exceptions to these rules only in the event of special circumstances and upon written petition by the affected Circle K club. (6/15)
- h. Upon written request by a sponsoring Kiwanis club or a sponsoring institution, the Director of Circle K International may cancel a charter.
- i. Each of the following club status categories shall be further defined as follows:
  - i. Active indicates a club has submitted club fees and district dues for at least the minimum number of members as defined by Sub-section c above. These clubs are 'in good standing' and should be listed as active charters in the official records of the organization.
  - ii. Inactive indicates a club has not submitted club fees, district dues, and proper membership information for the current fiscal year. Clubs wishing to gain active status must reactivate by remitting the club fee and district dues plus a US\$100 reinstatement fee.
  - iii. Charter revoked indicates a club has not submitted club fees, district dues, and proper membership information for two or more consecutive fiscal years. Any club on inactive status one year or more from the date of becoming inactive is automatically charter revoked. Clubs wishing to gain active status must charter again and pay the standard club-chartering fee.

## 8. Kiwanis Support

- a. A member of a sponsoring Kiwanis club (if applicable) should be present at every club and board meeting. Within school administration-approved policies, the counseling of each CKI club shall be the responsibility of the sponsoring Kiwanis club's board of directors. The administration, program, and activities of the CKI club are the responsibility of the club officers, functioning under the rules of the school and counsel of the sponsoring Kiwanis club (if applicable). (6/15)
- b. Each CKI club can have up to two sponsoring Kiwanis clubs. The annual requirements of the sponsoring Kiwanis club(s) to the sponsored CKI club shall be defined in Kiwanis International Policy. (6/15)
- c. Sponsorship of a CKI club may be transferred between Kiwanis clubs if the clubs involved submit the following to the CKI Office:
  - i. A brief letter from the original sponsor agreeing to relinquish the privileges of sponsorship; and
  - ii. A brief letter from the new sponsoring Kiwanis club stating that it understands the responsibilities of sponsorship and is willing to assume the same for the CKI club in question.
- d. No more than two Kiwanis clubs may be recognized as the sponsors of a CKI club unless special permission has been granted by the Board.

## Section E: Regions

### 1. Regions

The Regions of Circle K International shall be consistent with those of Kiwanis International: Africa, Asia-Pacific, Canada and Caribbean, Europe, Latin America, Middle East, United States and Pacific Canada.

- Region 1: United States and Pacific Canada
- Region 2: Canada and Caribbean
- Region 3: Europe
- Region 4: Asia-Pacific
- Region 5: Latin America
- Region 6: Africa
- Region 7: Middle East (6/15)

### 2. CKI as an Organization

Circle K International is an organization of Circle K clubs in United States and Pacific Canada and Canada and the Caribbean and shall be governed according to the CKI Bylaws. The organization of Circle K clubs into a district or Region requires approval of the Kiwanis International Board of Trustees. (3/16)

### 3. Purpose

The purpose of Regions shall be:

- To accept and promote the Objects of Circle K International as outlined in the Bylaws;
- To facilitate cultural diversity within CKI, its districts within this region, and its clubs within this region;
- To enhance the benefits of CKI membership to the members of this region;
- To provide for the unique cultural needs of this region and its member countries from those of others; and
- To accept and promote the CKI Bylaws and Policy Code.

#### 4. Subregions

There will be seven (7) Subregions of CKI within Regions 1 and 2, and they shall be defined in this document. Districts cannot be divided into two or more Subregions within the subregional structure.

##### a. The Subregions of CKI shall be:

- Subregion A: Montana, Pacific Northwest, Utah-Idaho, Western Canada
- Subregion B: California-Nevada-Hawaii, Rocky Mountain, Southwest
- Subregion C: Illinois-Eastern Iowa, Indiana, Michigan, Minnesota-Dakotas, Wisconsin Upper-Michigan
- Subregion D: Kansas, Louisiana-Mississippi-West Tennessee, Missouri-Arkansas, Nebraska-Iowa, Texas-Oklahoma
- Subregion E: Kentucky-Tennessee, Ohio, Pennsylvania, West Virginia
- Subregion F: Capital, New England, New Jersey, New York, Eastern Canada
- Subregion G: Alabama, Carolinas, Caribbean, Florida, Georgia (6/14)

b. Subregions and members of the International Board of Trustees may not serve as the host of an event or activity. (6/14)

c. No CKI event may be marketed as a subregion event. (6/14)

#### 5. Agency and Membership in Region

a. Each Circle K club situated within the territorial limits of a particular region shall be a member of said Region.

b. No Region shall have officers, elected or appointed or provided for by any other means. (6/14)

c. The management and control of regional affairs not otherwise provided for in this Policy Code shall be vested in the CKI Board, subject to the direction and approval of the Kiwanis International Board of Trustees, through the CKI Director.

#### 6. Support to Regions from CKI Office and/or Regional Service Centers

##### a. Member Benefits:

All member clubs in good standing shall be entitled to, but not limited to, the following privileges:

- i. The club shall be officially recognized as a Circle K club.
- ii. Copies of Circle K magazine shall be provided for all of the club's paid members.
- iii. The club shall have the right to seat delegates at the CKI or district convention.
- iv. Club members may serve in elected or appointed offices on the district or International level.
- v. The club shall have the right to send members to the CKI or district convention.
- vi. The club shall have the right to receive scholarships administered by the Kiwanis International Foundation.
- vii. The club itself and its membership shall be eligible for awards or recognition in all programs administered by CKI.
- viii. The club shall be eligible to receive official CKI supplies.
- ix. The club shall be eligible to receive general mailing information and materials. (3/16)

## **Section F: International Extension**

### **1. Non-Districted Circle K Clubs**

- a. A Kiwanis club outside the original thirty-two (32) Circle K districts will be allowed to establish an active Circle K club. Such club will be the responsibility of the sponsoring Kiwanis club, the Circle K International Office, and the servicing Regional Service Center. The club will be recognized and chartered by Circle K International as an active status non-districted club. Permission to establish such non-districted clubs will be granted to Kiwanis clubs only in those countries where protection of the Circle K name and emblem can be assured. (10/05)
- b. Non-districted clubs will be administered by the sponsoring Kiwanis clubs and the servicing Regional Service Center with direction and support from the Circle K International Office. (3/16)
- c. Non-districted clubs must adhere to all rules and regulations of CKI and Kiwanis International. (6/15)
- d. Non-districted clubs must complete the non-districted club chartering materials (including the names of at least fifteen (15) charter members), including the adoption of the Standard Form for Club Bylaws. These materials can be requested from the servicing Regional Service Center. (10/05)
- e. Services to Non-Districted Clubs
  - i. Clubs shall receive services provided by the servicing Regional Service Center based on their dues structure. (6/15)
  - ii. Resources shall be provided in the club's native language, when possible. (10/05)
  - iii. Circle K will attempt to provide volunteer interpretation services at the Circle K International Convention.
  - iv. In order to form a district, non-districted clubs must follow the procedures as determined by the CKI Director and Kiwanis district. (6/15)

## **Section G: International Officers**

### **1. Requirements of International Officers (2/17)**

In order to serve as an International Officer, a member must meet the following criteria:

- a. Must have his/her name appear on the official CKI membership list;
- b. Must be in good standing with his/her home club;
- c. Must have a home club in good standing with CKI, his/her home district, and his/her university;
- d. Must have a home district in good standing with CKI;
- e. Must be enrolled at the university of his/her home club, have a minimum cumulative Grade Point Average of 2.5 on a 4.0 scale (or the equivalent) at the time of eligibility certification, and maintain a minimum cumulative Grade Point Average of 2.25 on a 4.0 scale (or the equivalent). Any special considerations may be made by the CKI Director; and, (2/17)
- f. Must abide by his/her completed officer service agreement. (2/17)

### **2. Requirements of Candidates (2/17)**

In order to be considered a candidate for International Office, a member must meet the following criteria:

- a. Must meet all requirements as stated in Section G, item 1; (2/17)

