

Circle K  
International  
Policy Code

2011-  
2012

Edited by the 2011-2012 CKI Executive Committee

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. (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. (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.

## Section B: International Administration

### 1. Purpose

- 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. The Board may approve the use of other languages.
- 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.
- b. As outlined in Article 28 of the CKI Bylaws, the CKI Board may propose amendments to the CKI Bylaws. Any board member may propose amendments prior to any board meeting, provided they are submitted by the time that board materials are due. Proposed amendments to the CKI Bylaws must then be endorsed by a majority of the Board.

### 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. The site of the convention will be determined by a rotation of cities in each Sub-region within North America. In each Sub-region there will be no more than five cities that the CKI Board will select from. (10/06)
- b. CKI Board lapel pins shall be presented to members upon installation to the CKI Board and exchanged for another upon installment of their successors.

### 6. Service Initiative of CKI and Service Week

- a. "Focusing on the Future: Children" shall be the ongoing Service Initiative of Circle K International. There shall be four service partners. The service partners of CKI shall be as follows:
  - Better World Books

- March of Dimes
- Students Team Up to Fight Hunger (STUFH)
- UNICEF

7. Past Presidents

- a. All Past International Presidents of CKI shall receive, upon request, complimentary lifetime subscriptions to CIRCLEK magazine. Copies of literature items produced by the CKI Office shall be sent to past Board members, upon reasonable request, and shall be at the discretion of the Director.

**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. The CKI district board shall study ways and suggest means for building and strengthening CKI clubs in the district. Worthwhile local 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. 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. If such amendments do not conflict with the CKI Bylaws, Policy Code, appropriate Regional Policy Codes of Circle K International or Kiwanis International, and the Standard Form for Circle K District Bylaws, and do not establish new precedents, they shall be approved by the International Director with such approval reported to the CKI Board at the next available meeting.
    - ii. If such conflicts or precedents do exist, 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.

- 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. This change in the district bylaws is not subject to district House of Delegates approval, as district bylaws must be in accordance with the Bylaws and Policy Code of Circle K International.

#### 4. Sustainability

- a. International Trustees should classify their districts according to the below criteria. Throughout the year the board should work towards advancing each district to the next level.

**Red, known for personal associations, energy, and stimulation, is chosen for the first level. A district at this level does not meet the requirements of a district in good standing or is not recognized by international as being a district. Such districts:**

- Have a district governor
- Have a district administrator
- Have at least one district event
- Have at least one district publication
- Report service hours for each month.

By meeting these requirements during a fiscal year, and by maintaining these requirements for the following administrative year, a district will have successfully achieved that status and will then be eligible to start working towards the next color.

**Yellow, known for optimism and enlightenment, is chosen for the second level. The ideology of a district at this level is that the district possesses passion for the organization in several ways but has some challenges that need to be addressed. These districts:**

- Have a district governor and a district secretary, treasurer, or secretary/treasurer
- Have a district administrator
- Hold at least one district event attended by at least 10% of club membership
- Hold a district officer training
- Have at least three district publications
- Have a district website
- Increase service hours from the preceding year.

By meeting these requirements during a fiscal year, and by maintaining

these requirements for the following administrative year, a club will have successfully achieved that status and will then be eligible to start working towards the next color.

**Blue, known for dependability, trustworthiness, and commitment, is chosen for the third level. The ideology of a district at this level is that the district possesses a new sense of success in the district, which is carrying the district to greater levels of success. These districts:**

- Have a district executive committee
- Have a district administrator
- Hold at least one district event attended by at least 15% of club membership
- See a 10% growth in membership
- Hold a district and club officer training
- Have at least five district publications
- Have a self-standing website which incorporate graphic standards
- Increase service hours from the previous year.

By meeting these requirements during a fiscal year, and by maintaining these requirements for the following administrative year, a club will have successfully achieved that status and will then be eligible to start working towards the next color.

