

CIRCLE K INTERNATIONAL

Carolinas District Bylaws

Last updated on: February 25, 2017

ARTICLE I Name and Territorial Limits

Section 1. The name of this organization shall be the Carolinas District of Circle K International and shall also be known as Carolinas CKI.

Section 2. The territorial limits within which this district shall function shall be within the territorial limits of the Carolinas 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 Trustees and the Kiwanis International Board of Trustees.

ARTICLE II Objects

Section 1. The objects of this district shall be: To accept and promote the Objects of Circle K International as outlined in the Constitution; To coordinate the projects of member Circle K clubs; To strengthen and extend Circle K in the district; To increase the fellowship and cooperative efforts of the clubs within the district; To provide the goods and services necessary for the welfare of the clubs and individual members; To promote participation of the clubs within the district in the general objects, programs and policies of the district and of Circle K International; and To accept and promote the Constitution and Policy Code of Circle K International.

ARTICLE III Divisions

Section 1. The territory of this district shall be divided into six divisions.

Section 2. The territorial limits of these divisions, as approved by the Kiwanis district board of trustees, shall be such as shall be delineated from time to time by the district board of officers.

ARTICLE IV Membership

Section 1. Each Circle K club situated within the territorial limits of this Circle K district shall be a member of the district.

Section 2. Any member club more than thirty (30) days in arrears for any 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 Constitution.

ARTICLE V Officers

Section 1. The officers of the district shall be the Governor, a Secretary-Treasurer, a Bulletin Editor, and such lieutenant governors as deemed necessary by the Circle K District Board of Officers and the Kiwanis district board of trustees.

Section 2. The officers of a district, as defined above, shall be elected at the annual district convention.

Section 3. All officers shall assume their official duties as outlined in the Constitution and Bylaws.

Section 4. The duties of the officers are 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 officers to strengthen and expand Circle K. The governor shall be the chief executive officer of the district, shall appoint all standing and special district committees, and shall preside at the District Convention and all meetings of the board of officers. He/she shall attend the International Convention and all meetings of the International Council. The governor shall be responsible for working with the Immediate Past Governor in facilitating the leadership training of district officers and the overseeing of leadership training of club officers. The governor shall also be responsible for maintaining communication with clubs in the District to aid in administrative work. The governor shall develop and work within an established income and expense budget, and he/she shall work closely with the Kiwanis district and the district administrator on all matters dealing with the operation of the district. The Governor shall be responsible along with the other executive board members for ensuring that the District bylaws and policies are concurrent with international bylaws and policies, for accepting proposed changes to the bylaws no later than forty (40) days before the District Convention, for informing members of the district on proposed bylaws changes no later than thirty (30) days before District Convention, for coordinating House of Delegates at District Convention, for informing members of the district on

policies of candidacy for district office and international endorsement, for making sure the district board and all others included within its domain conduct themselves in accordance to the bylaws, and for settling disputes as they arise pertaining to the laws and regulations of the district. Upon completion of his/her term, the governor shall serve one (1) year as a non-voting, ex-officio member of the board of officers, providing that he/she is a current member of a club in good standing.

- b. The lieutenant governors shall assist the governor in the work of the district. Each lieutenant governor 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. Each lieutenant governor shall be responsible for communication with clubs in their respective divisions to aid in administrative work. The lieutenant governors shall be charged with encouraging clubs within their divisions to increase membership, complete worthwhile service projects, and remain up-to-date on the condition of the clubs. The lieutenant governors shall also work with the governor, district administrator, Kiwanis lieutenant governors and local Kiwanis clubs on the building of new Circle K clubs and the rebuilding of inactive Circle K clubs. They shall also perform such other duties as may be assigned by the governor or the district board of officers.
- c. The secretary-treasurer shall keep all records of District Conventions, all conferences, and all meetings of the district board of officers. The secretary-treasurer shall submit a report to the annual convention and at such other times as the governor and the district board of officers may require. He/she shall submit to the proper officials and committees all communications received from Circle K International. The secretary-treasurer shall cooperate with the governor in forwarding all official reports required by Circle K International. The secretary – treasurer shall, under the supervision of the district administrator, maintain a record of all district dues, convention and conferences registration fees, and other district income. The secretary – treasurer shall disburse 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, Kiwanis district board of trustees, and any authorized auditor. The secretary – treasurer shall submit a financial report at the annual convention and at such other times as the governor, the board of officers, or the Kiwanis district board of trustees may require. The secretary – treasurer shall be responsible along with the other executive board members for ensuring that the District bylaws and

policies are concurrent with international bylaws and policies, as well as aiding the Governor in ensuring all district members conduct themselves according to the bylaws and policies of the district. The secretary-treasurer shall also perform such other duties as may be assigned by the governor or the board of officers.