- b. Must have served for at least five months in at least one club, divisional, or district officer position (either elected or appointed), or as a member of an International Committee; (8/08)
  - c. Must be endorsed by his/her home club, home club board, home district, or home district board; and,
  - d. Must submit all campaign materials required by the CKI Office by the established deadline. (4/07)
3. Campaigning
- a. Any activity by a candidate and on behalf of a candidate to promote that candidate for an International Office is campaigning. Candidacy campaigning is limited to the 60 days prior to the Opening Session of the CKI Convention, Convention-related activities, and the process for seeking endorsement as outlined in Section G, item 2, sub-item f of this Policy Code. (6/15)
  - b. Communication
    - i. All campaign related communication must be from the candidate, not from another individual or group on behalf of the candidate.
    - ii. A candidate may initiate no further communication. Any further mailings, emails, phone calls, or other communications including social media are permissible only when requested by a recipient. If the candidate receives a response to this initial communication that either requests more information or further contact, they may respond. (6/15)
    - iii. With the exception of official campaign literature published as per the candidates packet, no further published materials may be made or distributed by the candidate or candidate representatives on behalf of the candidate. (6/15)
    - iv. The current CKI President and CKI Director are available to any candidate for guidance and counsel. All questions concerning these campaign policies should be referred to the International Office.
  - c. Travel
    - i. A candidate may not travel for the purpose of campaigning, excluding travel to the CKI International Convention.
    - ii. If a candidate does travel to another district's convention, conference, meeting, or event for travel purposes only, or during any club event, they shall not be introduced as a candidate for office by themselves or anyone at that event. (4/07)
  - d. Candidate Representatives (6/15)
    - i. Only current, dues paid members of CKI may represent candidates.
    - ii. Each candidate will be allowed a maximum of three (3) CKI members to formally introduce and accompany the candidate to caucus rooms during CKI International Convention. Formal introductions may only be one (1) minute in total length. (6/15)
    - iii. Campaign representatives for candidates for the office for International President, International Vice President, and International Trustee-At-Large may be from any of the current districts of CKI. All campaign representatives for candidates for the office of International Subregion



- Trustee must be from the candidate's respective Subregion. (6/15)
- iv. Past or current CKI Board members, and immediate past or current governors, are not eligible to nominate or campaign for any candidate. However, immediate past and current governors may nominate a candidate if there are no other members eligible to do so from the candidate's district in attendance at International Convention. (2/17)
- e. Funding and Spending
- i. A booklet consisting of the candidates' campaign literature shall be produced for delegates at the CKI Convention. Each candidate shall be allowed to submit two 8 1/2" by 11" pages to the Circle K office for inclusion in this booklet. The timeline and requirements for this literature shall be specified in the candidate packet. (6/14)
  - ii. No funds will be used by or on behalf of any candidate to promote themselves for an International Office.
  - iii. No endorsing body shall require a member seeking endorsement to expend any funds in seeking an endorsement.
- f. Endorsement
- An endorsement for International Office is an endorsement, on behalf of a club, club board, district, or district board, providing approval for the candidate to seek one of the following International Offices: International President, International Vice President, Subregional Trustee, or At-large Trustee. There shall also be a general endorsement for International Office that shall provide approval for the candidate to seek any of the International Offices. (6/14)
- i. Purpose of Endorsement
    1. An official endorsement is an acknowledgement that a club, club board, district board, and/or district House of Delegates believes the candidate is qualified to hold the position they are seeking. The said body supports the candidate's goals, ideas, and campaign for International Office, and it wishes them the best of luck.
    2. The delegates from said district are not bound by this endorsement to vote for that candidate at the CKI Convention.
  - ii. Endorsement Guidelines

A candidate shall be officially endorsed by his/her home club, home club board, home district, and/or home district House of Delegates.

    1. Candidates requesting endorsement from a club, club board, or district board must do so in writing. This request must include, but not be limited to, the candidate's goals for the office they seeking, goals for CKI, and past leadership experiences. To give the entity time to review the candidate's written request for endorsement, all requests must be sent out at least two (2) weeks prior to the meeting at which the endorsement is to be considered.
    2. Candidates requesting endorsement from a district House of Delegates must demonstrate his/her abilities by participating in at least one (1) caucus session.

3. A district House of Delegates or district board may only endorse a candidate from its home district, and a club or club board may only endorse a candidate from its home club.
  4. A district House of Delegates, district board, club, or club board may not limit the number of candidates for the office of President, Vice President, and International Trustee or for the general endorsement of International Office. (8/08)
  5. Seeking an endorsement from any of the above said bodies shall not be considered a form of campaigning. (1/08)
- iii. Granting Endorsement
1. An official endorsement for International Office may be granted if the candidate receives a super- majority (2/3) vote.
  2. Voting for endorsement must take place in the form of a written ballot. All voting delegates must receive a written ballot and vote via a written ballot. A candidate may only receive unanimous endorsement if all delegates present and voting vote in favor of the candidate via a written ballot.
  3. All motions for voting by acclamation, voting through a resolution, voting by unanimous ballot, and other similar motions shall be called out of order by the chair of the meeting.
- g. Resources
- i. A packet for candidates shall be developed and will be made available upon a member's declaration of candidacy. This packet shall include, but is not limited to, the following: completed governors' questionnaires, service agreement for each office, dates of the CKI Board meetings for the next administrative year, a sample Code of Ethics, and any other materials deemed necessary by the staff or the CKI Board.
  - ii. Candidates may also contact current CKI Board members for the purpose of learning more about the roles and responsibilities of an International Office. (10/05)
- h. All declared candidates for International Office must attend the Candidates Meeting before the Opening Session at the CKI Convention or receive approval of the Circle K International Director after a separate meeting.
- i. All campaigning must cease no later than 12:00 a.m. or 30 minutes after the published end time of activities each day of convention, whichever is later, and may not begin any earlier than 7:00 a.m. or 30 minutes earlier than the published start time of activities each day of convention, whichever is earlier.
- j. Non-CKI Members may not aid or participate in any form of campaigning. (12/04)
4. Caucuses
- a. Formal caucuses are defined as a time to interview and evaluate candidates and obtain their opinions and views on future endeavors for CKI. Caucuses are a very important part of the CKI Convention and should be handled in a serious and professional manner.



- b. While there will be a CKI Board member or an individual selected by the CKI President assigned to each formal caucus room, governors are responsible for maintaining order in the formal caucus sessions. A smoothly run caucus permits correct analysis of information sought and obtained.
- c. There shall be two (2) formal Subregional caucus sessions held at each CKI Convention. Candidates shall be scheduled for formal caucuses by the CKI President and Director. The caucus shall be given fifteen (15) minutes at the beginning of the scheduled time to organize and inform members of the procedures, strategies, etc. for caucusing, as well as time to explain the roles of the various International Offices. The hazing policy, as outlined in Section P subsection 9 of this Policy Code, shall also be reviewed with the delegates. (4/07)
- d. The purpose of the first caucus is for all candidates for International office to have the opportunity to speak and answer questions. (6/14)
- e. Within the designated amount of time, a candidate will make opening remarks, answer pre-written questions prepared by the CKI board, and answer questions from the caucus room. A specified amount of time shall be given for each portion of the caucus time. (4/07)
- f. At least two members of the Sergeant-at-Arms committee shall be assigned to each formal caucus room. While a candidate is speaking, one will stand inside the door and one will stand outside the door. The door is to remain closed and no one is to enter or leave while a candidate is speaking, unless there is an emergency. The Sergeant-at-Arms members will be responsible for keeping time during the formal caucus and ensuring that candidates do not exceed the time allotted.
- g. Candidates for the office of President and Vice President not involved in speaking to formal caucuses may attend their home Subregional caucus session only; however, these candidates are not to ask questions during the caucus session to their competitors, only to candidates running for other offices. Candidates for the office of International Trustee may attend their own Subregional caucus session, but may not ask questions of the other Subregional Trustee candidate(s). (1/08)
- h. With the exception of CKI Board members and those CKI members traveling with a specific candidate as his/her representative, all CKI members may attend only the formal caucus of their Subregion. (6/15)
- i. Kiwanis members present at the CKI Convention should be in attendance at their Subregional caucuses but may not ask questions of candidates. (4/07)
- j. Non-CKI members may not ask questions of candidates during caucuses.
- k. Informal caucuses are defined as any topical questioning of a candidate by two or more CKI members, excluding campaign representatives or the candidate's home Subregion. (6/15)
- l. All caucusing (formal or informal) must cease no later than 12:00 a.m. or 30 minutes after the published end time of activities each day of convention, whichever is later, and may not begin any earlier than 7:00 a.m. or 30 minutes prior to the published start time of activities each day of convention, whichever is earlier. (10/05)

