

Carolinas District Policy Codes

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1. General Provisions

- A. Any established procedure of the Carolinas District shall be called a policy and any decisions by the Board concerning the implementation of a policy shall be called an enactment.
- B. All policies of the Carolinas District shall be contained in this Policy Code. All policies contained in this Policy Code shall be binding on all officers of the Carolinas District of Circle K International. This code shall in no way void or nullify any part of the Circle K International Constitution or the Bylaws of the Carolinas District of Circle K.
- C. Any and all amendments (and for adoption) to this Policy Code shall require a two-thirds (2/3) vote of the Carolinas District Board. This Policy Code supersedes and makes null and void any and all previous policies and rules adopted by the District Board.
- D. Enactment, resolutions, and changes in appendices shall require only a simple majority vote of the Board.
- E. A current copy of this Policy Code shall be maintained by the Circle K Administrator and District Secretary, who shall be responsible for its distribution to the District Board of Circle K officers upon each change.
- F. The Circle K Governor and the Circle K Administrator shall share responsibility for adherence to this Policy Code.
- G. Circle K Board members shall annually receive revised copies of this Policy Code. Current copies of this Policy Code shall be made available to any Circle K member in good standing within the Carolinas District.

2. Conduct at Official Circle K Events

- A. An official Circle K event starts from the time of departure to the event to the time of arrival back from the event.
- B. The possession, sale, and/or consumption of alcoholic beverages during any event or situation sponsored or promoted by Circle K is prohibited.
- C. No drugs of any nature, with the exception of prescribed medication, shall be permitted in the possession of anyone in attendance.
- D. 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. Circle K shall not tolerate sexual harassment.
- E. There is no curfew hour; however, in consideration of others, Circle K members must be in rooms, with closed doors, by 1:30AM, and gatherings must be contained within the room. Loud noises and disruptive behavior will not be tolerated.
- F. Smoking is prohibited at all general sessions, contests, workshops, and caucuses. Individuals who wish to smoke must do so in locations as permitted by the facility.
- G. Care shall be taken not to deface or destroy any property. Any damages will be paid for by the individual responsible.
- H. Coat and tie for men and dresses, suits, skirts and blouses or other professional attire for women are required for those sessions indicated as "Business Professional" in the event

program. Slacks and appropriate casual dress (excluding jeans, cut-offs, and other similar apparel) is appropriate for “Business Casual” designated times.

- I. While at the event, all Circle K members are to conduct themselves as responsible and professional men and women and are required to participate in all Circle K activities.
- J. Every attendee will respect the authority of the Sergeant-at-Arms Committee.
- K. Infractions of the Code of Conduct will be reported to the Carolinas District Board. Appropriate action will be taken for any infraction, including the dismissal of any attendee from the event at the expense of the individual.

3. Roles of District Officers and Administrators

- A. All district board members are required to attend all district events. Absence at two (2) or more Carolinas Circle K district events may result in forced termination of position by majority vote of voting district board members.
- B. All district board members shall remain active in his/her home club.
- C. All district board members shall brief their successor on his/her duties and responsibilities and pass on files and information collected throughout the administrative year.
- D. All district board members shall represent the District and maintain a professional image of him/her self.
- E. All district board members shall submit a monthly report form in a specified format to the Executive Board, ~~and~~ as well as the District Administrator, by the tenth (10th) of every month.

1. Governor:

- a. The District Governor shall serve as the Chief Executive Officer of the District.
- b. The District Governor shall preside over all district functions.
- c. The District Governor shall work with the Conventions and Conferences Chair to ensure that plans for District Convention are prepared and executed.
- d. The District Governor shall work closely with the Kiwanis District Governor, the Kiwanis District Governor’s appointed representatives, the Key Club Governor, the Circle K District Administrator, and the Kiwanis Committee on Circle K.
- e. The District Governor shall work closely with the District Treasurer and the District Administrator to develop an operating budget for the administrative year.
- f. The District Governor shall work closely with the Lieutenant Governors on new club building, re-building clubs, and strengthening of current clubs.
- g. The District Governor shall appoint committee chairs and committee members with the approval of the District Board.
- h. The District Governor shall be responsible for the leadership training of all district officers and shall oversee the leadership training of all club officers.
- i. The District Governor shall make at least one (1) visit to each division in the district and will attempt to visit each club in the district.
- j. The District Governor shall ensure that all District Officers perform their assigned duties.