**Green, known for its ability to maintain natural balance, is chosen for the final level. A district at this level is of the highest caliber. A district at this level should serve as a role model and helping hand to other districts, while also maintaining its green level status. These districts:**

- Have an executive board
- Have a district administrator
- Hold at least one district event attended by at least 20% of club membership
- See a 15% growth in membership
- Start 1 new club in the district
- Have at least seven district publications.
- Increase service hours
- Host an independent website with correct graphic standards
- Develop a goal list with the CKI Board (e.g. look into international expansion)

By meeting these requirements during an administrative year, and by maintaining these requirements for the following administrative year, a district will earn the green level status.

For each additional 2 years that the district obtains these requirements, that district will earn an additional point of their green belt, up to three points.

## **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. 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 of the same Circle K fiscal year. For members in Regions 1 and 2, the student must be enrolled for at least part time status to be eligible for membership.
- b. Membership in a local Circle K club shall be open to all college, university, vocational, or trade school students, consistent with the local college, university, vocational, or trade school non-discrimination policy and subject only to the minimum requirements for membership as 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.

### 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. He/She is a member in good standing of the first club;
  - ii. He/She appears as a dues paid member on the roster of the first club;
  - iii. He/She has 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. Service is one of the main activities of a CKI club. 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. In no case shall club elections be held later than two weeks prior to the district convention. All officers shall assume their official duties the first day of April following their election. In the event that the club is "non-districted" or if there is no district convention planned for the club to participate in, the club should hold its elections by March 15, and the officers should assume their official duties on the first day of April following their election.
- 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 a 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. A New Club Building Kit, including a Petition for Charter form, shall be sent by the CKI Office to any individuals interested in forming a CKI club. The Petition for Charter shall be properly completed and approved by the sponsoring Kiwanis club president and secretary, 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 sponsoring Kiwanis club.
- c. Per the CKI Bylaws, Article 7, 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 dues 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 dues and district dues according to the following schedule:

<b>Nation</b>	<b>Payment</b>
Canada	October 1 to January 31
Caribbean Nation	October 1 to January 31
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 1,000 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.

- 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 \_\_\_\_\_ and retained to the following fiscal year.
  - v. Written notification shall be provided to the sponsoring Kiwanis club and the proper institution authority at the time any charter is suspended or no longer listed as active.
- 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 effected Circle K club.
  - 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 the sponsoring Kiwanis club 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.
  - b. Each CKI club can have either one or 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.
  - 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.
9. Clubs celebrating anniversaries that are divisible by ten shall be given appropriate recognition in the **Circle K magazine**.

## Section E: Regions

1. 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
  - Region 2: Canada and Caribbean
  - Region 3: Europe
  - Region 4: Asia-Pacific
  - Region 5: Latin America
2. **Circle K International (North America) 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. Circle K clubs in Africa, Asia-Pacific, Europe, Latin America, and Middle East may organize as districts and regions being affiliate members of Circle K International, using the name of the district or region in its name (which shall be according to the following style: Circle K International – [Name of district or region]). The organization of Circle K clubs into a district or Region requires approval of the Kiwanis International Board of Trustees.
3. 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. There will be seven (7) Sub-regions of CKI, and they shall be defined in this document. Districts cannot be divided into two or more Sub-regions within the sub-regional structure. The Sub-regions of CKI shall be:
  - **Sub-region A:** Montana, Pacific Northwest, Utah-Idaho, Western Canada
  - **Sub-region B:** California-Nevada-Hawaii, Rocky Mountain, Southwest
  - **Sub-region C:** Illinois-Eastern Iowa, Indiana, Michigan, Minnesota-Dakotas, Wisconsin Upper-Michigan
  - **Sub-region D:** Kansas, Louisiana-Mississippi-West Tennessee, Missouri-Arkansas, Nebraska-Iowa, Texas-Oklahoma
  - **Sub-region E:** Kentucky-Tennessee, Ohio, Pennsylvania, West Virginia
  - **Sub-region F:** Capital, New England, New Jersey, New York, Eastern Canada
  - **Sub-region G:** Alabama, Carolinas, Caribbean, Florida, Georgia (4/07)
  - **Non Districted:** Taiwan, West Africa, Norway, Mexico, DACA, Malaysia
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. This Region shall have no officers, elected or appointed or provided for by any other means.
  - c. The CKI Board and International Expansion Board Liaison (if applicable) shall serve as the agent of this Region. As the agent of the Region, the Board is authorized to act for the Region, and shall stand in place of the

Region.