## 5. Campaign Violations

- a. Pre-Convention: Notification of a possible violation must be in the form of a signed letter no later than one week (7 days) following the incident, to be sent to the CKI President and CKI Director. Materials that support the alleged infraction must be included with the aforementioned letter (i.e., witness names, letters, transcripts, etc.). The President and Director shall send the candidate a copy of this letter and its supporting materials. The letter can be sent by electronic mail or facsimile. If the letter is sent and it is determined that the candidate in question did not receive such communication, then the Director shall send a letter through certified mail within three (3) days. The candidate shall reply to the charges within ten (10) days of receiving the letter, with a letter explaining or refuting his/her actions and be given the opportunity to refute his/her actions via conference call with the Executive Committee of the CKI Board. If the candidate does not respond, the Executive Committee of the CKI Board will proceed with the enforcement procedure as outlined in this policy. (3/16)
- b. Convention: In the event that a possible violation occurs less than ten (10) days prior to the Opening Session of the CKI Convention, the notification must be given to the CKI President or Director before the start of the Opening Session. Notification of a possible violation at the CKI Convention must be made in writing and signed by a witness within six (6) hours of the alleged violation. All notifications will be given to the CKI President or Director whose responsibility it will be to notify the other. Once this notification has been received, the CKI President and/or Director shall inform the candidate, and the candidate will be given time to explain or refute the alleged violation. (12/04)

## 6. Enforcement of Violations by Candidates and Grievances

### a. Enforcement

- i. Any individuals running for office shall not be part of the Executive Committee utilized for election enforcement. The International President, in consultation with the International Director, may select another individual to sit on the committee for this purpose. (9/01)
- ii. Any entity found in violation of this policy may be subject to loss of delegate voting rights in the elections for international office or disqualification of candidacy, upon a supermajority of the International Board. (10/15)

### b. Grievances

- i. A grievance is an appeal by the candidate of any action taken by the Executive Committee. Grievances will be reviewed and subject to action by the CKI Board. (12/04)
- ii. The decision of the CKI Board shall be final, and documentation of the event and actions shall be filed. (9/01)

## 7. Enforcement of Violations by Non-CKI Members

- a. Any non-CKI member that participates in any form of campaigning shall be reported to the CKI President and/or Director immediately. The Executive Committee shall then investigate that individual. If the Executive Committee finds the actions to be inappropriate, the CKI Director, acting through the Committee, shall take the following action:

- i. If the Executive Committee finds a Kiwanis member in violation, the Director shall notify the individual as well as his/her home Kiwanis District Governor. The Kiwanis District Governor shall be provided with a statement of the allegations and shall take the appropriate disciplinary action.
  - ii. If the Executive Committee finds a Key Club member in violation, the Director shall notify the individual and the Director of Key Club International. The Director of Key Club International shall be provided with a statement of the allegations and shall take the appropriate disciplinary action.
  - iii. If a candidate is involved with any violations by any non-CKI member, the Executive Committee shall investigate the non-CKI member in accordance with Section G of this Policy Code and shall investigate the candidate in accordance with Section G of this Policy Code.
  - iv. If the Executive Committee finds any other member of the Kiwanis family or individual not otherwise mentioned is found in violation, the Director shall take appropriate action upon the recommendation by the Executive Committee.
- b. If available, the Executive Committee shall seek the advice of the Kiwanis Board Counselor to Circle K International during these investigations.
  - c. All recommendations and actions shall be subject to action by the CKI Board.

**Section H: Governor Reporting to International (2/11)**

1. Submission of Report

By the 15<sup>th</sup> of every month, the governor will submit a monthly report form regarding his/her district to the international board.

- a. Purpose
  - i. These report forms serve as another way each governor can contact the international board.
  - ii. These reports allow governors to reflect on their districts, request help as needed, and inform their international board of their needs.
  - iii. These report forms are meant to be succinct but include information such as large upcoming events, service hours, board meetings, and contact from the international board.
- a. Review
  - ii. The respective International Trustee, International President, and International Vice President will review these reports by the end of every month.
  - iii. The International President and International Vice President may contact each governor as needed – focusing on administrative, communicative, and service aspects of the report. (6/14)
  - iv. The International Trustee will holistically evaluate each monthly report form, contact his/her governors, and effectively adapt his/her actions to his/her districts' needs.

## **Section I: Removal of an International Officer**

### **1. Violation of Policies**

For violation of policies outlined in the Circle K International Governing Documents.

#### **a. Notification Process**

##### **i. Notification of the International President, International Vice President and International Director**

1. Within five (5) business days of discovering that an International Board member is in violation of the Circle K International Governing Documents, the International President, International Vice President, and International Director shall be notified.

##### **ii. Notification of the Board Member in violation**

2. Within five (5) business days of notification, the International President, International Vice President or International Director shall notify the Board Member in violation via electronic mail or facsimile. If the notification is sent and it is determined that the candidate in question did not receive such communication, then the Director shall send the notification through certified mail within three (3) day.
3. It is suggested, but not required, that the Board Member in violation also be contacted via telephone.

##### **iii. Notification of the CKI Board**

1. Within three (3) business days of notifying the Board Member in violation, the International President, International Vice President, or International Director shall notify the entire CKI Board of the situation.
2. This notification shall include, but not be limited to, the policy that was violated, a timeline of events, and information on the removal process.

##### **iv. Notification of Non-CKI Board Members**

1. Notification of Non-CKI Board Members, shall occur at the discretion of the International President, International Vice President, and International Director.
2. Care shall be taken to preserve the Board Member in violation's reputation.

#### **b. Documentation Process**

##### **i. What is to be Documented**

1. A record of all required notifications shall be made.
2. Materials that support the existence of a violation shall be recorded.

##### **ii. Documentation Storage:**

1. All documentation shall be recorded at the International Office and maintained by the Circle K International Staff.

##### **iii. Availability of Documentation**

1. Documentation shall be made available to any member of Circle K International.
2. Documentation shall be made available to non-members of Circle K International only at the discretion of the International President,

International Vice President, and International Director.

c. CKI Board Action

i. Need for CKI Board Action:

A vacancy shall become official only by a super-majority vote of the CKI Board.

ii. Need for a special meeting:

In the event that it is necessary to make a decision prior to a scheduled CKI Board Meeting, a special meeting will be called in accordance with Circle K International procedure.

d. Status of the Board Member In Violation

i. Pending Status:

Upon notification of the Board Member's alleged violation, the International President and International Director shall declare the Board Member in violation on pending status. At this time the Board Member in violation shall maintain the full rights and privileges of office.

ii. Declared Vacancy:

Once it is confirmed that a CKI Board Member is in violation of the Circle K International Governing Documents, that Board Member's office shall be declared vacant pending CKI Board approval. At this time a Board Member loses the rights and privileges of office.