- d. The bulletin editor shall be responsible for the printing and distribution of the official district publication. The bulletin editor shall send a copy of the publication through the club president listserv and have a copy available that is accessible on the district website in order to keep the club members of the district informed of major events happening within the district. The bulletin editor shall maintain all social media sites associated with the District and the District website, including the use of such sites as tools for marketing. The bulletin editor will also work with clubs to educate and promote the use of these tools for marketing and communications. The bulletin-editor shall be responsible along with the other executive board members for ensuring that the District bylaws and policies are concurrent with international bylaws and policies, as well as aiding the Governor in ensuring all district members conduct themselves according to the bylaws and policies of the district. The bulletin editor shall attend all meetings of the board of officers as assigned by the governor. The bulletin editor shall perform other such duties as may be assigned by the governor or the board of officers.

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 current board of officers. 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 that 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 current elected district officer may hold an elected international office or club office in addition to his/her district office.

Section 7. A candidate for the office of Governor must receive a majority of the votes cast to be elected.

- a. When there is only one (1) candidate for the office of Governor, the candidate shall appear on a ballot as a single option.
- b. When the number of candidates for the office of Governor shall equal two (2), only the two (2) candidates shall appear on a ballot.
 1. If on that ballot, a candidate receives a majority of votes cast, that candidate shall be elected.
- c. When the number of candidates for the office of Governor shall exceed two (2), the following primary election procedure shall be followed:
 1. Those two (2) candidates receiving the highest number of votes, whose combined total constitutes a majority of those votes cast on the first ballot, shall appear on a second ballot.
 2. In the event that the combined total of those two (2) candidates receiving the highest number of votes does not constitute a majority of those votes cast, the candidate receiving the lowest number of votes shall be eliminated. This procedure shall be continued until two (2) candidates have a combined total, which constitutes a majority of those votes cast. Those two (2) candidates shall appear on another ballot and the election will continue under Article V, Section 7, Clause b of these Bylaws.

Section 8. The elections of District Secretary-Treasurer and District Bulletin Editor shall follow the same procedures as the election of Governor, as outlined in Article V, Section 7 of these Bylaws.

Section 9. Election for the office of Lieutenant Governor will go as follows:

- a. Persons running for the office of Lieutenant Governor will run for the position at large and not for a specific division.
- b. The six candidates with the majority number of votes will be elected to the position of Lieutenant Governor.
- c. In the event of a tie between two or more candidates a revote will be conducted between those individuals involved in the draw. The candidate(s) with the majority number of votes will be elected as Lieutenant Governor.
- d. The incoming District Governor will then assign each of the newly elected Lieutenant Governors a division to preside over within 30 days after the District Convention.

- e. No club may have more than 3 people running for the office of Lieutenant Governor.

ARTICLE VI Board of Officers

Section 1. The board of officers of this district shall consist of the governor, the secretary-treasurer, the bulletin editor, and the lieutenant governors. The district administrator and immediate past governor, if he/she is still a current member of a club in good standing, and all district committee chairs shall serve as a nonvoting ex-officio members of the board.

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, and subject to the direction and approval of the Kiwanis district board of trustees through the district administrator, and the Circle K International Board of Trustees.

Section 3. The district board of officers shall hold a minimum of four (4) meetings annually. All district board officers, including appointed committee chairs, are required to attend said meetings. In case of an absence, an electronically written notification should be received by the Governor, Secretary-Treasurer, and District Administrator no later than fourteen (14) days before the meeting date, with personal illnesses or family emergency being notable exceptions. The first board meeting held in April during a district board member's term known as the District Officer Training Conference (DOTC) cannot be excused unless there is a personal illness or family emergency.

In the event of any required district board member missing an official board meeting:

- a. He/She must submit a detailed report to the governor, secretary-treasurer, and district administrator with detailed information about his or her division or committee, depending on what position(s) the person holds before the actual date of the board meeting.
- b. The governor will review board member attendance and may, on a case by case basis, find grounds for dismissal or removal if the board member is found to have an unexcused absence or excessive absences. Any such action will be done in accordance with Article V Section 5 of these bylaws.

Section 4. The governor shall notify each member of the board of officers, the Kiwanis governor, the district administrator, members of the Kiwanis District Committee on Circle K, Key Club governor, Key Club administrator, and the

presidents of all Circle K clubs in the district, in writing, of the time, place, and the date of all meetings of the board of officers not less than thirty (30) days prior to each meeting unless a special meeting (see Section 5) must be called.

Section 5. A special meeting of the board of officers may be called by the governor, the secretary-treasurer, or two-thirds (2/3) of the members of the board of officers. Members of the board and others as mentioned in Section 4 must be notified of such meetings at least twenty-four (24) hours in advance.

