CHARTERING AND REACTIVATION GUIDE

This packet offers a comprehensive guide to help districts and/or students charter new clubs and reactivate former clubs.

CKI Circle K International

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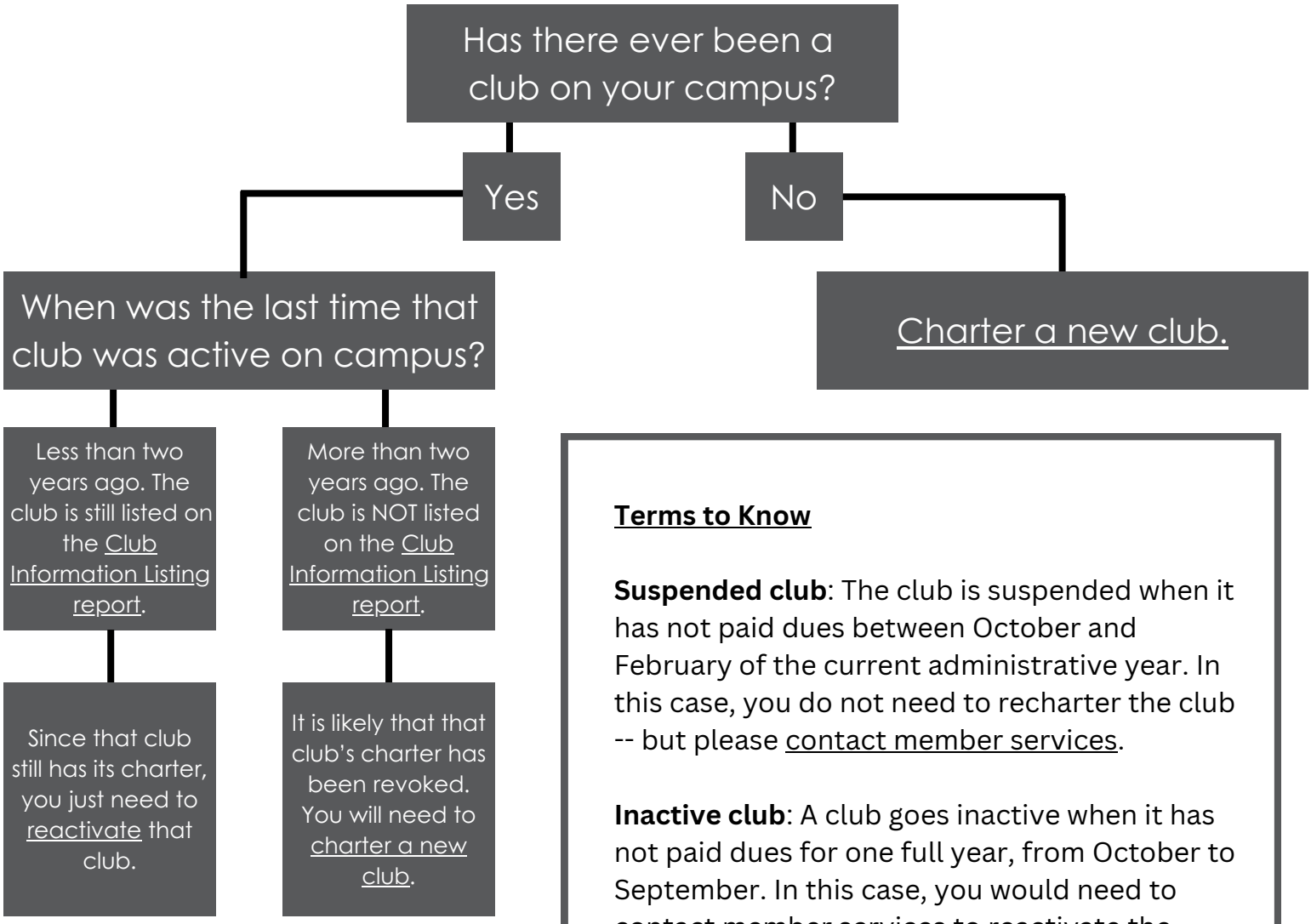
Flowchart: Do I need to charter or reactivate?



Terms to Know

Suspended club: The club is suspended when it has not paid dues between October and February of the current administrative year. In this case, you do not need to recharter the club -- but please contact member services.

