

# Bylaws of the Georgia District of Circle K International Inc.

## **Article I. Name and Territorial Limits**

**Section 1.** The name of this organization shall be the Georgia District of Circle K International Inc.

**Section 2.** The territorial limits within this district shall be co-extensive with the territorial limits of the Georgia District of Kiwanis International unless other territorial Limits are petitioned by the Kiwanis and Circle K district boards and such petition is approved by the Circle K International Board of Representatives and the Kiwanis International Board of Trustees.

## **Article II. Objects**

**Section 1.** The objects of this district shall be:

- a. To accept and promote the Objects of Circle K International as outlined in the Constitution;
- b. To coordinate the projects of member Circle K clubs;
- c. To strengthen and extend Circle K in the district;
- d. To increase the fellowship and cooperative efforts of the clubs within the district;
- e. To provide the goods and services necessary for the welfare of the clubs and individual members;
- f. To promote participation of the clubs within the district in the general objects, programs, and policies of the district and of Circle K International; and,
- g. To accept and promote the Constitution, Bylaws, and Policy Code of Circle K International.

## **Article III. Pledge**

**Section 1.** I pledge to uphold the objects of Circle K International, to foster compassion and goodwill towards others through service and leadership, to develop my abilities and the abilities of all people, and to dedicate myself to the realization of mankind's potential.

**Article IV Divisions**

- Section 1.** The territory of this district shall be divided into up to seven (7) geographical divisions.
- Section 2.** The territorial limits of these divisions, as approved by the Georgia Kiwanis District Board of Trustees, shall be such as delineated from time to time by the Board of Officers.

**Article V. Membership**

- Section 1.** Each Circle K club situated within the territorial limits of the Circle K district shall be a member of the district.
- Section 2.** Any member club more than thirty (30) days in arrears for indebtedness to Circle K International, its district or its sponsoring Kiwanis club shall be considered “not in good standing” and may have its charter and membership suspended or revoked as provided for in the Circle K International Constitution and Bylaws.

**Article VI. Officers**

- Section 1.** The officers of this district shall be the governor, the secretary-treasurer, the treasurer, the bulletin editor, and one lieutenant governor representing each geographical division of the Georgia District of Circle K Inc. for a total of up to seven (7) lieutenant governors.
- Section 2.** The officers of the district, as defined in Article VI, Section 1, shall be elected at The annual district convention.
- Section 3.** All officers shall assume their roles as outlined in the Circle K International Constitution and Bylaws.
- Section 4.** The duties of the officers shall be as follows:
- a. The governor shall have the duty of furthering the objects of Circle K International and promoting the interests of Circle K clubs within his/her district. He/she shall work closely with other International and district offices to strengthen and expand Circle K. The governor shall be the chief executive of the district, shall appoint all standing committees, and shall preside at the district convention and all meetings of the Board of Officers. He/she shall attend the International Convention and all meetings of the International Council. The governor shall be responsible for the Leadership training of club officers, for workshops, which will be held at The district convention; and for developing all communication with clubs for the purpose of bringing administrative aid to said clubs. The governor shall work closely with the Georgia Kiwanis District Circle K Administrator on all matters dealing with the operation of the district. The governor shall assist the secretary-treasurer in preparing the agenda for meetings of the Board of Officers, and submit a report of activities at these meetings. The governor shall work with the bulletin editor to publish regular district newsletters. The governor shall maintain a set of files, which shall be passed to the next governor.