Section 6. The governor shall be responsible for sending a tentative agenda for these meetings to each member of the board of officers, the Kiwanis governor, the Kiwanis district secretary, the district administrator, members of the Kiwanis District Committee on Circle K, the Key Club governor, and Key Club administrator not less than fourteen (14) days prior to each meeting.

Section 7. In the absence of the governor from a meeting, the secretary-treasurer shall assume the responsibilities of the governor. In the absence of both the governor and secretary-treasurer, the bulletin editor shall assume the responsibilities of the governor. In the absence of the governor, secretary-treasurer, and bulletin editor, the board of officers shall designate a member of the board of officers to act as chairperson for that meeting upon recommendation of the governor and/or the district administrator.

Section 8. A majority of the voting members of the board of officers shall constitute a quorum, and a majority vote of those present shall decide any question, with the exception of those questions for which a greater proportion is specifically required by these bylaws.

Section 9. Within fourteen (14) days after any special or regular meeting of the board of officers, the secretary shall make a report of the proceedings of the meeting, including a complete synopsis of all actions taken, and shall make and distribute said report to members of the board of officers, the subregion representative, presidents of the clubs in the district, and the Circle K international administrator. He/she must make available the report for the Kiwanis governor, Kiwanis district secretary, Key Club governor, and the Key Club administrator. The secretary shall also make available the report to the presidents of the Kiwanis clubs and Key Clubs in the district upon request.

ARTICLE VII Committees

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

- a. Conventions and Conferences Committee (ConCon) shall work to plan all conferences and conventions that occur in the district. The chair of this committee will have attended at least one Carolinas District convention or conference prior to holding the position. Applicable events include District Convention, Kiwanis Family Conference, Fall Rally, and any other conference or convention that fills the requirement as deemed by the district board. The committee will be responsible for planning, promoting attendance, and overseeing the fall conference and District Convention in cooperation with the district board.
- b. On to International Convention (OTIC) committee shall be responsible for promoting attendance and planning the district's trip to International Convention. The chair of this committee must have been to at least one International Convention prior to his/her term as chair. This position will include receiving information from Circle K International, distributing information to clubs, and planning travel. He/She will also be responsible for ensuring that the district utilizes as many voting delegates as possible. During the International Convention, he/she shall be in charge of the district suite and any district events that occur at the convention site.
- d. The Membership Development and Education (MD&E) committee shall focus on membership education, member benefits, and leadership development. The committee shall work to improve the relationships between Circle K and all Kiwanis and Kiwanis sponsored organizations. It shall be responsible for developing projects and educational programs to expand and strengthen the bonds between these organizations. The committee shall create resources for members and clubs of the district to promote and educate about Circle K International and to provide guidance on development techniques including but not limited to, recruitment, retention, and relationship building with Kiwanis and Kiwanis sponsored organizations.
- e. The Service Committee shall be responsible for correspondence and promotion of the Carolinas District Service Project (DSP), Boys and Girls Home of North Carolina. The committee shall integrate a service project component into each district event during the CKI administrative year, with an emphasis at the District Convention each year. In addition to promoting the DSP, the committee shall also promote Circle K International's preferred charities: UNICEF and March of Dimes and Circle K International's service partners: Students Teaming Up To Fight Hunger (STUFH) and Better World

Books. It shall be responsible for the planning, promotion, and execution of the District Large Scale Service Project in the Spring and Fall semesters. Further service initiatives are open to the committee, but are subject to approval of the District Board. The committee shall be responsible for educating the members on the subjects of the DSP and all service partners and charities by creating and distributing a Service newsletter in the Fall and Spring semesters as well as contributing to each edition of the district newsletter, The Carolinian.

Section 2. Additional district committees shall be designated by the governor, the district board of officers, and/or the district administrator as are deemed necessary to carry out official Circle K district business or events.

ARTICLE VIII Conventions

Section 1. The annual convention of this district shall be held at the time and place mutually agreed upon by the board of officers of the Circle K district, the sponsoring Kiwanis district board of trustees, and the Board of Trustees of Circle K International. The dates and site of the convention shall be submitted to the administrator of Circle K International not less than sixty (60) days prior to the proposed convention dates, and the administrator, acting for the Circle K International Board of Trustees, may approve the dates and site.

Section 2. The ConCon chair shall send an official call to convention to each club, the district board of officers, the Administrator of Circle K International, the Kiwanis governor, and the Kiwanis district secretary not less than sixty (60) days before District Convention.

Section 3. The board of officers, in consultation with the district administrator, shall have full supervision and management of all conventions. The district administrator, or representative of the administrator selected by the Kiwanis district board of trustees, shall handle any contractual arrangements necessary for the District Convention.

Section 4. The District Convention will be located in one of these three (3) regions rotating each year: Eastern North Carolina (east of Burlington), Western North Carolina (Burlington and west of Burlington), and South Carolina in the manner so that there is equality between all clubs within the district. Should a suitable location not be found in the respective region, it will be skipped no more than one year and held there the following year.