- k. The District Governor shall distribute a form of contact to all district members at least quarterly throughout the administrative year by means of a newsletter, reflector, or blog.
- l. The District Governor shall communicate with the District Board, District Administrator, and International Subregion Trustee and share appropriate information to the district as well as keep all parties fully informed of the activities of the district.
- m. The District Governor shall maintain communication with all Club Presidents.
- n. The District Governor shall notify the Kiwanis Governor, Kiwanis Committee on Circle K, Key Club Governor, Key Club Administrator, District Board, and all Club Presidents in the district of all meetings, including date, time and location, thirty (30) days in advance.
- o. The District Governor shall prepare a tentative agenda for all regular meetings of the District Board and shall distribute it no less than fourteen (14) days before the meeting to the District Board, District Administrator, Kiwanis Governor, Kiwanis District Secretary, Kiwanis Committee on Circle K, Key Club Governor, Key Club Administrator, and all Club Presidents in the district.

2. Secretary:

- a. In absence of the District Governor from a meeting, the District Secretary shall assume the responsibility of the District Governor.
- b. The District Secretary shall keep all records of District Board meetings, House of Delegates, District Conventions, and reports of proceedings and actions. He/She shall distribute a copy within fourteen (14) days to each member of the District Board, the District Administrator, International Subregion Trustee, Kiwanis Governor, Kiwanis District Secretary, Key Club Governor, Key Club Administrator, and all Club Presidents in the district.
- c. The District Secretary shall receive and keep record of all club monthly reports.
- d. The District Secretary shall cooperate with the District Governor in forwarding all official reports required by Circle K International.
- e. The District Secretary shall maintain a directory with contact information of each District Board member, the District Administrator, and any other contacts for the district.
- f. The District Secretary shall maintain the district calendar on the Carolinas District website.
- g. The District Secretary shall compile Member of the Month and Service Project of the Month spotlight nominations and submit them to the Executive Board by the 15th of every month for voting.
- h. The District Secretary shall perform any duties as assigned by the District Governor or the District Board.

3. Treasurer:

- a. In absence of the District Governor and District Secretary from a meeting, the District Treasurer shall assume the responsibility of the District Governor.

- b. The District Treasurer shall work with the District Governor and the District Administrator to develop an operating budget at the beginning of the term for the administrative year.
- c. The District Treasurer shall make a financial report at all meetings of the District Board and any other time as requested by the Governor or the District Administrator.
- d. The District Treasurer shall assist in collection and disbursement of district dues, convention registration fees, and other district income under supervision of the District Administrator.
- e. The District Treasurer shall work with the District Administrator to assure that proper accounting procedures are used and that all disbursements of funds within the district are within the budget and are made with proper authorization and vouchers.
- f. The District Treasurer shall perform any duties as assigned by the District Governor or the District Board.

4. Bulletin Editor

- a. The District Bulletin Editor shall be responsible for the publication of at least four (4) issues of The Carolinian, the district bulletin, throughout the administrative year.
- b. The District Bulletin Editor shall be responsible for the distribution of the official district publication to all clubs in good standing with the district, the Kiwanis Governor, District Administrator, Kiwanis Committee on Circle K, Key Club Governor, and Key Club Administrator.
- c. The District Bulletin Editor shall encourage all clubs within the district to submit articles and shall set deadlines for submission and publication.
- d. The District Bulletin Editor shall upload Member of the Month and Service Project of the Month spotlight winners to the Carolinas District website.
- e. The District Bulletin Editor shall perform all other duties as assigned by the District Governor and District Board of Officers.

5. Lieutenant Governors:

- a. The Lieutenant Governor shall work with the District Governor, District Administrator, Kiwanis Lieutenant Governors, and Kiwanis Clubs within the division on new club building, reactivating clubs, and strengthening current clubs.
- b. The Lieutenant Governor shall make a minimum of one (1) visit to each club within the division throughout the administrative year.
- c. The Lieutenant Governor shall publish a newsletter at least twice a term to benefit the club officers and members of the division.
- d. The Lieutenant Governor shall assist the District Secretary in the collection of club monthly reports.
- e. The Lieutenant Governor shall assist the Club Presidents within the division upon request and keep them informed of all District and International activities.
- f. The Lieutenant Governor shall promote interclubs with Kiwanis Family members throughout the division.