- d. 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 (Regions 1 and 2):

All member clubs in good standing in Regions 1 and 2 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.
    - b. Member Benefits (Regions 3, 4, and 5):

All member clubs in good standing in Regions 3, 4, and 5 shall be entitled to the goods and services received from the CKI Office and servicing Regional Service Center based on their dues structure.

## **Section F: International Extension**

1. Non-Districted Circle K Clubs
  - a. A Kiwanis club outside the original thirty (30) 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. Those non-districted clubs formed will be administered by the sponsoring Kiwanis clubs and the servicing Regional Service Center with direction and support from the Circle K International Office. (10/05)
  - c. Non-districted clubs must adhere to all rules and regulations of CKI. With the exception of International member dues payment, clubs will be bound

by the policies and decisions of the International Boards of both CKI and Kiwanis International.

- d. Non-districted clubs must complete the non-districted club chartering materials (including the names of at least twenty (20) 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 in proportion to the dues paid.
  - 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 addition, a Board Liaison shall be assigned to the International Expansion of Circle K International. The job of the International Expansion Board Liaison shall be to help strengthen the non-districted clubs and forming districts, regularly correspond with those clubs and districts, promote correspondence between the non-districted clubs to the clubs in chartered districts and otherwise link those entities with the resources provided by the servicing Regional Service Center. (10/05)
  - v. In order to form a district, non-districted clubs must follow the procedures for district formation outlined in the CKI Bylaws and Policy Code.

## **Section G: Election of International Officers**

### **1. Requirements of Candidates**

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

- a. Must have his/her name appear on the official CKI membership list;
- b. Must provide current enrollment verification at time of declaration of candidacy;
- c. Must be in good standing with his/her home club;
- d. Must submit a completed officer service agreement;
- e. Must submit all campaign materials required by the CKI Office by the established deadline (4/07);
- f. Must have a home club in good standing with CKI, his/her home district, and his/her university;
- g. Must have a home district in good standing with CKI;
- h. Must be endorsed by his/her home club, home club board, home district, or home district board;
- i. Must have a minimum cumulative Grade Point Average of 2.0 on a 4.0 scale (or the equivalent) at the time of eligibility certification;

- j. Must have served for at least five months in at least one club, divisional, or district officer position (either elected or appointed) or have served as a member of an International standing committee (08/08); and
  - k. Must have engaged in a minimum of one (1) round of formal caucusing at CKI Convention Note: Candidates need not be nominated for the office for which they caucused. (10/05)
  - l. Candidates for the office of Sub-regional Trustee must be a member of a club within the Sub-region they are seeking office for or be able to provide certification of enrollment in a school within that Sub-region no later than the candidates meeting at the start of the annual international convention. (01/08)
2. Consideration of candidacy
- To be considered to run for International Office you must abide by the requirements stated in Section G, Subsection 1. Candidates will not be permitted to run off the floor at International convention. In the event of a vacancy, the position will be filled in accordance with Section I of the CKI policy code. (08/08)
3. Campaigning
- a. A member, having met eligibility requirements, may make a declaration of candidacy no more than 45 days prior to the Opening Session of the CKI Convention. 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.
  - 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 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, he/she may respond. (4/07)
    - iii. 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 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, he/she shall not be introduced as a candidate for office by him/herself or anyone at that event. (4/07)

d. Campaign Staff

- i. Only current, dues paid members of CKI may campaign for candidates.
- ii. Each candidate will be allowed a maximum of three (3) CKI members to physically “campaign” to caucus rooms with said candidate; however, candidates will be allowed to have as many members as needed on their official campaign staff to assist them with other aspects of campaigning (08/08)
- iii. Campaign staff members for candidates for the office for International President and International vice-president may be from any of the current Subregions of CKI. All campaign staff members for candidates for the office of International Trustee must be from the candidate’s respective Sub-region (08/08)
- iv. Past or current CKI Board members and current governors are not eligible to nominate or campaign for any candidate.