Inactive club: A club goes inactive when it has not paid dues for one full year, from October to September. In this case, you would need to contact member services to reactivate the club.

Charter revoked: A club charter is revoked after two years without dues or rosters (i.e., after one full year of inactivation). In this case, you would need a new petition to charter.

What do I need to charter a club?

For the full six-step process, go to the Start a Club page on the CKI website. Below are details of what you'll need for the chartering document:

- At least one advisor. (However, it is strongly recommended to have both of the following.)
  - Information on faculty/staff advisor and information on the school (address, website, phone number, etc.).
  - Information on Kiwanis advisor and sponsoring Kiwanis club. (You are permitted to have more than one sponsoring Kiwanis club.)
- Club bylaws.
- Member roster with the information for the minimum number of members required.
  - If the club is being chartered at a four-year college/university with an enrollment of over 5,000 students or has members from multiple institutions with a cumulative enrollment of over 5,000 students, the club must have at least 15 dues-paid members.
  - If the club is chartered at a non-four-year institution, a community college, a college/university with an enrollment of under 5,000 students or with members from multiple institutions with a cumulative enrollment of under 5,000 students, the club must have at least 10 dues-paid members.
- International and district dues on a per-member basis.
  - International membership dues may vary annually. Please consult the CKI Bylaws for the most up-to-date dues information.

Multiple-school clubs

- A multiple-school club is composed of students from two or more schools. It can have a traditional or electronic meeting format.
- The minimum number of members needed to be a club in good standing is based on the cumulative enrollment of all associated schools.
- If a traditional club is already chartered, the district If a traditional club is already chartered, it can request approval from the district board members and the director of Circle K International to become a multiple-school club and invite students from other local schools to join.

Electronic clubs

Although all CKI clubs may meet virtually, "electronic" or e-clubs are described in the CKI Bylaws as clubs formed by members who participate primarily through electronic means across a geographic range. Despite this, it is important to note that even if a club primarily meets virtually, the club does not need the "electronic club" designation and may charter as a "traditional" club.

Here are the requirements to be an electronic club (or "e-club"):

- All members of the electronic club must be enrolled in certified schools within the district of the e-club.
- The geographic range must not currently have a chartered and active CKI club.
- An e-club must be approved by the CKI and Kiwanis International districts.

Other important notes:

- The e-club may have members from multiple schools. (See information about multiple-school clubs on Page 5.)
- There may be more than one e-club within a district — as long as those e-clubs do not overlap geographically.
- The process for electing an e-club's board of officers is the same as for a traditional club.
- Most meetings and events are hosted virtually via Zoom, Teams or other virtual-meeting platforms.
- Like traditional clubs, e-clubs are supported by district officers.

Satellite clubs

A satellite club is an option for students who want to start a club at their school(s) but do not yet have enough members to reach chartering strength. This option allows students from one school to become "satellite" members of another established club. Satellite clubs are intended to be a short-term solution.

Other notes:

- A satellite club is a subsidiary of an active CKI host club.
- A satellite club must be in the same district and within a reasonable range of the host club.
- Satellite club members are regular members of CKI, with the following status exceptions:
  - They don't count toward the minimum club membership requirement to be a club in good standing or for awards purposes.
  - They cannot hold elected or voting roles within the host club. (However, they can hold appointed, nonvoting roles within the host club.)
- Satellite clubs can exist for two years or until chartering of a full club at that school.
- Satellite clubs can be renewed after two years with the necessary approval.

Chartering application

To apply, click here for access to the chartering application.

Reactivations

- Inactive clubs are eligible to be reactivated. (An inactive club is a CKI club that did not pay dues the last dues cycle.)
- Requirements for reactivating a club:
  - Member roster.
  - Reactivation fee.*
  - District and international dues for each member.
  - Petition to Reactivate form.*

*Go to the Club reactivation toolkit to find the Petition to Reactivate form, the guide to reactivating a club and the current reactivation fee. Click here to fill out the reactivation form.

Bylaws template

Every club is required to have its own bylaws. Most clubs use the Standard CKI Club Bylaws template.

If you need help drafting club bylaws, reach out to your district or international leadership.

Points of contact

If you have questions about the chartering or reactivation process, staff members are here to help!

SLP chartering main email address:
slpcharter@kiwanis.org

Circle K International: circlek@kiwanis.org

International resources

Club Bylaws template
New Charter checklist
Club Reactivation toolkit