- g. The Lieutenant Governor shall copy any official correspondence, newsletters, or any other official paperwork to the District Governor, District Secretary, and the District Administrator.
- h. The Lieutenant Governor shall establish and maintain communication with Kiwanis and Key Club District Officers within the division.

6. Administrator:

- a. The District Administrator shall act as a liaison between the Kiwanis and Circle K Districts.
- b. The District Administrator shall serve as an advisor to the District Board, while exercising caution not to make decisions for the board.
- c. The District Administrator shall make certain that actions taken by the board are not in conflict with Kiwanis International or Circle K International constitution, bylaws, or policies.
- d. The District Administrator shall have access to list of all district officers and their contact information.
- e. The District Administrator shall have access to list of all clubs in the district with contact information of club officers, advisors, and sponsoring Kiwanis clubs.

4. House of Delegates

- A. The House of Delegates will convene in one (1) session Sunday morning, unless the amount of business dictates a second session, which would then be held on Saturday afternoon. The following shall sit at the head table: Governor, Secretary, Treasurer, District Administrator, International Counselor, Chairpersons of the Credentials and Elections committees, and a parliamentarian appointed by the district board, with the Governor presiding.
 - 1. The Saturday session will consider resolutions, bylaw amendments, nominations of Governor, Secretary, Treasurer, and Bulletin Editor, and such other business as may properly come before the House of Delegates.
 - 2. The Sunday session shall take up the election of Governor, Secretary, Treasurer, Bulletin Editor, members seeking endorsement for international office, and any other nominations for district office or unfinished business from the Saturday session. The voting will be done in the following order: District Governor, Secretary, Treasurer, Bulletin Editor, members seeking endorsement for international office, and any other nominations for district office.
- B. Robert's Rules of Order, newly revised, shall be the parliamentary authority for all matters of procedure not specifically covered by the constitution or bylaws of Circle K International and these standing rules.
- C. Each Circle K Club in good standing shall be entitled to two (2) voting delegates from a list of certified delegates and two (2) alternates, who may vote on any issue brought before the House of Delegates in the absence of the first two delegates.
- D. The voting members of the Board of Officers (Governor, Secretary, Treasurer, Bulletin Editor, and Lieutenant Governors) shall be delegates-at-large.

- E. Voting delegates and delegates-at-large will be seated in a restricted section. All others present will be accommodated in a designated gallery section behind the delegates and may not participate in the sessions without permission of the House of Delegates.
- F. The District Administrator and Assistant District Administrator(s) shall be non-voting members of the House of Delegates. They will be available for consultation on matters of parliamentary procedure.
- G. The active and/or verbal support of any candidate running for District Office by any voting board member is prohibited in the House of Delegates.
- H. No delegate may speak for more than three (3) minutes at a time, unless allowed to do so by the Orders of the Day or by a majority vote of the delegates.
- I. No delegate may address the assembly a second time on the same question until all delegates who desire to speak have spoken.
- J. The House of Delegates shall allow delegates to leave and reenter; however, ballots shall not leave the House.
- K. The maker of a motion shall be entitled to speak first in support of such motion or may immediately yield the floor to another delegate.
- L. Debate shall alternate between those speaking for and against a motion.
- M. A delegate may not speak for or against a motion and move to close debate on the same recognition.
- N. A motion to move the previous question will not be in order until fifteen minutes of debate have taken place or all the microphones are cleared.
- O. Any of the above rules may be suspended by a two-thirds (2/3) vote.
- P. Each Carolinas District Circle K club is expected to have representation at each Carolinas District Convention.
- Q. Each delegate shall be a dues-paid member and verified by the club. A Lieutenant Governor or immediate past Lieutenant Governor may represent, by vote, a club in his/her presiding division not otherwise represented by two (2) voting delegates at the District Convention, providing that he/she has the authority to do so in writing from the club to be represented.
- R. Each certified voting delegate and voting delegate-at-large present at a Circle K District Convention shall be entitled to vote on each question submitted to that convention.
- S. There shall be no cumulative voting, absentee voting, or voting by proxy.
- T. Voting delegates and alternate voting delegates for the District Convention shall be elected by clubs in good standing no later than fourteen (14) days prior to the opening of convention. An elected officer of the club shall promptly send to the Carolinas District Board the names of those elected to serve.
- U. If the club does not have any delegates designated at the start of the convention and a current elected member of the club or district is present, the club may have two (2) delegates seated if the officer validates the paperwork and returns it prior to the first House of Delegates session. If only two (2) members of a club in good standing are present, those members may be the voting members of the club provided that they fill out the necessary paperwork.
- V. No voting delegate shall be entitled to vote unless the registration fee has been paid.
- W. The delegates shall arrive on time to the House of Delegates. The House of Delegates shall start on time, and no entrance shall be permitted after the house is in session.
- X. There shall be no campaigning materials inside the House of Delegates.