e. Funding and Spending

- i. Circle K International has a zero-dollar campaign policy. Instead, a booklet consisting of the candidates’ campaign literature shall be produced for delegates at the CKI Convention. Candidates are only allowed to submit campaign materials to the Circle K International Office for distribution. All completed biographical forms and campaign literature must be received by the deadline provided in the Candidates Packet. All campaign literature must be submitted electronically in portrait (vertical) Microsoft Word files no larger than 1MB in size and no longer than one 8 ½” by 11” front and back page. Files containing copied and pasted pictures/files from software will not be accepted. (10/06)
- ii. No funds will be used by or on behalf of any candidate to promote him/herself 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, or Sub-regional 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. (4/07)

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 he/she is seeking. The said body supports the candidate's goals, ideas, and campaign for International Office, and it wishes him/her 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 he/she is 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. (08/08)
5. Seeking an endorsement from any of the above said bodies shall not be considered a form of campaigning. (01/08)

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.
- 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 Sub-regional 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 N 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. In the first House of Delegates, delegates will narrow down the candidates to no more than two candidates for each position. The two candidates receiving the most votes in the first House of Delegates will caucus again in the second round of caucusing. Any candidate not elected to the position of President may drop down to run for the position of International Vice-president or International Trustee. Any candidate not elected to the position of International Vice-President may drop down to run for the position of International Trustee. (08/08)
  - 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 Sub-regional 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 Sub-regional caucus session, but may not ask questions of the other Sub-regional Trustee candidate(s). (01/08)
  - h. With the exception of CKI Board members and those CKI members traveling with a specific candidate as his/her campaign staff, all CKI members may attend only the formal caucus of their Subregion. (4/07)
  - i. Kiwanis members present at the CKI Convention should be in attendance at their Sub-regional 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 members of the campaign staff or the candidate's home Sub-region. (4/07)

- I. 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 occurred 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. (10/06)
    - 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, upon recommendation of the Executive Committee. (9/01)

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. 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.
  - b. Review
    - i. The respective International Trustee, International President, and International Vice President will review these reports by the end of every month.
    - ii. The International President and International Vice President will contact each governor, focusing on administrative, communicative, and service aspects of the report.
    - iii. 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 Board Member**

1. 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. For **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 certified mail any official complaints.
- 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 certified mail within three (3) days. It is suggested, but not required, that the Board Member in question also be contacted via telephone.
- 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.

- iv. 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 or appointment of an International Board Member**

1. 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 H: 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 due to the no confidence option, as outlined in Article 13 of the CKI Bylaws, 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 Sub-regions. One meeting shall be held for each affected Sub-region 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 Sub-region 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 Sub-regions. One meeting shall be held for each affected Sub-region 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, 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, Administrative Hours, and Interclubs**

#### i. Policy Definitions

- a. A voluntary act is one for which no payment is received for service rendered.
- b. A fund-raising activity is one for which payment, profit, or donations are received.
- c. 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)
- d. Preparation time consists of time spent coordinating a particular service project, such as coordinating a project with a community agency, or acquiring project supplies.
- e. Travel time shall consist of the time spent in travel to a service project or event at which the primary purpose is service and shall count as service hours. (2/11)
  - i. Time spent while travelling other than travel or service, such as mealtime, social time, or overnight stops, does not count as service hours.
- f. 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.
- g. 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)
- h. 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.
- i. 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)

#### ii. 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 time to service projects exceeding half an hour of travel shall be considered service hours, not administrative hours.
- c. Service administration shall be considered service hours, not administrative 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.