2. Poor Performance

a. Complaint Process: Filing Complaints

i. Any member club or district in good standing of Circle K International or CKI Board Member shall have the ability to file a complaint against an International Board Member.

ii. A complaint shall only address the activities of one Board Member.

iii. Complaint Contents shall include but not be limited to:

1. A written summary of the alleged performance deficiencies.
2. Materials that support the claims made in the summary.
3. A formal request for the International Board Member to be removed.
4. If the complaint is from a club or district in good standing, the minutes of the club or district board meeting during which the complaint was approved shall be included.

b. Notification Process

i. Notification of the International President, International Vice President, and International Director:

In a timely manner, the International President, International Vice President, and International Director shall be sent via electronic mail or facsimile of any official complaints. If the notification is sent and it is determined that the candidate in question did not receive such communication, then the person in violation will be sent a notification through certified mail within three (3) days. (6/15)

ii. Notification of the Board Member in violation:

Within five (5) business days of notification, the International President, International Vice President, or International Director shall notify the Board

Member in question via electronic mail or facsimile. If the notification is sent and it is determined that the candidate in question did not receive such communication, then the Director shall send the notification through electronic mail or facsimile within three (3) days. (6/15)

iii. Notification of the CKI Board:

Within three (3) business days of notifying the Board Member in question, the International President, International Vice- President, or International Director shall notify the entire CKI Board of the complaint. This notification shall include, but not be limited to, the policy that was violated, a timeline of events, and information on the removal process.

v. Notification of Non-CKI Board Members:

Notification of Non-CKI Board Members shall occur at the discretion of the International President, International Vice President and International Director. Care shall be taken to preserve the Board Member in question's reputation.

c. Documentation Process

i. The Following Items shall be documented:

1. A record of all required notifications.
2. The complaint itself.
3. Materials that support the existence of a violation.
4. Minutes from any hearing that occurs.

ii. Documentation storage:

All documentation shall be recorded at the International Office and maintained by the Circle K International Staff.

iii. Availability of documentation

1. Documentation shall be made available to any member of Circle K International.
2. Documentation shall be made available to non-members of Circle K International only at the discretion of the International President, International Vice President, and International Director.

d. CKI Board Action

i. Spurious Complaints

1. Any complaint deemed to be spurious in nature by the International President, International Vice President, and International Director shall be dismissed.
2. In order to determine whether or not a complaint is spurious, the International President, International Vice- President, and International Director shall meet within three (3) business days of receipt of the complaint.
3. A written explanation of the decision to dismiss the complaint shall be sent within five (5) business days of that decision.
4. In the event that the International President or International Vice President is implicated in the complaint, that officer will not be allowed to decide whether or not to dismiss the complaint.

ii. Hearing

1. Before an officer can be removed, a hearing will be held to evaluate the merit of the complaint.
2. During the hearing the Board Member in Question will not be considered a member of the CKI Board and therefore will have no voting privilege.
3. The filer of the complaint (complainant) shall have the option of having one (1) Trustee at the hearing. No Circle K International funds may be used to have this Trustee present in person or by other means.
4. The agenda of the hearing shall include but not be limited to:
  - Call to Order
  - Statement of the complainant (Limited to 15 minutes)
  - Statement of the Board Member in Question (Limited to 15 minutes)
  - Questions for the CKI Board (Limited to 15 minutes)
  - Closing Comment of the complainant (Limited to 5 minutes)
  - Closing Comment of the Board Member in Question (Limited to 5 minutes)
5. The time limits prescribed in this procedure may be amended during the hearing by a majority vote of the CKI Board.

iii. Declaration of a Vacancy

1. Immediately following the hearing, the CKI Board shall move into executive session and shall entertain a motion to remove the Board Member.
2. The Board Member in Question shall neither be allowed to be present during the motion nor to have a vote.
3. A Board Member may only be removed by a super-majority vote of the CKI Board.
4. The decision to remove a board member shall take effect immediately.

iv. Need for a Special Meeting:

In the event that it is necessary to make a decision prior to a scheduled CKI Board Meeting, a special meeting will be called in accordance with Circle K International procedure.

e. Status of the Board Member In Violation

i. Pending Status:

Upon determination that a complaint is not spurious, the International President and International Director shall declare the Board Member in violation on Pending Status. At this time the Board Member in Question shall maintain the full rights and privileges of office.

ii. Removed Status:

Once the CKI Board determines, in accordance with these procedures, to remove an officer, that office is declared vacant. At this time the Board Member in question loses the rights and privileges of office. (9/00)



## **Section J: Replacement of an International Board Member**

### **1. Procedure**

Following a declaration of vacancy in office, the CKI Board shall be charged with filling the vacant position. Vacancies shall be established by Policy Code Section I: Removal of an International Board Member, or by submission of a letter of resignation to the International President, Director, and Kiwanis Board Counselor. The replacement process shall consist of two meetings--a nomination meeting and an election meeting. The discussion portion of the election meeting may be held in Executive Session, but no other portions of the two meetings shall be held in the Executive session. In the case of a resignation, the CKI President or highest ranking officer, in consultation with the Director, shall determine how to distribute any resignation letter to prevent the letter from being distributed to the general membership that contains inappropriate content.

### **2. Vacancy Before CKI Board Training**

If a vacancy occurs at CKI Convention, the CKI Board will act quickly to elect a new Board member into office before Board Training, as outlined in these policies.

#### **a. Vacancy in the office of President**

In the event of a vacancy in the office of President, the Vice President will temporarily perform the duties of President and will lead the Board in selecting a new President.

#### **b. Vacancy in the office of the Vice President**

In the event of a vacancy in the office of Vice President, the President and Board will temporarily divide and perform the duties of the Vice President until the selection of the new Vice President.

### **3. Nomination Meeting**

a. The meeting shall be called as a special meeting of the governors or certified designees of the affected Subregions. One meeting shall be held for each affected Subregion and shall comply with Article 15 of the CKI Bylaws regarding the CKI Board. The meeting shall have two purposes: to nominate candidates and to set up a timeline for informing nominees of their candidacy and paperwork submission.

b. Each governor may submit names for nomination, providing that the club of said individual is in good standing, the individual being nominated is from a club in the Subregion affected, and the individual being nominated does not currently hold another elected position in Circle K International.

c. Following the nominations, the President will announce the suggested candidates from the districts that are not represented in the meeting. The President will entertain a motion to accept the nominations.

d. All candidates must be nominated and seconded in order to remain in consideration.

e. Discussion of candidates shall occur in the election meeting.

f. The International Staff shall contact all nominated candidates within a time period designated during the meeting. These candidates shall meet the following requirements:

i. The candidate shall submit a signed service agreement including proof of enrollment, a biographical form, and other materials as required by the CKI Board or International Office.



- ii. The Circle K International Staff shall verify that the club of the candidate is in good standing and that the candidate is a member of the stated club.
  - iii. The paperwork must be completed by the date decided upon in the nomination meeting.
  - iv. Individuals nominated may not contact any board members other than the International President.
  - v. No other nominations will be considered outside of this nominating session, unless the floor is re-opened.
4. Election Meeting
- a. Following a nomination meeting, the election shall take place. This meeting shall be called as a special meeting of the Governors or certified designees of the affected Subregions. One meeting shall be held for each affected Subregion and shall comply with Article 15 of the Circle K International Bylaws regarding the CKI Board.
  - b. A report declaring the member(s) of Circle K International in nomination who have submitted the proper forms and are qualified for candidacy shall be read.
  - c. Comments are limited to two minutes per speaker, per candidate, and will proceed in the following format: pro, con, con, pro, and followed by a general discussion. The candidates will be discussed in the order of nomination. A Governor or designee may only speak twice about a candidate and may only speak a second time after all Board members who wish to speak have spoken at least once.
  - d. Voting will occur as described in Article 13 of the CKI Bylaws, so the candidate elected by the Governors or designees will have to obtain a majority of votes cast.
  - e. For three or more candidates: If a candidate has not received a majority after the first ballot, the person with the lowest amount of votes shall be dropped from the ballot and another ballot taken until a majority is reached. If the ballot with the last two candidates ends in a tie, the president may break the tie.
  - f. For two candidates: The President may break a tie.
5. Notification
- a. The President or International Staff shall notify the candidates of the results. Correspondence indicating the results of the election meeting shall be sent to the candidates within 2 days of the meeting.
  - b. After the candidates have been notified, the CKI Board, Kiwanis International Board, and assigned districts shall be contacted, followed by the district governors and administrators.