5. Committee Chairs and Ad-Hoc Committees

A. Conventions and Conferences (Con-Con) Chair

1. The chairperson of this committee, along with the committee members, shall work to plan all conferences and conventions that occur in the district.
2. 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 Call Conference, and any other conference or convention that fills the requirement as deemed by the district board.
3. The committee will be responsible for planning, promoting attendance, and overseeing Fall Call Conference and District Convention in cooperation with the district board.

B. District Service Chair

1. The chairperson of this committee is responsible for recommending a district service project for the administrative year. The project should fall under the current Circle K International Service Initiative and is subject to the approval of the District Board. The District Board may elect to continue the previous year's service project.
2. After the approval of the District Project, the chairperson shall promote it to the clubs and members of the district by sending, in a timely manner, information about the district project to all Club Presidents. Funds raised during the administrative year will be presented to the designated project at the District Convention.
3. The chairperson shall also work with the Awards Committee in developing the criteria for any award honoring that club or clubs which distinguishes themselves in the ways that they participate in the District Project.
4. The chairperson shall also perform other duties as deemed necessary by the Governor.

C. Information & Technology (Info-Tech) Chair

1. This committee chair shall maintain the district website and other established forms of electronic communication as directed by the governor and/or the District Board of Officers. The chairperson shall post approved materials in electronic format for reference of the members of the Carolinas District.
2. The chairperson shall be responsible for maintaining the district's website as a marketing tool.
3. The chairperson shall work with all clubs of the Carolinas District to educate and promote the use of electronic communications and marketing tools.
4. The chairperson shall promote the use of the District Board, Club President, Club Vice-President, Club Secretary, and Club Treasurer reflectors, maintain their subscription lists, answer questions of subscribers and non-subscribing Kiwanis Family members, report the status of the reflectors to the Governor, and keep current information regarding functions and options of the web page.
5. The Info-Tech committee does not have the authority to do the following without consent of the Governor or District Administrator:
 - a. Edit the content of messages posted to the reflector by any person.
 - b. Communicate on behalf of the District Board of Officers.
 - c. Delete users from the subscription list midyear without the user's permission.

D. Kiwanis Family Chair

1. The Kiwanis Family (K-Fam) Relations Committee shall work to improve the relationships between Circle K and all Kiwanis and Kiwanis sponsored organizations.
 2. The chairperson shall be responsible for developing projects and educational programs to expand and strengthen the bonds between these organizations.
- E. Laws and Regulations (Laws and Regs) Chair
1. The chairperson of this committee shall be responsible for ensuring that the district bylaws and policies are concurrent with international bylaws and policies.
 2. This committee must receive proposed changes to the bylaws no later than forty (40) days before the District Convention.
 3. The chairperson is responsible for informing members of the district on proposed bylaws changes no later than thirty (30) days before District Convention.
 4. This committee is responsible for coordinating House of Delegates at District Convention
 5. The chairperson is responsible for informing members of the district on policies of candidacy for district office and international endorsement
 6. The chairperson is responsible 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.
- F. Membership Development and Education (MD&E) Chair
1. The chairperson of this committee shall focus on membership education, member benefits, and leadership development.
 2. The chairperson 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 and retention.
- G. On to International Convention (OTIC) Chair
1. The chairperson of this committee shall be responsible for promoting attendance and planning the district's trip to International Convention.
 2. The chairperson of this committee must have been to at least one International Convention prior to his/her term as chair.
 3. 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.
 4. During the International Convention, he/she shall be in charge of the district suite and any district events that occur at the convention site.
- H. Ad-Hoc Committees
1. The Governor shall have the power to create additional or special committees as he/she sees fit. All appointments are subject to approval of the District Board.
 2. Terms for those who chair additional or special committees shall expire at the end of the administrative year or at such time during the year when the Governor determines their responsibilities to have been fulfilled.