iii. Administrative Hours

- a. An administrative hour is 60 minutes of work performed by a dues-paid member of a CKI club on the behalf of that club.
- b. Fund-raising activities where the proceeds raised are for the general club budget are considered administrative hours, not service hours.
- c. General communication with community agencies, other than planning a particular service project, is considered administrative hours, not service hours. (9/00)
- d. Administrative hours that are not organized or promoted by the CKI club, CKI district, CKI in general, or the Kiwanis family shall not be counted as hours performed by the club. (10/05)

iv. Interclubs

- a. An interclub shall be defined as a meeting or event organized by two or more CKI clubs, including CKI clubs-in-information, in which at least two members from each CKI club attend. (2/11)
  - i. Each CKI club that satisfies these requirements will have completed one interclub. (2/11)
- b. A Kiwanis Family Relation (KFR) shall be defined as a meeting or event organized by at least one CKI club and at least one other level of the Kiwanis Family, including clubs-in-information, in which at least two members from each club attend. (2/11)
  - i. The other levels of the Kiwanis Family are K-Kids, Builder's Club, Key Club International, Key Leader, Kiwanis Junior, Kiwanis International, Young Professionals, Golden K, and Aktion Club. (2/11)
  - ii. Each CKI club that satisfies these requirements will have completed one Kiwanis Family Relation and will be credited for one KFR. (2/11)
- c. If there are two or more CKI clubs present at a Kiwanis Family Relation event or meeting, with at least two members from each CKI club, it shall count as one interclub and one Kiwanis Family Relation. (2/11)

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

1. A Large Scale Service Project (LSSP) shall be held prior to all International Conventions. Only a vote of two thirds (2/3) of the CKI Board can cancel the LSSP for a given year. (10/04)
2. The LSSP shall consist of a service project and scheduled fellowship activities.
3. The CKI LSSP Committee shall oversee the coordination of the event. (10/03)
4. The CKI Board must vote to approve the service projects, fellowship activities, and final budget for LSSP. (03/09)

**Section M: CKI Service Week**

1. 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. The timeline of this event is the six days prior to and ending with Kiwanis One Day.

3. 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. CKI Clubs that satisfy all three requirements under the Activities policy code shall be recognized at the annual International Convention. (04/09)

### **Section N: Tomorrow Fund**

1. Mission Statement of the Tomorrow Fund:

The Tomorrow Fund is a financial program established within the Kiwanis International Foundation to assist Circle K International in fostering compassion and goodwill through service and leadership. This fund provides grants to member clubs and districts in order to further opportunities for Circle K International to provide more service and cultivate stronger leadership. (04/09)
2. Purpose of the Tomorrow Fund:
  - a. Any club or district may submit a grant request application for funds to be used, as they deem appropriate, pending approval by the CKI Board. (10/05)
  - b. Tomorrow Fund grants may also be distributed for international service activities when submitted on behalf of a club or district. An example of appropriate use of international Tomorrow Fund grants includes the Large Scale Service Project (LSSP). (10/06)
  - c. Tomorrow Fund Grant application projects will be awarded based on the component of hands-on service. (10/06)
  - d. Structure of the Tomorrow Fund

Two accounts shall be established within the Kiwanis International Foundation and designated the Circle K Tomorrow Fund (04/09)

    - i. Endowment Account

This account shall be designated as an endowment into which twenty-five percent of all donations shall be deposited unless otherwise specified (04/09)
    - ii. Service Account

This account shall be designated as an operating fund from which all withdrawals shall be made. Seventy-five percent (75%) of all donations shall be deposited into said account unless otherwise specified. Donations shall be divided upon receipt individually. Moneys may remain in this fund from year to year with the stipulation that the Circle K International Board may disperse any or all of said funds. Funds shall be dispersed as requested by the Director of Circle K International, with approval by the Circle K International Board of Trustees. No more than 10 percent (10%) of the donations (from the 75%) may be used for administrative costs. (04/09)
3. Use of Interest

Interest generated by the endowment account shall be reinvested into the

service account. (100% Interest generated by the service account shall be used to fund Tomorrow Fund grants. Until the date of that funding, the money shall be reinvested into the service account. (04/09)

4. Authority to Use Funds

The CKI Board shall direct the Circle K International Director to approve withdrawals and expenditures. (10/03)

5. Grant Review Committee

- a. The charge of the Grant Review Committee shall be to review the submitted applications and approve distribution of the funds available.
- b. The Grant Review Committee will be comprised of the members of the Circle K International Service Committee and any other CKI Board member(s) as appointed by the Circle K International President. (10/04)