## **Section K: Service Hours, Interclubs, and Kiwanis Family Relations (2/17)**

1. Policy Definitions
  - a. A voluntary act is one for which no payment is received for a service rendered.
  - b. A fund-raising activity is one for which payment, profit, or donations are received.
  - c. A charitable entity is an organization that provides service or monetary assistance to an individual or group of individuals who possess a basic need for said services (9/00).
  - d. A service project shall be defined as a voluntary act by at least one CKI member in good standing that will aid the community, directly or indirectly. The service project must be organized or promoted by a Kiwanis Family Organization. (2/11)
  - e. Service administration shall be defined as the preparation time spent coordinating a particular service project, such as working with a community agency, acquiring project supplies, or conducting necessary pre-project volunteer training. (2/11)
  - f. Preparation time consists of time spent coordinating with a particular service project, such as coordinating a project with a community agency, or acquiring project supplies.
  - g. Travel time shall consist of the time spent in travel to a service project at which the primary purpose is service, and shall count as service. (2/11)
    - i. Only travel exceeding half an hour shall be considered service hours. (2/17)
    - ii. Time spent for mealtime, social time, or overnight stops does not count as service hours.
  - h. Total club service hours on a project are to be reported as the sum of each dues paid member's individual hours on the project.
  - i. A Kiwanis family function is any project, meeting, banquet, rally, conference, or convention of CKI, Kiwanis, Key Club, Builders Club, Aktion Club, or other Kiwanis sponsored organization. Approval of the service project shall include an invitation to all club members to participate in the said service project.
2. Service Hours (2/11)
  - a. A service hour is 60 minutes of work performed by a CKI member in good standing on a service project.
  - b. Travel to service projects exceeding half an hour of travel shall be considered service hours.
  - c. Service administration shall be considered service hours.
  - d. All proceeds raised during a fund-raising activity must be applied toward a charitable entity for the fund-raiser hours to be considered as service hours.
3. Interclubs & Kiwanis Family Relation (2/17)
  - a. An interclub shall be defined as a meeting or event organized by one or more Circle K clubs with at least two CKI clubs in attendance, each having two or more members present. (2/17)
    - i. Clubs in formation may count as a club for the purpose of calculating an interclub. (10/13)
    - ii. A meeting or event organized by the international or district levels of CKI shall not count as an interclub. (10/13)
    - iii. Each CKI club with two or more members present will have individually

- completed on interclub, and will report having attended one (1) interclub, regardless of the number of clubs present. (2/17)
- b. A Kiwanis Family Relation (KFR) shall be defined as a meeting or event attended by at least on CKI club and at least one club from another branch of the Kiwanis Family, each having two or more members present. (2/17)
    - i. The other levels of the Kiwanis Family are: K-Kids, Builder's Club, Key Club International, Kiwanis International, and Aktion Club. (10/13)
    - ii. Clubs in formation may count as a club for the purpose of calculating a KFR. (10/13)
    - iii. A meeting or event organized by the international or district levels of CKI shall not count as a KFR. (10/13)
    - iv. Each CKI club with two or more members present will have individually completed one KFR and will report having attended one (1) KFR, regardless of the number of levels present. (2/17)
  - c. A club may earn one interclub and one KFR at the same meeting or event so long as the requirements for each are met. (10/13)

### **Section L: Large Scale Service Project (LSSP)**

1. Timing  
A Large Scale Service Project (LSSP) shall be held in conjunction with all International Conventions. Only a vote of two thirds (2/3) of the CKI Board can cancel the LSSP for a given year. (6/15)
2. Activities  
The LSSP shall consist of a service project and scheduled fellowship activities.
3. Coordination  
The CKI LSSP Committee shall oversee the coordination of the event. (10/03)
4. Approval of Projects  
The CKI Board must vote to approve the service projects, fellowship activities, and final budget for LSSP. (3/09)

### **Section M: CKI Service Week**

1. Purpose  
The purpose is to promote the implementation of the CKI Service Partners and Service Initiative while further strengthening the relations within our Kiwanis Family.
2. Timeline  
The timeline of this event is the six days prior to and ending with Kiwanis One Day.
3. Requirement for Recognition  
CKI Service Week shall consist of the following:
  - Performing 2 or more projects with at least one the CKI Service Partners
  - Performing 1 or more projects themed after the CKI Service Initiative, Focusing on the Future: Children
  - Participating in Kiwanis One Day
4. Recognition for Participation  
CKI Clubs that satisfy all three requirements under the Activities policy code shall be recognized at the annual International Convention. (4/09)

## Section N: Tomorrow Fund

### 1. Relationship

The Kiwanis International Foundation (here in "Foundation") qualifies under the U.S. Internal Revenue Code as a public, nonprofit, Section 501(c)(3) organization. The Tomorrow Fund is an established fund within the Foundation. This fund is designated to receive contributions of cash, securities, bequests and other gifts directed to the fund by donors, and is managed as described in these policies. Charitable gifts to the fund are irrevocable. Nevertheless, solely to insure the fund is a qualified component of the Foundation for federal tax purposes, the Foundation, acting alone, shall have the power to modify the terms of the policies to the extent necessary to insure such qualification. The policies shall be governed by the laws of the State of Indiana.

Purpose:

- a. To provide financial support to Circle K International events and projects, to individual CKI clubs and districts, and CKI club members through service grants, academic scholarships and other special projects; and
- b. To provide donors with a means to support the activities and future of Circle K International and its members around the world.

### 2. Structure:

The Tomorrow Fund is a restricted fund consisting of two accounts:

- a. The Permanently Endowed account. No distributions are made from this account; and
- b. The Temporarily Restricted account.

### 3. Distribution:

- a. The Circle K International Board may grant an amount to be distributed from the temporarily restricted account according to the established project grant program.
  - i. The Grants Committee will be comprised of members of the Circle K International Service Committee and may include other CKI Board members as appointed by the Circle K International President.
  - ii. The duties of the Grants Committee shall be to:
    - Define the criteria for awarding grants.
    - Set the schedule for the consideration of grant requests.
    - Review grant requests and make funding recommendations to the CKI Board.
- b. An Advisory Committee shall exist to make grants to Circle K International from the temporarily restricted account. The Advisory Committee will be made up of the Kiwanis International Chief Financial Officer, the Kiwanis International Foundation Chief Operating Officer, the Circle K International Director, and the Circle K International President.
- c. Fund distributions must be consistent with applicable law and Kiwanis International Foundation policy as amended from time to time. The Foundation sets the spending policy for all funds within the Foundation. Fund distributions exceeding the annual spending policy amount require approval from the Kiwanis International Foundation Board of Trustees. (6/16)

## **Section O: Contests and Recognition Programs**

1. Purpose  
Circle K International shall sponsor contests and recognition programs for citizens, members, clubs, Circle K district officers, Circle K districts, Kiwanis districts, Kiwanis district governors, and sponsoring Kiwanis clubs.
2. Circle K Member Recognition Programs
  - a. The Society of Distinguished Collegians was established to recognize those members of Circle K International who strive for excellence in academics, service to campus and community and commitment to the local club.
  - b. The Circle K International Service Recognition Award is designed to recognize those members from each district who have had a significant impact in the area of service to their campuses and communities.
3. Non-Circle K Member Recognition Programs
  - a. The Circle K International Humanitarian Award is designed to recognize one individual annually whose efforts on behalf of others have significantly contributed to the betterment of the world.
  - b. The Circle K International Faculty and Kiwanis Advisor Appreciation Award is designed to provide a means by which local clubs can show appreciation to advisors who have provided consistent guidance, support, counsel and enthusiasm to the club.
  - c. The Circle K International McKittrick Award is designed to annually recognize those Kiwanis district governors that make significant contributions to the growth and strengthening of the Circle K program in their districts.
  - d. The Circle of Service Award was created to annually recognize and honor that individual within Kiwanis International who has made the most outstanding contribution to all of Circle K International.
  - e. The Circle K International Outstanding Alumni Award is designed to recognize one outstanding Circle K Alumnus who has remained committed to the realization of mankind's potential after his/her years as a Circle K member.
4. Circle K Club Recognition Programs
  - a. The Growth Enhances Membership (G.E.M.) Awards Program was instituted to recognize clubs which achieve success in membership growth as compared to their previous year's paid membership total.
5. Circle K District Officer Recognition Programs
  - a. The Hodges and Rodehorst Distinguished District Award recognizes the Circle K districts which, during an administrative year, have excelled to a high degree of achievement.
  - b. The Frank B. Fulton Distinguished Governor Award is designed to recognize governors who have excelled in their CKI endeavors and service to their districts.
  - c. The R.P. "Reg" Merridew Distinguished Secretary Award recognizes district secretaries who have excelled in their CKI endeavors and service to their districts.
  - d. The R.P. "Reg" Merridew Distinguished District Treasurer Award was created to recognize treasurers who have excelled in their CKI endeavors and service to their districts.
  - e. The R.P. "Reg" Merridew Distinguished District Secretary-Treasurer Award recognizes secretary-treasurers who have excelled in their CKI endeavors and