6. Interclubs

- A. An interclub is classified as two or more clubs joining together for a social, fundraiser, or service project with the following criteria: at least two members of each Circle K club present.

- B. This gathering must adhere to all bylaws set forth by Circle K International.
- C. District and International events cannot be counted as interclubs.

7. Kiwanis Family Hours

- A. Events eligible to be counted as Kiwanis Family hours are classified as two or more different branches of the Kiwanis Family joining together for a social, fundraiser, or service project with at least two members of each branch of the Kiwanis Family present.
- B. This gathering must adhere to all bylaws set forth by Circle K International.
- C. District and International events cannot be counted as Kiwanis Family Hours.

8. District Convention

- A. Site location
 - 1. The site selection consideration for the District Convention shall be the regional location.
 - 2. The District Convention will be rotated between Eastern North Carolina, Western North Carolina, and South Carolina. Should a suitable location not be found in the respective state, it will be skipped no more than one year and held there the following year.
- B. Date and Place
 - 1. The annual District Convention shall be held after the first week in February and before the first full weekend in April.
 - 2. The exact date and location should be determined approximately one (1) year in advance by the District Board and District Administrator.
 - 3. Approval for the date and location of the convention must be obtained from the Kiwanis District Board of Trustees.
 - 4. The convention shall be scheduled for a weekend or vacation period.
 - 5. No less than sixty (60) days before the opening of the District Convention, the Conventions and Conferences Chair shall send the official call to convention to the District and International Administrators and to the Kiwanis and Key Club governors.
 - 6. The Circle K and Kiwanis clubs in the district should be notified of the time and place of the upcoming convention as soon as they are approved to facilitate planning.
- C. Budget
 - 1. A convention budget, including the registration fees, must be prepared and approved as specified in the bylaws.
 - 2. The Circle K District Convention should be self-supporting.
 - 3. The anticipated convention expenses should not exceed the anticipated revenues.
 - 4. The budget must provide for all expenses including but not limited to the following:
 - a. cost of convention meal
 - b. awards and ribbons
 - c. registration materials (badges, name tags, etc.)
 - d. guest speakers
 - e. complimentary registration and complimentary rooms
 - f. printing of programs
 - g. equipment

D. Convention Accommodations

1. Accommodations selected for the District Convention must be relatively inexpensive and conveniently located.
2. The convention site must have ample meeting room space for general sessions, workshops, and election caucuses.
3. The location of each District Convention shall be decided by the District Governor, District Administrator, and Assistant District Administrator(s) no later than July 1st. All convention bids must include:
 - a. The hotel name, address, contact person, and telephone number
 - b. Current hotel prices with comments explaining the likelihood and magnitude of price increases
 - c. Representative prices for meals to be served by the hotel, inclusive of tax and gratuity with comments concerning the likelihood of a price increase
 - d. The number of rooms available at the hotel
4. The District Governor and Conventions and Conferences Committee shall provide the District Administrator with a proposal covering the details and costs of potential convention sites.
5. Before final planning is undertaken, firm commitments and written contracts concerning room rates, mean costs, and space availability must be obtained by the District Administrator from the hotel and caterers involved.
6. The board of officers shall have full supervision and management over all conventions, under the guidance of the Circle K District Administrator and the Kiwanis District, according to the following calendar:
 - a. By November 1- District Governor has made District Convention sub-committee appointments,
 - b. By November 15- final decisions on changes to the district awards are completed so that the forms can be revised and included in the first convention mailing,
 - c. By January 15- final arrangements for convention workshops have been completed, host committee has completed its tasks, and the District Governor has confirmed the attendance of the Key Club and Kiwanis Governor.
 - d. By the scheduled Circle K winter board meeting - the District Board will conduct a final review of the convention details.
7. The deadline for registration refunds shall be fifteen (15) days prior to the convention opening.
8. The Kiwanis District Secretary shall be required to sign the hotel contract for the District Convention by October 15.

E. Convention Program

1. The convention program should be a well-balanced program leaving ample time for conducting district business.
2. The keynote speaker shall be contracted at least sixty (60) days prior to the convention.
3. The Kiwanis District Governor, Kiwanis District Governor-Elect, Key Club District Governor, and the official representative from the Circle K International Board should be invited to attend and speak during the convention. Other speakers, such as other Kiwanians, local businessmen and professionals, or civic leaders, may be invited to speak.