- b. The lieutenant governor shall assist the governor in the work of the district. This person shall represent the governor and have full responsibility under the direction of the governor in supervising the district executive work in his/her respective division. The lieutenant governor shall be charged with encouraging clubs within the division to increase their membership, complete worthwhile service projects, and remain up-to-date on the condition of the clubs. The lieutenant governor shall also work with the governor, district administrator, Kiwanis Lieutenant Governors and Kiwanis clubs on the building of new clubs and the rebuilding of active clubs. This person shall also perform other such duties as may be assigned by the governor of the Board of Officers. The lieutenant governor shall submit a report of activities at district board meetings and submit a list of local club officers within the division to the governor and secretary-treasurer. Also, the lieutenant governor shall make reasonable attempts to officially visit each club in the division, coordinate a divisional rally, and hold council meetings to be attended by Club presidents in the division. The lieutenant governor shall publish regular divisional newsletters, and maintain accurate and complete files, which shall be passed on to the next lieutenant governor.
- c. The secretary-treasurer-treasurer shall keep all records of the district convention and of all meetings of the Board of Officers. The secretary-treasurer-treasurer shall submit a report at the annual convention, district board meetings, and such other times as the governor and the district Board of Officers may require. This person shall submit to the proper officials and committees all communications received from Circle K International. The secretary-treasurer-treasurer shall cooperate with the governor in forwarding all official reports required by International. The secretary-treasurer-treasurer shall preside in the temporary absence of the governor, and shall work with the bulletin editor when necessary. The secretary-treasurer-treasurer shall, with the assistance of the governor, prepare the agendas for the meetings of the Board of Officers. The secretary-treasurer-treasurer shall also publish directories of all club officers and district officers at regular intervals, but no less than two (2) times per year; and maintain accurate and complete files on district activities, which shall be passed on to the next secretary-treasurer-treasurer. The secretary-treasurer-treasurer shall, under the supervision of the district administrator, receive all district dues, convention registration fees, and other district income. The secretary-treasurer-treasurer shall disperse these funds in the manner authorized by the Board of Officers. The accounts shall at all times be open to inspection by the governor, the Board of Officers, the district administrator, Georgia Kiwanis District Board of Trustees, and any Bylaws of the Georgia District of Circle K International Page 4 authorized auditor. The secretary-treasurer-treasurer shall submit a financial report at the annual convention, district board meetings, and other such times as the governor, the Board of Officers, or the Georgia Kiwanis District Board of Trustees may require. The secretary-treasurer-treasurer shall perform such other duties as may be assigned by the governor or Board of Officers. The secretary-treasurer-treasurer shall work with the bulletin editor when necessary, and maintain accurate and complete files, which shall be passed on to the next secretary-treasurer/treasurer

- d. The bulletin editor shall be responsible for the printing and distribution of the official district publication. The bulletin editor shall send copies of the publication to the members of all clubs in good standing. The bulletin editor shall attend all meetings of the Board of Officers, submit a report of activities at all district board meetings, and maintain accurate and Complete files which shall be passed on to the next editor.
- e. The district administrator shall provide members of the Board of Officers, immediately after they take office, with a copy of the Circle K International Constitution, Bylaws, and Policy Code, the Bylaws of the Georgia District of Circle K International Inc., Kiwanis district directory, and all district literature. The administrator shall also submit a report at District board meetings including any pertinent action taken by the Georgia Kiwanis District Board of Trustees that affects Circle K.

**Section 5.** A district officer may be removed from office for just cause by a vote of two-thirds (2/3) of all members of the Board of Officers duly elected and serving at the time. Whenever there appears to be sufficient cause for such action, the governor shall give said officer immediate notice of the scheduled meeting of the Board of Officers. Consideration shall be given to the facts and reasons why the office should be declared vacant. The officer shall be afforded the opportunity at the meeting to explain or refute the allegations. In the event that the Board of Officers shall find the alleged facts to be true, by a vote of two-thirds (2/3), the Board of Officers shall have the power to declare such office vacant, and the vacancy will be filled in accordance with the provisions contained in these Bylaws.

**Section 6.** No elected district officer may hold an International office or club office in addition to his/her district office.

## **Article VII. Board of Officers**

**Section 1.** The officers of this district shall be the governor, the secretary-treasurer, the treasurer, the bulletin editor, and one lieutenant governor representing each geographical division of the Georgia District of Circle K Inc. for a total of up to seven (7) lieutenant governors.

**Section 2.** The management and control of the affairs of the district not otherwise provided for in these bylaws shall be vested in the Board of Officers, subject to the Direction and approval of the Georgia Kiwanis District Board of Trustees, through

The district administrator and the Circle K International Board of Representatives.