6. Tomorrow Fund Club and District Project Grants

- a. The funding cycle will function to accommodate the Circle K calendar. Applications must be received by December 1st. (01/09)
- b. In the funding cycle, the Grant Review Committee may award up to, but no more than, the balance of the amount of interest earned off of (or a percentage of the balance of) the service account available at the convening of the Committee. If there is no interest earned, 3% of the service account funds available at the convening of the Committee may be used to fund grants. If the amount of interest earned is greater than the 3% of the service account funds available at the convening of the Committee, then the amount of interest earned shall be used to fund the grants. The intent of the Board of Trustees is to use the interest generated from the service account. (04/09)
- c. A grant awarded to a Circle K club may be distributed in one of three ways:
  - i. The money shall be given directly to their school or Kiwanis Club Foundation;
  - ii. The grant shall be reimbursed to the club upon presentation of receipts, invoices, or other documentation of expenditures; or
  - iii. The grant shall be paid to any designated vendor, as directed and approved by the club. (10/04)
- c. A grant to a Circle K district for a district project may be distributed in one the three ways:
  - i. The grant shall be given directly to the district or Kiwanis District Foundation under a budgetary line item specifically earmarked for the project;
  - ii. The grant shall be reimbursed to the district upon presentation of receipts, invoices, or other documentation of expenditures; or
  - iii. The grant shall be paid to any designated vendor, as directed and approved by the district.
- d. A grant shall expire one year after the date of the application's approval, and any unused funds shall become available for grants in the next

funding cycle (04/09)

7. The Carthage Pullman Society

- a. Carthage-Pullman Society membership honors Circle K-ers and other Kiwanis-family members who have made an impact on CKI. The CKI Board created the Carthage-Pullman to honor Carthage College, the campus where Circle K began, and the Pullman, Washington Kiwanis Club, which helped build the concept of a campus service club.
- b. A donation of US\$250 to the Circle K International Tomorrow Fund entitles an individual or group to membership in the Carthage Pullman Society. Another individual or group may also honor an individual or club with membership. Members inducted into the Carthage Pullman Society prior to October 10, 2001 shall be considered charter members. Carthage Pullman Society members receive a medallion bearing the logo of the Society. The medallion hangs from a blue and white ribbon. A lapel pin and plaque are also awarded.
- c. Carthage Pullman Society members who contribute additional gifts in increments of US\$250 are honored with a diamond pin noting the diamond level. (Example: if an individual donates \$750 to the Carthage Pullman Society, the first US\$250 is placed toward the membership and the remaining US\$500 increases the individual to a Carthage Pullman diamond level #2).

8. The Sapphire Circle Honorary

- a. The Sapphire Circle Award is a medium through which individual, clubs, divisions, or districts (or other groups or organizations) may permanently honor or memorialize Circle K members, families, or others. This award signifies the "unwavering character" of the recipient, as represented by the color blue, one of the official colors of Circle K International symbolizing this trait.
- b. An individual may not purchase Sapphire Circle recognition for him/herself. A US\$1,000 contribution to the Tomorrow Fund is required. Recipients are presented with an attractive crystal award.

9. Payment and Recognition

a. Method of Payment.

Donors to the Carthage-Pullman Society program will not be awarded membership until the US\$250 is paid in full. A US\$250 payment with a pledge to contribute the balance within four years is suitable to qualify an individual as a Carthage Pullman sustaining member. Carthage Pullman Society recognition accessories are presented to the sustaining member only after completion of his/her US\$250 pledge. A US\$1000 Sapphire Circle Honorary contribution is submitted to The Tomorrow Fund in order to honor an individual, club, division, district, or organization. A sustaining payment plan is available, and the minimum payment is a US\$250 gift with a pledge to contribute the balance within four years. Sapphire Circle award accessories are presented only after the pledge is paid in full.

b. Recognition.

The names of all Carthage Pullman Society members and all Sapphire Circle award recipients are in the permanent records at Circle K International in Indianapolis. Carthage Pullman Society members should be recognized at their district conventions. Presentations taking place at the club level should be presented by the highest ranking Circle K officer available.