- service to their districts.
- f. The Jay N. Emerson Distinguished Lieutenant Governor Award was established to recognize lieutenant governors who have excelled in their CKI endeavors and service to their Circle K divisions.
  - g. The George H. "Dad" Gray District Editor Award is designed to recognize excellence in the area of district publication. The award further recognizes editors who have excelled in their CKI endeavors and service to their districts.
  - h. The A. Doug Wasson Distinguished District Administrator Award is designed to recognize district administrators who have excelled in their service to their Circle K districts.
  - i. The Distinguished Kiwanis District Committee Member Award recognizes Kiwanis district committee members who have excelled in their service to their CKI districts.
  - j. The District Administrators Hall of Fame recognizes district administrators with a long record of outstanding service to a Circle K district. A district administrator will be inducted into the Hall of Fame after winning the Distinguished District Administrator Award three times.
  - k. The R.D. "Gus" Gustafson Outstanding Kiwanis District Support Award recognizes those Kiwanis districts that have excelled in their support of the Circle K district.
  - l. The Distinguished District Committee Chair Award recognizes district committee chairs who have excelled in their CKI endeavors and service to their district.
6. Circle K Contests
- a. The Outstanding Kiwanis-Family Relations Award is designed to recognize and honor those Circle K clubs who have participated in activities and events to enhance Kiwanis Family relations.
  - b. The Traditional Club Scrapbook Award is designed to recognize and honor those Circle K clubs that produce a high-quality scrapbook chronicling the activities of the Circle K club.
  - c. The Non-Traditional Club Scrapbook Award is designed to recognize and honor those Circle K clubs that produce a high-quality scrapbook chronicling the activities of the Circle K club.
  - d. The Single Service Award is designed to recognize and honor those Circle K clubs, through dedication and unselfish efforts, producing the best single project or service during the year.
  - e. The Circle K International Oratorical Contest is designed to encourage members to share their attitudes, beliefs and experiences regarding the organization through a prepared speech.
  - f. The Club Achievement Award is designed to recognize and honor those Circle K clubs that have excelled in all aspects of club operation.
  - g. The Circle K International Service Initiative Award is designed to recognize clubs who organize and perform an outstanding project relation to the CKI Service Initiative.
  - h. The Club Subregion Unity Award is designed to recognize and honor have come together in support of one another's endeavors and goals through communication and event attendance.



## Section P: Conduct

### 1. Conduct Unbecoming

Conduct unbecoming of a member of Circle K is defined as any conduct that:

- a. Is unlawful; (2/11)
- b. Is incompatible with the best interests of public or of members of the Kiwanis family; or
- c. Tends or threatens to harm the standing or reputation of the Kiwanis family in the local or global community.

### 2. Violations

A violation of the policy defining conduct unbecoming of a member of Circle K may result in disciplinary action against the offending member. Disciplinary action can result in a private reprimand, a public reprimand, or dismissal from the organization. A private reprimand is communicated to the individual violating the "conduct policy" as a warning. A public reprimand requires notification of the district board or district governor of the individual violating the "conduct policy." Probationary status means the member in question remains a member, but is not entitled to all membership privileges. The CKI Board will determine what privileges the member on probation has on a case-by-case basis, including the term of the probation. Dismissal means removal from the member's office or club. For any action other than a private reprimand to be taken, the offending party is entitled to a written justification of why the conduct is considered unbecoming as defined above. (10/05)

### 3. Process

Any individual receiving written notice, as provided in the applicable bylaws, shall be permitted to hear all evidence against him or her and be afforded the opportunity to provide evidence in his or her defense. The appropriate ruling body shall hear the evidence and determine what sanction, if any, shall be imposed, and such decision shall be final.

### 4. Event Attendance (2/11)

- a. Any member of CKI is said to be "in attendance" at an event from the moment of arrival or event check-in start time, whichever is later. (03/16)
- b. A member is said to be departed from the event following the closing session. (02/17)
- c. In any instance where pre- or post-event accommodations are included in the schedule for the event, where an additional activity is planned and/or sponsored by CKI, a district, or a club of Circle K International (i.e., a planned meal or district tour), such activities are bound by this policy. (06/14)

### 5. CKI Alcohol Policy

CKI Alcohol Policy for CKI sponsored conventions, events, and/or special programs. (2/11)

- a. No CKI member that is under the age of drinking defined by law will be allowed to possess, sell, distribute, or consume alcohol.
- b. The possession, sale, distribution, or consumption of alcoholic beverages during any event or situation sponsored or promoted by one CKI district, or promoted by CKI clubs in one district, will be determined by that CKI district's policy code and by that CKI district's Kiwanis District Board. CKI Members are to abide by their home district's alcohol policy at their home district's CKI events.

- c. Guests, alumni, and Kiwanis-family members in attendance of said district events are asked to observe this policy in terms of their consumption of alcohol at all CKI events.
- d. CKI Members are to abide by the host district's alcohol policy when attending an event outside of their home district.
- e. CKI Members may or may not be allowed to drink at their home district's Kiwanis events as outlined by the applicable Kiwanis and Circle K club and district policy codes, as long as no other Kiwanis Service Leadership Program members are in attendance. (6/14)
- f. The possession, sale, distribution, or consumption of alcoholic beverages during any event or situation sponsored or promoted by more than one CKI district or by the international level of CKI (ie. ICON, LSSP, Leadership Academy), or any other Kiwanis service leadership program event will not be allowed or tolerated.

6. Drugs

Illegal drugs, and misuse of prescription and over the counter drugs policy for CKI sponsored Conventions, Events, and/or Special Programs. (2/11)

- a. The possession, sale, distribution, or consumption of illegal drugs, and misuse of prescription and over the counter drugs during any event or situation sponsored or promoted by CKI will not be tolerated. (2/09)
- b. Members of Circle K International are to abide by this policy at all Kiwanis-family events.
- c. Guests, Alumni, and Kiwanis-family members in attendance are asked to observe this policy in terms of their use of illegal drugs and misuse of prescription and over the counter drugs at Circle K International events. (2/09)
- d. Each club, under the leadership of the club president and/or membership development and education chairperson, is encouraged to include illegal drug and misuse of prescription and over the counter drug awareness education as part of the membership development and education program.

7. Violations

Alcohol, illegal drug, and misuse of prescription and over the counter drugs policy violations for CKI Sponsored Conventions, Events, and/or Special Programs. (2/11)

- a. Assessment herein shall be defined as follows: Investigation of alleged violation will be conducted by the individuals designated to oversee the various types of violations. Evidence of alleged violations (both physical and testimonial) shall be reviewed by designated assessors in the manner and time frame prescribed. The designated assessors will make a determination of action to be taken, as prescribed within this policy code. Discipline beyond the scope of that which is prescribed herein is prohibited, except in circumstances which merit special consideration and in which the CKI Board and the Kiwanis International Board of Trustees have obtained approval of the action.
- b. Enforcement of disciplinary action will be carried out by the parties specified herein.
- c. Individual Level Violation: The individual must have engaged in at least one of the following activities to be considered in violation of the policy. They must have either had in their possession, consumed, distributed, and/or participated in the sale of illegal drugs, or misused prescription or over the counter drugs, or an



alcoholic beverage, when not permitted by the CKI policy code or by the CKI district-in-question's policy code while in attendance (as defined above) at a CKI sponsored convention, event and/or special program. (2/09)