Section 5. Each member club in good standing 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 they are members of a club within the District and certified as representatives of their home club.

Section 6. Each accredited delegate shall be entitled to vote on each question submitted. There shall be no voting by proxy.

Section 7. In the absence of the governor from any District Convention, the board of officers shall designate a member of the board of officers to act as presiding officer of the convention.

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 within the district.

Section 9. Each District Convention program shall include:

- 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 Circle K International Board representative in attendance
- d. Workshops for the purpose of stimulating enthusiasm, motivating and educating membership, training newly elected club officers, developing leadership potential, and increasing awareness of service initiative areas, and increasing service activities
- e. Nomination and election of officers for the upcoming year
- f. Installation of the newly-elected district officers
- f. A presentation promoting attendance at the upcoming International Convention
- g. Presentation of district awards

Section 10. Within thirty (30) days of the completion of the annual district convention, the governor at the time of convention shall send a report containing all official action taken at the district convention to the Circle K International Director and subregion representative.

ARTICLE IX Vacancies in Office between Conventions

Section 1. In the event of a vacancy in the office of governor, a qualified member of a club in good standing within 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 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 as governor a qualified member of a club in good standing to serve for the upcoming administrative year.

Section 2. In the event of a vacancy in the office of secretary, treasurer, or bulletin editor, the governor shall, with approval of the board of officers, appoint a qualified member of a club in good standing within 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 a lieutenant governor, the governor shall, with approval of the board of officers, appoint a qualified member of a club in good standing to be the lieutenant governor for said vacant division, and 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.

ARTICLE X Revenue

Section 1. Each member club shall pay to the district for every active member annual dues of nine dollars (\$9.00 US). The amount of the district dues shall be determined by a two-thirds (2/3) vote of all delegates at the District Convention. In no case shall the district dues exceed ten dollars (\$10.00 US) per annum per year.

Section 2. Assessments in excess of the annual dues may be made only upon a two-thirds (2/3) vote of all delegates attending the District Convention, or by a two-thirds (2/3) vote of all clubs in good standing in the district between conventions, and must be approved by the Kiwanis district board of trustees and the Circle K International Board of Trustees.

Section 3. The 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 Kiwanis district board of trustees, 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 the prior approval of the sponsoring Kiwanis district board of trustees. Such 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 of Kiwanis.

ARTICLE XI 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 Bylaws of Circle K International.

ARTICLE XII Amendments

Section 1. These Bylaws may be amended by a vote of two-thirds (2/3) of the voting delegates and voting delegates-at-large present at any conference or convention of the district, provided that written notice of such proposed amendments shall have been given to each club in the district at least thirty (30) days prior to the conference or convention at which the proposals will be considered. All such amendments must be consistent with the Bylaws of Circle K International and shall become effective only after the approval of the Carolinas District Kiwanis Board of Trustees and the Circle K International Board.

Section 2. Amendments to these bylaws may be proposed by any club in good standing within the Circle K District, the District Board of Officers, or the District Administrator.

Section 3. Proposed amendments submitted by clubs in good standing must be endorsed by a majority vote of the members present at a regularly-scheduled club meeting. All such amendments must be sent to the club membership at least two (2) weeks before the vote is to take place.

Section 4. Any proposed amendments of the Circle K District Bylaws shall have been forwarded to the District Laws and Regulations Committee no less than forty (40) days prior to the conference or convention at which the proposals will be considered. The District Laws and Regulations Committee shall review any

proposed amendments to the Circle K District Bylaws to ensure conformity with the Bylaws of Circle K International, suggest revisions, make approval recommendations to the District Board of Officers and the House of Delegates, and forward approved Bylaws changes to the Kiwanis District Office and the Circle K International Office for final approval.

Section 5. The Carolinas District Board is authorized to make non-substantive corrections in terminology, grammar, numbering, and cross-references which cause unintentional conflicts or inconsistencies within the district bylaws.

ARTICLE XIII District Policy Code

Section 1. The Carolinas District Policy Code will contain the established procedures for this District and will define a course or method of action to guide and determine future and present decisions, policies, and procedures.

Section 2. The District Policy Code, consistent with the Circle K International Bylaws, shall be enacted and amended from time to time by a two-thirds majority (2/3) vote of the District Board of Officers for approval.

Section 3. The Carolinas District Board of Officers and all members of the District are to adhere to the procedures set forth in the Carolinas District Policy Code.

Section 4. Proposed amendments to the District Policy Code may be submitted in writing by Circle K clubs in good standing to the District Board for approval.

Section 5. The Carolinas District Board is authorized to make non-substantive corrections in terminology, grammar, numbering, and cross-references which cause unintentional conflicts or inconsistencies within the Carolinas District Policy Code.