- Section 3.** The Board of Officers shall hold a minimum of three (3) meetings annually, one of which is to be held during the period between academic years.
- Section 4.** The secretary-treasurer shall notify each member of the Board of Officers, the district administrator, all board committee chairs, the presidents of all Circle K clubs in the district, the International Counselor, the Georgia Kiwanis Governor, the Georgia Kiwanis Governor-Elect, the Georgia Kiwanis Secretary-treasurer-Treasurer, members of the Georgia Kiwanis District Committee on Circle K, and the president of the Georgia Circle K Alumni Association in writing, of the date, time, place (including directions), and tentative agenda of all meetings of the Board of Officers not less than thirty (30) days prior to said meeting.
- Section 5.** A special meeting of the Board of Officers may be called by the governor, the secretary-treasurer or two-thirds (2/3) vote of the members of the Board of Officers.
- Section 6.** In the absence of the governor from a meeting, the secretary-treasurer shall preside as outlined in Section 4c of Article VI of these bylaws.
- Section 7.** A simple majority of the voting members of the Board of Officers shall constitute a quorum, and a simple majority vote of those present shall decide any question, with the exception of those questions for which a greater proportion is specifically required by these bylaws.
- Section 8.** Within thirty (30) days after any regular or special meeting of the Board of Officers, the secretary-treasurer shall make a report of the proceedings of the meeting including a complete synopsis of all actions taken, and shall distribute said report to each member of the Board of Officers, the district administrator, all board committee chairs, the presidents of all Circle K clubs in the district, the International Counselor, the Georgia Kiwanis Governor, the Georgia Kiwanis Governor-Elect, the Georgia Kiwanis Secretary-treasurer-Treasurer, members of the Georgia Kiwanis District Committee on Circle K, the president of the Georgia Circle K Alumni Association, and the Circle K International Executive Director. Committees

**Article VIII. Standing and Other Committees**

**Section 1.** *The titles and duties of district standing committees shall be as follows:*

- a. The Membership Development and Education Committee shall assist clubs in maintaining charter strength membership requirements; properly educating and inducting new members; encouraging the involvement of all members; developing and attaining minimum membership requirements; and promoting the concept of regular attendance at club meetings, service Projects and other activities.
- b. The K-Family Relations Committee shall work to improve the relationship between Kiwanis and all Kiwanis sponsored organizations. This Committee shall be responsible for developing projects and educational programs to expand and strengthen the bonds between these organizations.

**Section 2.** *Other committees may be created or deleted at the discretion of the District Governor of the Georgia District of Circle K International, Inc. in order to achieve Board established goals.*

**Section 3.** *Chair people (Chairs) for all committees are appointed by the District Governor of the Georgia District of Circle K International, Inc.*

**Article IX. Conventions and Conferences**

**Section 1.** The annual convention of this district shall be held at the time and place mutually agreed upon by the Board of Officers, the Georgia Kiwanis District Board of Trustees, and the Board of Representatives of Circle K International. In addition, the annual fall membership retreat of this district shall be held at a time and place mutually agreed upon by the Board of Officers, and the Georgia Kiwanis District Board of Trustees. The dates and site of the convention shall be submitted to the Circle K International Director not less than ninety (90) days prior to the proposed convention dates, and the Circle K International Director, acting for the International Board of Representatives, may approve the dates and site.

**Section 2.** The governor shall appoint convention committees as outlined in the Circle K International Constitution and Bylaws.

**Section 3.** The secretary-treasurer shall mail to each member of the Board of Officers, the district administrator, all board committee chairs, the presidents of all Circle K clubs in the district, the International Counselor, the Georgia Kiwanis Governor, the Georgia Kiwanis Governor-Elect, the Georgia Kiwanis Vice-Governor Treasurer, members of the Georgia Kiwanis District Committee on Circle K, the president of the Georgia Circle K Alumni Association, and the Circle K International Executive Director an official call to the annual convention not less than sixty (60) Days prior to the dates of the convention.