4. All general sessions should be well planned and a detailed agenda should be prepared for each by the Circle K winter board meeting.
 5. Those who are to preside over each convention session or meeting should be advised of their specific responsibilities at least three (3) weeks in advance so that proper preparation can be made.
 6. The convention should include educational and administrative workshops for club officers, membership development, Kiwanians and advisors, and leadership growth.
- F. Attendance
1. Circle K attendance shall be limited to active members of Circle K in good standing and honorary members as registered with the Carolinas District.
 2. Key Club attendance shall be limited to the Key Club District Board unless otherwise approved.
 3. All Kiwanians, Faculty Advisors, and their spouses are encouraged to attend.
 4. All other guests shall only be admitted with the approval of the District Board and the District Administrator.
- G. Host Committee
1. The host committee is responsible for gathering a list of optional activities for Circle K members to do during free time.
 2. The host committee is responsible for directing members around the hotel, helping register people for convention, and providing souvenirs and directions around the host city.
 3. The host committee shall arrive early to help the District Board set up.
 4. The host committee is responsible for completing any other tasks assigned by the Conventions and Conferences Committee.
- H. Awards Policy
1. The District Convention Awards Sub-Committee Chair shall revise and send out the awards packet to the district within a month of the conclusion of convention.
 2. Within one week after final changes have been made to the awards forms, they shall be e-mailed to all Club Presidents and put on the district website.
 3. All awards forms for consideration shall be turned in to the convention office for judging by the stated time.
 4. All changes to awards must be approved by the District Board and District Administrator.
 5. New awards may be presented provided that they are approved by the District Board and completed by November 15.
 6. All clubs shall have the opportunity to reclaim awards forms by March 31.
 7. All district awards are to be presented at the District Convention.

9. District Mascot

- A. The official Carolinas District mascot is Captain Arrrtie the Pirate Turtle.
- B. The mascot shall be taken to all district events including District Convention.
- C. Only one mascot may be chosen by the district at any time and that mascot must be retired before a new mascot is chosen.
- D. The mascot can be any inanimate, nonperishable object that can be easily carried.

- E. Clubs that handle the mascot shall use due care to ensure that the mascot is safe and not exposed to the elements. The club shall not treat the mascot in a manner intended to cause real humiliation to the district.
- F. The mascot should be cleaned at least once a year.

10. Mascot Stealing

- A. Mascots should not be secured to anyone or anything at anytime.
- B. Mascot stealing should not occur during semi-formal or formal dress events or events at which distinguished guests are present.
- C. Mascot stealing should only take place in a clean steal (no fighting over it), and once a mascot is stolen, there is to be no running to try to get it back.
- D. Clubs will be encouraged to possess no more than two other mascots at any time, and to write ransom notes to clubs whose mascots they have stolen.
- E. The District Bulletin Editor is encouraged to include updates of the locations of stolen mascots.
- F. If the mascot is not returned during an interclub, it is the stealing club's responsibility to return the mascot at the next district event. If this does not occur, it is the stealing club's Lieutenant Governor's responsibility to see that the mascot is returned to its home club.
- G. If a mascot is vandalized or lost, it is the stealing club's responsibility to repair, if feasible, or replace the mascot.
- H. Clubs may only steal a mascot if they have one present at an event that may be stolen as well. Thefts of mascots are non-transferable.
- I. All infractions will be reviewed and resolved by the District Governor and District Administrator.

11. Bells, Banners, and Gavels

- A. Because of the substantial cost and sentimental value, bell, banner and gavel stealing as a means to promote interclubbing will not be tolerated. Club mascots of an appropriate nature shall be used for this purpose.
- B. The following shall be the Carolinas District procedure for violations of this policy:
 - 1. First Violation: The club shall return said items with a formal written apology and shall be officially reprimanded by the respective Lieutenant Governor.
 - 2. Subsequent Violations: In addition to the above, the matter shall be brought before the District Board to determine action appropriate for the violation.

12. Caucus Policy

- A. The current Lieutenant Governor, or any district board member appointed by the District Governor is in charge of the caucus that is taking place in his or her division.
- B. All questions posed to candidates shall not be threatening and shall represent legitimate concerns of the district.
- C. If any question to a candidate is considered inappropriate, the Lieutenant Governor can intervene and allow the candidate not to answer the question.