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

1. 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.
  - a. Circle K District Officer Recognition Programs Rules
  - b. Failure to fulfill the following criteria will result in the disqualification of the award entry.
  - c. An award applicant must have served in office for at least six (6) months in order to be eligible for this award, with the exception of applicants for the Distinguished District Committee Chair Award applying for recognition as a short-term convention committee chair.
  - d. The International Office must receive the official goal sheets from a district governor, lieutenant governor, editor, or committee chair applicant, and the official responsibility sheet from a district secretary, treasurer, or secretary/treasurer applicant, within the first forty-five days of the beginning of his or her term. If a goal sheet is not received within forty-five days of the beginning of the applicant's term, the applicant will lose all points given in the goal setting portion of the award. If an applicant is appointed to the district board after April 1st, the applicant's goal sheet will be due forty-five days from the date of appointment. It is the responsibility of the district secretary to report new district officers to the Circle K International Office. The International Office will be responsible for distributing the goals/responsibility sheets to district officers.
  - e. An applicant is required to attend the district convention at the beginning and end of his or her term, board training, all district board meetings (with the exception of the district editor and district committee chairs if they are appointed positions), and the district's leadership training conference. If the applicant was appointed after district convention, the applicant is required to attend only those events after the date he or she was appointed to the district board. A governor applicant is also responsible for attending the International Convention during his/her term. If there are extenuating circumstances where this requirement cannot be met, then a letter must be sent, with the award application, to the CKI Board for consideration.
  - f. Each applicant must have paid International and district dues by December 1st of his or her term. His or her name must also appear on the

official International Membership Roster. Applicants from International clubs must pay International and club dues by February 1st of their term. If there are extenuating circumstances where this requirement cannot be met, then a letter from the district administrator and/or the club treasurer must be sent, with the award application, to the CKI Board for consideration.

- g. A minimum of 75% of months spent in office must be reported on and postmarked by the date set forth by Circle K International and the respective district. Monthly reports sent after the postmark date will not count towards the award. Applicants will lose one point for every monthly report below the 75% mark that is not turned in by the due date. Any district not requiring monthly report submission by a district officer shall note this on the award certification. Committee chairs are required to submit monthly reports.
- h. Each district officer applicant must have completed his or her home club's minimum membership requirements, and verification from their club president will be required on the award form.
- i. All award applications will be judged by a staff-elected group of Kiwanians and announced at the following Circle K International Convention. The decisions of the selected judges are final.
- j. To be eligible for recognition, a district officer must be in good standing with Circle K International and his or her district. The district officer's home club must be in good standing with Circle K International and the district.
- k. The awards are based upon the officer duties as set forth in the Standard Form for District Bylaws and also recognize additional efforts that would make the applicant distinguished. (06/09)
- l. Any award application may be completed and submitted by any district officer serving in the same year as the individual being nominated. District officers may complete their own award application.
- m. All signatures required on the award application must be original signatures. Photocopied or forged signatures will result in disqualification. Signatories are attesting only to the accuracy of the information provided within the application.
- n. In the event a signature cannot be obtained, a letter must be submitted, with the award application, from the District Administrator explaining the reason.
- o. When supplementary materials are provided, originals or copies must be submitted as first presented or prepared. Materials may not be updated or altered for inclusion with the award application.
- p. All supplementary materials submitted must be the work of Circle K members from the district. Materials procured from the International Office, Kiwanis members, or other districts will not be considered.
- q. Award entries must be postmarked by May 1st. Awards postmarked after May 1st will be penalized one point for every day late, up to a total of

seven (7) points. The selected judges are not required to judge awards received after the beginning of the seventh day of May.

- r. The period of time encompassed by the award is the district administrative year, April 1st – March 31st. Statistics used shall be official paid membership totals, as reported to the International Office as of April 15th.
- s. Only materials produced or results achieved during the immediately previous district administrative year will be considered.
- t. Award entries must be submitted in a three-ring binder, with all sections appropriately labeled, using the application form for that year obtained from the International Office. They may alternatively be submitted online.
- u. Award application packets for the district officer recognition programs will be sent to each district officer.
- v. When asked to cite an example, the applicant should provide at least one piece of written documentation. No more than three (3) pieces of written documentation can be submitted for any one citation. All examples given after the first three will not be judged. For instance, three examples could contain one newsletter, one memo, one official letter; or three newsletters.
- w. Circle K members acting as district committee co-chairs must apply for the Distinguished District Committee Chair Award jointly, and will be judged as a single officer.