- Section 4.** The Board of Officers shall have full supervision and management of all conventions, in consultation with the district administrator. The district administrator or representative of the administrator s e l e c t e d by the Georgia Kiwanis District Board of Trustees shall handle any contractual arrangements for the district convention.
- Section 5 .** Each member in good standing, as defined in the Circle K International North American Region Bylaws, shall be entitled to two (2) voting delegates and two (2) alternates at the district convention. The delegates and their alternates shall be active members in good standing of the chartered clubs they represent. The governor and other elected district officers shall be delegates-at-large at the District convention. International officers shall not be considered delegates unless Certified as representatives o f their home club.
- Section 6.** Each accredited delegate shall be entitled to vote on each question submitted at any convention. There shall not be voting by proxy...
- Section 7.** In the absence of the governor from any district convention, the secretary-treasurer shall provide as outlined in Section 4c of Article VI of these bylaws.
- Section 8 .** A quorum for any district convention shall be the official delegates present and representing not less than one-half (1/2) of the total member clubs in good standing with the district.
- a.** Bylaws: a simple majority of the official delegates present shall decide any bylaws question.
  - b.** Election of district officers: a candidate for an elected district office shall be elected by a 50% + 1 majority of the ballots cast by the official Delegates present.
- Section 9.** Each district convention program shall include, but not limited to, the following:
- a.** An address by the governor of the sponsoring Kiwanis District or a representative of the governor;
  - b.** An address by the governor of the Key Club District or a representative of the governor;
  - c.** An address by the International Representative in attendance;
  - d.** Workshops for the purpose of stimulating enthusiasm, motivating and educating membership, training newly elected club officers, developing



Leadership potential, increasing awareness of International theme and emphasis areas, and increasing service activities;

- e. Nomination and election of officers for the upcoming year;
- f. Installation of newly-elected district officers;
- g. A presentation promoting attendance at the upcoming International convention; and,
- h. Presentation of club and district awards.

Section 10. The secretary-treasurer shall submit a report of the convention as outlined in the Circle K International Constitution and Bylaws.

Article X. Vacancies in Office between Conventions

Section 1. In the event of a vacancy in the office of governor, a qualified member of a club in good standing with the district and Circle K International shall be elected by the Board of Officers to serve for the remainder of the unexpired term. Such action shall be communicated by the secretary-treasurer in writing to the Circle K International Administrator. In any year in which the district convention is not held, the Board of Officers shall elect a qualified member of a club in good standing to serve for the upcoming administrative year.

Section 2. In the event of a vacancy in the office of secretary-treasurer, treasurer, or bulletin editor, the governor shall, with approval of the Board of Officers, appoint a qualified Member of a club in good standing with the district and Circle K International to serve for the remainder of the unexpired term. Such approval from the Board of Officers must be made, in writing, within fourteen (14) days of the appointment.

Section 3. In the event of a vacancy in the office of lieutenant governor, the governor shall, with the approval of the Board of Officers, appoint a qualified member of a club in good standing to serve for the remainder of the unexpired term. Such approval from the Board of Officers must be made, in writing with fourteen (14) days of the appointment.

Article XI. Revenue

Section 1. Each member club shall pay to the district for every active member annual dues of \$12.00. The amount of the district dues shall be determined by two-thirds (2/3) Vote of all official delegates at the district convention.

Section 2. Assessments in excess of the annual dues may be made only upon two-thirds (2/3) vote of all official delegates attending the district convention or by a two-



thirds (2/3) vote of all clubs in good standing in the district between conventions and must be approved by the Georgia Kiwanis District Board of Trustees and the Circle K International Board.

**Section 3.** The Georgia Kiwanis District Board of Trustees shall determine the official depository for the Circle K district.

**Section 4.** Each check shall carry the signature of the district administrator, or other individual designated by the Georgia Kiwanis District Board of Trustees, and the treasurer, or other individual designated by the Board of Officers.

**Section 5.** Revenue may be derived from other sources in such a manner as may be determined by the Board of Officers. The district shall never sponsor or participate in any manner in a lottery, raffle, drawing or game of chance in connection with any fund-raising activity unless the district has received prior approval of the Georgia Kiwanis District Board of Trustees. Such prior approval so granted does not constitute official endorsement of such activities by Circle K International or by Kiwanis International. 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 fund-raising activity is to be held. The district shall not directly or indirectly engage in any activity, which may impugn or reflect unfavorably on the good name of Circle K or Kiwanis.

**Article XVII. Parliamentary Authority**

**Section 1.** The current edition of "Robert's Rules of Order newly Revised" shall be the parliamentary authority for all matters of procedure not specifically outlined in these bylaws or in the Constitution and Bylaws of Circle K International.

**Article XIII. Amendments**

**Section 1.** The bylaws of this district may be amended as outlined in the Circle K International Constitution and Bylaws.

These Bylaws have been approved by the Georgia Kiwanis Board of Trustees and the Georgia Circle K House of Delegates

---

2015-2016 Georgia Circle K Governor

---

2015-2016 Georgia Kiwanis Governors