- i. Designated Assessors: Designated assessors for an individual violation shall be the District Administrator and the Kiwanis district governor, in consultation with the CKI Director.
- ii. Notification of alleged violations must be reported in writing to the CKI and Kiwanis district governor to be considered for review.
- iii. Once the assessors have received notification of a violation, they will contact the CKI district governor, as well as the club president, and instruct them as to their responsibilities.
- iv. The assessors will report their findings to the CKI district governor, who will enforce appropriate sanctions with the assistance of the district board of officers and the District Administrator.
- v. Assessment Procedures: Assessment must begin within two weeks of notification of the alleged violation. Evidence will be collected and reviewed by the assessors, and findings will be reported no later than four weeks from the notification of the alleged violation.
- vi. Sanctions:
  1. First Violation: Any of the privileges associated with the club membership (i.e. voting, the receipt of materials from the club, attendance at club meetings, participation in CKI or Kiwanis Family projects, events and socials of the club, district and International levels) may be suspended. The minimum suspension shall be thirty (30) days, with a maximum suspension of ninety (90) days. A letter must be sent to the individual(s) involved in the violation, explaining the reason(s) for the suspension. If college or university rules have been violated, a copy of this letter should be sent to the appropriate school official concerned with student activities and copied to the Kiwanis district governor and the CKI district administrator. (2/09)
  2. Further Violations: Should future violations occur within one year of the previous violation, the violator's membership shall be terminated for a period of at least twelve (12) months. An individual must petition the club's executive board to regain membership at the conclusion of the suspension period. This petition must be issued in the form of a letter, which states the reason they wish to regain membership and affirms that they will abide by the CKI Bylaws and Policy Code. The penalty for further violations will be permanent expulsion from the club. A letter must be sent to the individual(s) involved in the violation, explaining the reason(s) for the suspension or expulsion. If college or university rules have been violated, a copy of this letter should be sent to the appropriate school officials concerned with student activities and copied to the Kiwanis district governor and the CKI district administrator. (2/09)

- vii. Grievances: Within two (2) weeks of the notification of the sanction, a grievance may be filed with the Kiwanis district administrator, who in conjunction with the Kiwanis district governor, shall make a determination of whether such grievance should be considered further. If so, the individual shall be given the opportunity to state his/her case at a meeting with the district administrator and the Kiwanis district governor. This body will determine whether to uphold or alter the sanction. (2/09)
- viii. With the unanimous consent of all parties involved, the above time limitations may be amended to allow for situation in which it is impossible or extremely difficult to meet specified time limitations.
- d. District Level Violation: A district will be in violation of the illegal drugs and misuse of prescription and over the counter drugs policy if the board of officers condones, through verbal or physical actions, the possession, distribution, sale, and/or consumption of illegal drugs, or misuse of prescription and over the counter drugs, at any district sponsored event or activity. Events include a location in which the facilities used are being paid for by district funds, any situation sponsored or promoted by the district board of officers, or any time a member is in attendance at a CKI sponsored convention, event, or special program.
  - i. Designated Assessors: Designated assessors for a district level violation shall be the CKI Executive committee, in consultation with the CKI director and the Trustee of the Subregion.
  - ii. Notification of alleged violations must be reported in writing to the CKI President and the Director to be considered for review.
  - iii. Once the International President and Director have received appropriate notification, they will contact the other assessors and instruct them as to their responsibilities.
  - iv. The CKI Board will be responsible for the enforcement of the sanctions as submitted by the CKI Executive committee.
  - v. Assessment Procedures: Assessment will begin at the first scheduled CKI Executive committee meeting following the notification of the alleged violation. In the event a meeting is not scheduled within two weeks of the notification, the CKI executive committee will call a special session. Evidence will be collected and reviewed by the assessors as soon as possible prior to the meeting. During the committee meeting, time will be allotted to discuss the matter and come to a decision on the sanctions to be imposed. The findings will be reported no later than one week from the conclusion of said committee meeting.
  - vi. Sanctions:
    - 1. First Violation: A letter will be sent on behalf of the CKI Board, by the CKI President, to the Kiwanis district governor, outlining the violation. A copy of this letter will be sent to the CKI district governor and administrator. The district board will be ineligible for any district level awards, limited to Distinguished District and Distinguished officer awards, at the next CKI convention following the letter outlining the violation. In addition, individuals found in violation will also be held

to the sanctions in the Individual Violation policy. The district will be placed on probation for a period of one year following the issuance of the letter. During this period of probation, the district must hold at least one alcohol, illegal drug, and misuse of prescription and over the counter drug awareness program, or arrange for such a program, during a district sponsored event. The content of this program must meet the approval of the CKI Board in order to re-qualify the district for district level awards following the above mentioned CKI convention. (2/09)

2. Further Violations: Should a future violation occur within one (1) year of the issuance of the letter of violations, all sanctions mentioned above for a first district level violation will be enforced. In addition, the CKI Board may issue additional sanctions not specifically outlined within this policy code, excluding the elimination of the district structure. The CKI Board may petition the Kiwanis International Board to disband the district should repeated violations persist. All sanctions not specified herein must meet the approval of the Kiwanis International Board of Officers.
  - vii. Grievances: Within two (2) weeks of notification of the sanction, a grievance may be filed with the Kiwanis International Board of Officers, who shall make a determination whether such grievance should be considered further. If so, the CKI District Board of Officers will be given the opportunity to state their case at a meeting of Trustees for the Kiwanis International Board of Officers and the Kiwanis District Board of Officers. This body will determine whether to uphold or alter the sanction.
  - viii. With the unanimous consent of all parties involved, the above time limitations may be amended to allow for situations in which it is impossible or extremely difficult to meet specified time limitations.
8. Code of Conduct
- The following CKI International Code of Conduct will be in effect at all CKI conventions and events:
- a. The use of illegal drugs or the misuse of prescription and over the counter drugs will not be tolerated. (9/01)
  - b. The CKI Sponsored Conventions and Events Alcohol Policy will be enforced at all times during the event. (2/11)
  - c. Sexual harassment is defined as behavior marked by aggressive or harassing remarks, unwanted physical contact or sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature which is unsolicited and offensive to the individual or otherwise creates an intimidating, hostile, or offensive environment. CKI will not tolerate sexual harassment.
  - d. No campaign material will be allowed to be posted on any walls, windows, or doors. The candidate will be responsible should this occur.
  - e. Room assignment changes must be made by Circle K International staff members or their associates.
  - f. Smoking is prohibited at all general sessions, contests, workshops, and caucuses. Individuals who wish to smoke must do so in the hallways and corridors as

- permitted.
- g. Care shall be taken not to deface or destroy any property. Any damages will be paid for by the individual responsible.
  - h. All Circle K members are expected to conduct themselves as responsible, professional men and women and are required to attend all sessions and activities.
  - i. Coat and tie for men and dresses, suits, skirts and blouses, or other professional attire for women are required for those sessions indicated in the event program. Slacks and appropriate casual dress (excluding jeans, cut-offs, and other similar apparel) is appropriate for other functions.
  - j. Every attendee will respect the authority of the Circle K International Director and the Sergeant-at-Arms Committee.
  - k. Infractions of the code of conduct will be reported to the CKI Board or the International Director. Appropriate action will be taken for any infraction, including the dismissal of any attendee from the event at the expense of the individual.
  - l. The code of conduct is in effect from the moment an attendee arrives at the event until the moment he or she departs.
9. Hazing
- a. Club Hazing Policy: On the club level, hazing shall be defined as: Any action or situation created, whether intentional or unintentional, which produces physical or mental discomfort, embarrassment, harassment, or ridicule.
    - i. Such actions may include (but are not limited to) physical contact or situations which create the danger of physical injury, creation of excessive fatigue, physical and/or psychological shock, quests which infringe on the rights of others, wearing of apparel which is conspicuous and not normally in good taste, engaging in publicly embarrassing stunts, forced consumption of food and drink, and morally degrading or humiliating games and activities.
    - ii. The hazing policy of Circle K International shall be consistent with the constitutional laws of the country, which the club is located within, the state or territory laws or regulations on the issue, and any policies stated at the institution at which the Circle K club is located.
  - b. Caucuses
    - i. Formal caucuses are defined as a time to interview and evaluate candidates and obtain their opinions and views on future policies for CKI. Caucus is a very important part of the CKI Convention and should be approached in a very serious and dignified manner. Governors are responsible for maintaining order in their caucuses. A smoothly run caucus permits correct analysis of information sought and obtained.
    - ii. In addition to the definition above, hazing of candidates will not be tolerated during any caucusing activities. Hazing is considered to be any activity or question, which does not pertain to the candidate's credibility as a prospective International officer.
      - 1. Questions concerning a candidate's physical ability to perform the duties of the position they seek will not be allowed.
      - 2. Current and past International officers are prohibited from asking

questions of candidates which request information not easily available to any member of Circle K International