### **Section P: Conduct**

2. 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.
3. 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)
4. 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 at the event site or at 12:00 a.m. on the scheduled starting date of said event, whichever is later.
  - b. A member is said to be departed from the event upon final departure from the event site.
  - 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. Kiwanis International and the CKI board must approve any policy submitted by a district of CKI. (10/03)
  
5. **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 their home CKI district's policy code and Kiwanis club's policy code, as long as no other Kiwanis Service Leadership Program members are in attendance.
  - f. The possession, sale, distribution, or consumption of alcoholic beverages during any event or situation sponsored or promoted by more than one CKI district (ie. Y'All Conference, Subregional events), 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. **Illegal drugs, and misuse of prescription and over the counter drugs** policy for CKI sponsored Conventions, Events, and/or Special Programs. (9/00) (2/09) (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. **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. He/she must have either had in his/her 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 he/she wishes to regain membership and affirms that he/she 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. (2/09) 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. 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. There is no curfew hour; however, in consideration of others, Circle K members must be in rooms, with closed doors, by 12:30 a.m., and gatherings must be contained within the room. Loud noises and disruptive behavior will not be tolerated.
- e. No campaign material will be allowed to be posted on any walls, windows, or doors. The candidate will be responsible should this occur.
- f. Room assignment changes must be made by Circle K International staff members or their associates.
- g. 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.
- h. Care shall be taken not to deface or destroy any property. Any damages will be paid for by the individual responsible.
  - i. All Circle K members are expected to conduct themselves as responsible, professional men and women and are required to attend all sessions and activities.
  - j. 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.
  - k. Every attendee will respect the authority of the Circle K International Director and the Sergeant-at-Arms Committee.
  - l. 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.
  - m. 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 and appropriate school officials. In the event that the governor is involved in the alleged violation, then he/she 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:
  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 weeks of the sanction, the district administrator shall send a letter to the International Director with copies to the sponsoring Kiwanis club, 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.
  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, and the appropriate school officials.
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 sponsoring Kiwanis district governor with a copy forwarded to the district governor and administrator.

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:
  - i. All sanctions as outlined for a district's first violation shall occur.
  - ii. 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. To ensure that CKI funding is at an appropriate level, the CKI Board shall:
  - a. Make a thorough evaluation of the International Operational Plan and Budget with the intent of proposing a change in dues rate every three administrative years (beginning in the 1999-2000 administrative year). No changes in the dues rate is required during each evaluation, but is recommended, and changes in the dues rate may also be made at necessary times between evaluations.
  - b. If three years after the tiered dues structure has been in effect and member nations that pay tiered dues have not increased in membership to offset the initial loss of revenue from the first year of the tiered dues structure being implemented, the CKI Board must re-examine the tiered dues system, including the elimination of the policy. (10/04)
2. **Assess** 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. 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. All CKI clubs within the U.S. are required to file **IRS Form 990** (Return of Organization Exempt From Income Tax) with the appropriate IRS Center by February 15 each year.
3. Any club that does not raise over \$25,000 during the year should merely state that on the IRS Form 990 and return it to the proper IRS Service Center.
4. Clubs must complete the **SS22-40 Form** and mail it to their IRS Center to obtain the club's "employer's identification number" (EIN) for use on the IRS Form 990. Failure of a club to supply the IRS with the number will result in the loss of the

exempt status for that club.

5. After the **club is assigned an "employer's identification number,"** it must be submitted to the CKI Office. Local Kiwanis clubs can help in securing and completing the necessary forms. The CKI club, as far as the Circle K International exemption is concerned, cannot substitute a school employer's identification number in place of securing its own registered number.

### **Section S: Insurance**

1. In the U.S., 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. 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.