- D. Campaign literature shall only be handed out in the caucus room and shall not be displayed elsewhere.
- E. No one shall be allowed to enter or exit the room while a candidate is speaking.
- F. Each Lieutenant Governor candidate shall be allowed five (5) minutes during the first and second caucus sessions to speak and answer questions.
- G. Each Executive Officer candidate shall be allowed eight (8) minutes during the first and second caucus sessions to speak and answer questions.
- H. All opposing candidates shall leave the room while a single candidate is caucusing.
- I. For Lieutenant Governors only: After two rounds of caucusing and the first vote, if two or more candidates are tied, then each candidate who is tied will be allowed an additional sixty (60) seconds of caucusing. If tied after the second vote, an additional sixty (60) seconds of caucusing is allowed as well as the third and final vote. If candidates are still tied, the current Lieutenant Governor will cast an unbiased vote to break the tie.

13. Candidacy Policy

- A. A candidate may not campaign outside his/her home club until sixty (60) days prior to the District Convention. A club may not limit the number of candidates endorsed for each office of the District Governor, Secretary, Treasurer, Bulletin Editor, Lieutenant Governor, and general endorsement of a District Office. An endorsement for District Office is a general endorsement, on behalf of a club, providing club approval for the candidate to seek any of the District offices.
- B. No candidate for District Office may travel outside of his/her home club for the purpose of campaigning. If a candidate does travel to another club's convention, conference, meeting, or event for travel purposes only, he/she shall not be introduced as a candidate for office by him/herself or anyone at the event.
- C. A candidate's packet shall be developed and will be made available upon request from the District Board. This packet shall include, but is not limited to the following: completed questionnaires, description of and service agreement for each office, Candidate's Financial Report form, mailing list, and any other materials deemed necessary by the District Board.
- D. A candidate may only be officially endorsed by his/her home club. A club may only endorse a candidate from its own club. An official endorsement is an acknowledgment that the club believes the candidate is qualified to hold the position he/she is seeking and wish him/her the best of luck. The delegates from said club are not bound by this endorsement to vote for their candidate.
- E. Campaign-related communication must be from the candidate, not from another individual or group on behalf of the candidate. An initial mailing shall not exceed three (3) 8.5" x 11" sheets of paper. All costs associated with all forms of campaign-related communication noted above must be included within the total campaign spending limit.
 - 1. During pre-convention campaigning, a candidate shall be allowed the following for the sole purpose of making a simple announcement of candidacy and presenting a platform - one letter with a length of no more than 750 words to the District Board and the Club Presidents. Any reflector, listserv, or electronic mailing list which includes individuals other than those whose offices are listed above is not an acceptable forum for direct e-mails from a candidate. Club presidents and Lieutenant

- Governors are permitted to forward candidate's e-mails to any Circle K members, reflectors, listservs, or electronic mailing within the respective areas if they so choose. Mail is also allowed when a candidate is initially announcing his or her candidacy.
2. Any further mailings, e-mails, phone calls, or other communications are permissible only when requested by the recipient.
 3. In addition, a candidate may call and/or write the District Governor, District Secretary, Treasurer, or his/her counseling Lieutenant Governor for the purpose of gathering additional information.
- F. Convention campaigning shall be defined as any promotion of a Circle K member at District Convention for the purpose of being elected to a District Office.
1. In order to actively campaign, a candidate must complete the proper certification and forms necessary for the office at the Candidates' Meeting or at the time he/she declares his/her candidacy and submit them to the District Governor.
 2. Only current District members may campaign for any candidate. No past or current District Board member may endorse or actively campaign for a candidate.
- G. Campaign funding is defined as any funds, materials, gifts, etc. given to a candidate or spent by a candidate for the purpose of promoting him/herself for a District Office.
1. A candidate running for Carolinas Circle K District Office shall be required to submit a Candidate's Financial Report for all campaign costs and contributions used during convention campaigning, with receipts, to the District Governor and District Treasurer at District Convention.
 2. A candidate running for District Office may only accept donations or contributions from his/her home Circle K club, home sponsoring Kiwanis club, and the academic institution at which he/she is an official Circle K member.
 3. All donations shall be included on the Candidate's Financial Report with information including the type of donation, amount, from whom it was received, and how it was used. Receipts for all donations shall be attached to the Candidate's Financial Report.
- H. Any violation of these policies shall result in the disqualification of the candidate.