3. No individual involved with a caucus shall be allowed to have physical contact with a candidate.
4. Governors, district administrators, and members of the CKI Board shall be held ultimately responsible for preventing and terminating any acts of hazing in caucuses.

c. Violations

- i. Notification of alleged violations must be reported in writing to the appropriate individuals (as required below), within 72 hours of the questionable event, to be considered for review.
- ii. Club Level: The following procedures shall be enforced by the district governor and the district administrator, in consultation with the sponsoring Kiwanis club (if applicable) and appropriate school officials. In the event that the governor is involved in the alleged violation, then they shall not be allowed to assess the policy violation and the district administrator shall select another member of the district board of officers to assist in the assessment. Once such allegations are confirmed, the following actions will be taken: (6/15)
  1. First Violation: The club shall be placed on suspension for a minimum of sixty (60) days, but not more than one hundred and twenty (120) days.
    - a. Suspension shall include the following:
      - i. The club must sponsor a campus and club hazing awareness program for the duration of the suspension
      - ii. The club becomes ineligible for any district or international awards during any year in which the club has been suspended
      - iii. The club cannot seat delegates at any convention during the period of their suspension but may attend the convention
    - b. Within two (2) weeks of the sanction, the district administrator shall send a letter to the International Director with copies to the sponsoring Kiwanis club (if applicable), the counseling lieutenant governor, and appropriate school officials stating the reason(s) for suspension, the club involved, and the length and nature of the suspension. (6/15)
  2. Second Violation: If an alleged violation occurs within twelve (12) months of the first violation, the following actions shall be taken.
    - a. The club shall be placed on suspension by the district governor and district administrator until the next meeting of the Circle K International (CKI) Board. The district administrator shall send a letter to the club explaining the nature of the suspension. Said allegation shall be forwarded in writing to the International Director. During the suspension period, the club shall be considered on temporary suspension with CKI until such time

as a hearing can be held by the CKI Board as provided for in Article 9 of the International Bylaws. When the CKI Board convenes to consider the violation, it shall determine an appropriate sanction. The minimum sanction shall be a six (6) month suspension, and the maximum sanction shall be revocation of the club's charter.

- b. Within two (2) weeks of the CKI Board's decision, a letter stating the violations and sanctions must be forwarded by the International Director to the club found in violation, with a copy sent to the district governor, the district administrator, the Kiwanis district governor, the sponsoring Kiwanis club (if applicable), and the appropriate school officials. (6/15)
  3. Further Violations: If subsequent violations occur during the suspension period, or within six (6) months thereafter, the alleged violation shall be reported by the district administrator to the International Director, who shall act in accordance with Article 9 of the International Bylaws and these policies.
  4. Grievances: Grievances of first violations may be filed with the CKI Board through the International Director within two weeks of notification. The grievances shall be reviewed by the International President and International Director to determine whether it should be considered further. If so, the club shall have the opportunity to state its case at the next meeting of the CKI Board. A decision shall then be made by the CKI Board as to uphold or alter the previous sanction.
- iii. District Level: A district shall be in violation of the hazing policy if the board of officers condones hazing at any district event (i.e., rallies, conventions, projects, conferences, socials, fundraisers, etc.) or any other situation sponsored or promoted by the district. The district administrator, the Kiwanis district board, the CKI Board, and the CKI Director shall conduct an assessment, as defined later in this policy, of the alleged violation. Once such allegations are confirmed, the following actions will be taken.
1. First Violation: Within two weeks of notification, a denouncement of the violation shall be issued by the International Director to the Kiwanis district governor with a copy forwarded to the district governor and administrator. (6/15)
  2. The district shall be required to educate (or arrange for the education of) the clubs of the district on the topic of hazing, in a manner, which must be approved by the CKI Board.
  3. The district shall be ineligible for any district-level awards at the International Convention following the conclusion of the administrative year in which the violation occurred.
  4. Further Violations: If a violation occurs within twenty-four (24) months of the last violation, the following actions shall be taken:
    - a. All sanctions as outlined for a district's first violation shall occur.
    - b. Additional sanctions as determined by the CKI Board may be



taken, including the elimination of the district structure.

5. Grievances: The district may appeal the decision of the CKI board, provided the Circle K district board has approval of its Kiwanis district board to request such appeal. Appeals will be made in writing to the Kiwanis International Board at its next scheduled meeting. The decision of the Kiwanis International Board is considered final.

d. Assessment

- i. For club and district level violations not occurring at a conference or convention, "assessment" shall be defined as follows.
  1. First notification of the violation to the appropriate individuals must occur within 72 hours of the violation by a witness to the violation.
  2. Within five (5) days of being notified, a designated member of the individuals assigned with assessing the matter shall notify all interested parties (the accused, the notifier, and any known witnesses) of the alleged violation.
  3. All interested parties must, within seven (7) days of being notified, present to the individuals assessing the matter a letter with their respective reports of the incident, including any pertinent evidence.
  4. The individuals assigned with assessing the matter shall then evaluate all letters and evidence received and report their decision to all interested parties within seven days of receiving said letters and evidence.
  5. Disgruntled parties may follow the grievances procedure as outlined in this policy.
- ii. For club and district violations occurring at a conference or convention, "assessment" shall be defined as follows.
  1. Notification to the district administrator and the district governor or their designates must occur within 72 hours of the alleged violation.
  2. If time remains in the scheduled convention or conference, a hearing with all interested parties (as defined above) shall be held at the earliest possible time. If the convention or conference has ended prior to notification, steps b-e from above applies.
  3. During the hearing, individuals assessing the situation shall hear all involved parties and evaluate any pertinent evidence.
  4. The individuals assessing the situation must render their decision after appropriate review of the evidence but no later than 24 hours following the hearing.
  5. Disgruntled parties may follow the grievances procedure as outlined in this policy.
- iii. With unanimous consent of all involved parties, the above time limitations can be amended to allow for situations in which it is impossible or extremely difficult to meet the time limitations.

### **Section Q: Fiscal Policy and Responsibility**

1. Assessment of International dues in regards to the following:
  - a. If staff presents evidence that Circle K International is in need of a dues adjustment in the first two months of the CKI Board's administrative year, the CKI board must research and propose a feasible new dues structure. This dues adjustment will be voted on at the next feasible International Convention, allowing for proper education of CKI members in regards to a dues adjustment. (10/04)

### **Section R: IRS Tax Exemption**

1. Blanket Exemption  
CKI shall maintain a blanket exemption for all CKI clubs so that they may be considered exempt from income tax on funds acquired during the year.
2. IRS  
CKI clubs within the United States are expected to follow IRS guidelines. (6/14)
3. Reporting of EIN to CKI Office  
Any clubs that have an employee identification number should submit it to Kiwanis International in the method specified by CKI Staff.

### **Section S: Insurance**

1. Kiwanis Policy Coverage  
In the United States, Canada, and the Caribbean, Kiwanis International has a program of Comprehensive General Liability for Kiwanians, which also covers CKI clubs and their members when involved in a Kiwanis-family activity. The policy is intended to provide legal liability insurance for sums which insurers may become legally obligated to pay as damages to third parties for bodily injury or property damage arising out of Kiwanis-sponsored functions or activities.
2. Provision  
The provisions of the policy apply to most normal liability exposures of CKI clubs, including all their functions and activities. Claims arising out of liability for operation, use, or maintenance of aircraft are excluded. More information may be obtained from the Kiwanis International Office, where the master policies are on file.