

Georgia District of Circle K International Policy Code

Section 1. General Provisions

- A. Any proposed changes to the Policy Code must be reviewed by the current Georgia Circle K District Board (including all elected and appointed members).
- B. Any changes made to the Policy Code must be approved by a 50 percent plus one vote of the current Georgia Circle K District Board (included all elected and appointed members).

Section 2. “Kidnapping”

- A. Kidnapping any item belonging specifically to the Georgia District of Circle K is prohibited. This includes items belonging to the District Administrator, the Assistant District Administrator, or items used by members of the District Board (i.e., gavel, bell, banner, etc.).
- B. Only those items that belong to individual Circle K chapters may be kidnapped. Only a club gavel, bell, banner or mascot may be kidnapped.
- C. Four members of the kidnapping club must be present in order to kidnap.
- D. Kidnappers must provide a ransom note within two weeks of kidnapping.
- E. Period of allowed retrieval must be by the district convention from the year of the initial kidnapping.
- F. No kidnapping is allowed during district convention official sessions (workshops, group meals, etc.), however, night time, free time, and any time not in official session is permitted.

Section 3. The Georgia District Circle K Reflector

- A. Sending e-mails to the official Georgia District Circle K reflector designated by the District Board that are not K-Family related is prohibited. Any forwarded messages, chain letters or promotional materials that do not relate to K-Family news and events may not be sent through the Georgia District Circle K reflector.
- B. Persons who send improper e-mails through the reflector will be subject to removal from the Reflector as determined by the District Governor and moderator of the Reflector.

Section 4. The Georgia District Circle K Webpage

- A. The responsibilities of the District Webmaster include:
 - 1. Updating information;
 - 2. Creating new links to the main page (i.e., club links, district conferences and convention links, international links, etc.);
 - 3. Highlighting members and new service opportunities; and,
 - 4. Respond to Webmaster e-mails.
- B. The Webmaster must adhere to the “Webmaster Rules and Guidelines” when altering the website.

- C. Any changes made to the “Webmaster Rules and Guidelines” must be approved by a 50 percent plus one vote of the current Georgia Circle K District Board (including elected and appointed members).

Section 5. Assignment of Lieutenant Governors to Divisions

- A. Once lieutenant governors have been elected/appointed to office, it will be the duty of the newly elected District Governor to assign each lieutenant governor to a division, with preference given to the home or an adjacent division.
- B. Divisions will be combined under the discretion of the newly elected District Governor, in the event that all available lieutenant governor positions are not filled.

Section 6. Georgia District Policy on Sexual Harassment

Sexual harassment will not be tolerated by the administrators or board members of the Georgia District of Circle K International, nor by the Georgia District of Kiwanis International. The administrators believe that such behavior inconsistent with the CKI pledge, which commits Circle K members to “foster compassion and goodwill toward others...” They further believe that such behavior is inconsistent with the Vision of Circle K International and with the best traditions of CKI. If any member of the Georgia District of Circle K or guest believes s/he is being subjected to or has been subjected to sexual harassments, s/he should bring the matter to the attention of the Georgia District Governor or Circle K International or to the attention of an administrator. A confidential investigation will be undertaken by administrators and Georgia CKI board member(s); and, if appropriate, disciplinary action may be taken against anyone engaging in a violation of this policy. Such discipline may include a verbal reprimand; temporary suspension or probation from Circle K, or dismissal from a Circle K event.

Section 7. CKI Policy on Alcoholic beverages, illegal drugs, and misuse of prescription and over the counter at CKI sponsored Conventions, Events, and or Special Programs. (9/00) (2/09)

- A. The possession, sale, distribution, or consumption of alcoholic beverages, 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) 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. A member is said to be departed from the event upon final departure from the event site. 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, or a district or 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)
- 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 alcohol, 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 alcohol, illegal drug, and misuse of prescription and over the counter drug awareness education as part of the membership development and education program.

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

- 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 approval of the action has been obtained by the CKI Board and the Kiwanis International Board of Trustees.
- 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 an alcoholic beverage, illegal drugs, or misuse of prescription or over the counter drug while in attendance (as defined above) at a CKI sponsored convention, event and/or special program. (2/09)
 - 1) Designated Assessors: Designated assessors for an individual violation shall be the District Administrator, and the Kiwanis district governor in consultation with the CKI Director.
 - 2) Notification of alleged violations must be reported in writing to the CKI and Kiwanis district governor to be considered for review.
 - 3) Once the assessors have received notification of a violation, he/she will contact the CKI district governor as well as the club president and instruct them as to their responsibilities.
 - 4) 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.
 - 5) 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.

- 6) Sanctions:
 - a) 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 at 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 individuals 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)
 - b) 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 individuals 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)
 - 7) 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)
 - 8) 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 alcohol, 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 alcoholic beverages, 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.

- 1) Designated Assessors: Designated assessors for a district level violation shall be the CKI Executive committee in consultation with the CKI director and the representative of the Sub-region.
- 2) Notification of alleged violations must be reported in writing to the CKI President and the Director to be considered for review.
- 3) Once the International President and Director have received appropriate notification, they will contact the other assessors and instruct them as to their responsibilities.
- 4) The CKI Board will be responsible for the enforcement of the sanctions as submitted by the CKI Executive committee.
- 5) 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 schedule within two weeks of the notification, a special session will be called by the CKI executive committee. 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.
- 6) Sanctions:
 - a) 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 section of 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.
- 7) 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.
8. 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 representatives 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.

9. 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.

Section 8. The David A. Kelly Georgia District Circle K Hall of Fame

The Hall of Fame was created as a means of providing long-term recognition to individuals who have made outstanding contributions to the Georgia District. It is currently the highest honor presented by the Georgia District of Circle K. A complete listing of the members of the Hall of Fame can be found in the annual district convention program. Following are the guidelines as they relate to the nomination and election of inductees.

1. To be considered, two separate letters of nomination must be submitted by someone on the current Circle K district board and/or a previous inductee. Nomination letters may be submitted via the US Mail or over the Internet to the District Administrator or to his/her designee (provided that the District Administrator and/or his/her designee is currently in the Hall of Fame).
2. Nominees should have made a significant contribution to Georgia Circle K as a member, advisor, Kiwanian, Administrator, or alumni.
3. It is highly recommended that no current Circle K member be nominated unless it is absolutely clear that his/her Circle K "career" is over.
4. All previous inductees and the current Circle K district board (appointed and elected members alike) will be allowed to vote. Those nominated must receive at least 65% of the total ballots cast to be inducted into the Hall of Fame.
5. Balloting should ideally happen at the pre-convention board meeting, but this condition may be waived at the District Administrator's pleasure. At a minimum, the balloting must happen no later than two weeks prior to the convention.
6. Balloting may occur by secret ballot either in person or via the Internet to the District Administrator or to his/her designee (provided that the District Administrator and/or his/her designee is currently in the Hall of Fame).
7. The results of balloting will not be disclosed until the District Convention, at which point the winners will be inducted into the Hall of Fame.

Section 9. Membership requirements of the Board of Officers and Committee Chairs.

1. All members of the Board of Officers and all Committee Chairs must read, understand, and sign a “District Officer Service Agreement” upon election to office.
2. These signed service agreements must be given to the District Administrator who will make copies and return one to be kept by the officer or chair.
3. All members of the Board of Officers and all committee chairs must submit a document from their respective institution’s Student Affairs, Student Services or Registrar’s Office certifying their student status to the District Administrator.
4. These certification forms must be submitted at the September Board meeting, Pre-con/DCON Board meeting in February, the District Officer Training Conference for the newly elected members. The only exception to this requirement is the summer term.

Section 10. Policy for disposal of properties belonging to CKI clubs no longer in existence in Georgia.

1. “Properties” refers to cash, checking, savings, gong, gavel, banner, and other official materials of the club ceasing existence.
2. “The Person Responsible.” The person disposing of properties will be 1) the last treasurer, 2) any other officer still at the college, 3) the Faculty Advisor, 4) the Kiwanis Advisor, or 5) the staff in the Office of Student Affairs/Activities.
3. Cash, checking accounts, and savings accounts shall be disposed of as follows: Any outstanding debts to outside vendors must be paid first. In the event, there remains money after paying vendors the Treasurer or Advisor must determine if the funds are the result of dues collections or not. If the money is from dues, it must be prorated and returned to the members if at all possible. If there still remains funds AND/OR the money was raised for service projects, the money must be spent to complete service projects in the following order: a. local projects, b. District projects, and c. International projects (such as the 6 cents initiative – as of 2009).
4. An accounting of how these funds were disbursed must be made by the “Person Responsible” to the Treasurer or Secretary/Treasurer of the Georgia District Board of CKI, Inc.
5. The gong, gavel, banner, and other physical properties must be delivered to the Lt. Governor of the Division to which the club formerly was assigned, the District Governor, or the District Administrator.