CKI Policy Code

2010-2011

2010-2011

Governing Documents of CKI edited by the 2010-2011 CKI Executive committee

Governing Documents of CKI

CKI POLICY CODE TABLE OF CONTENTS

Section A: General Provisions
1. Policy Code
2. Policy Definitions
3. References

Section B: International Administration
1. Purpose of CKI
2. Duties and Responsibilities
3. General
4. CKI Governing Documents
5. CKI Convention
6. Service Initiative and CSAW
7. Past Presidents

Section C: Districts
1. Operating Procedures
2. District Board Responsibilities
3. Amendments to District Bylaws

Section D: Clubs
1. Membership in Clubs
2. Transfer of Membership
3. Activities
4. Club Function
5. Removal of a Club Officer
6. Club Building
7. Club Status
8. Kiwanis Support
9. Circle K Magazine

Section E: Regions
1. Regions
2. CKI as an Organization
3. Purpose
4. Subregions
5. Agency and Membership
6. Support

Section F: International Extension
1. Non-Districted Circle K Clubs

Section G: Election of International Officers
1. Requirements of Candidates
2. Campaigning
3. Caucuses
4. Campaign Violations
5. Enforcement
6. Grievances

Section H: Removal of an International Officer
1. Violation of Policies
2. Poor Performance

Section I: Replacement of an International Officer
1. Procedure
2. Vacancy before training
3. Nomination meeting
4. Election meeting
5. Notification

Section J: Service Hours, Administrative Hours, and Interclubs
1. Definitions
2. Service Hours
3. Administrative Hours
4. Interclubs

Section K: Large Scale Service Project (LSSP)
1. Timing
2. Activities
3. Coordination
4. Approval of projects

Section L: CKI Service Week
1. Purpose
2. Timeline
3. Requirements for recognition
4. Recognition for participation

Section M: Tomorrow Fund
1. Mission Statement
2. Purpose
3. Structure
4. Use of Interest
5. Authority
6. Grant Review Committee
7. Grants
8. The Carthage Pullman Society
9. The Sapphire Circle Honorary
10. Payment and Recognition

Section N: Contests & Recognition Programs
1. Contests and Recognition Programs
2. Member Recognition Programs
3. Non-Circle K Member Recognition Programs
4. Circle K Club Recognition Programs
5. Circle K District Officer Recognition Programs
6. Circle K District Officer Recognition Program Rules
7. Circle K Contests

Section O: Conduct
1. Conduct Unbecoming
2. Violations
3. Process
4. Alcoholic Beverages Policy
5. Violations of Alcohol Policy
6. Code of Conduct
7. Hazing

Section P: Fiscal Policy and Responsibility
1. Evaluation
2. Assessment

Section Q: IRS Tax Exemption
1. Blanket Exemption
2. IRS Form 990
3. Income Limit
4. IRS SS 22-40 Form
5. Reporting of EIN to CKI Office

Section R: Insurance
1. Kiwanis Policy Coverage
2. Provision

Section A: General Provisions

1. Policy Code
   a. Any established procedure of the CKI Board shall be called policy and any decision by the CKI Board concerning the implementation of a policy shall be called an enactment.
   b. All policies of the Board shall be contained in this policy code. This code shall in no way voids or nullifies any part of the CKI Bylaws or the Kiwanis International Policy and Procedures Code.
   c. Any and all amendments to this policy code must be reviewed by the Executive Committee. All amendments shall require a two-thirds (2/3) vote of the Board for approval. Amendments must then be approved by the CKI International director. (08)
   d. All amendments to this policy code will go into effect immediately upon approval by the CKI International staff unless otherwise specified by the CKI Board. This policy code supersedes any and all previous policies and rules adopted by the Board. (08)
   e. Enactments, resolutions, and changes in the appendices shall require a simple majority vote of the Board.
   f. A current copy of this policy code shall be maintained by the CKI Office, which shall be responsible for its distribution to the Board upon each change of officers.
   g. The CKI Board shall share responsibility for adherence to this policy code.
   h. This policy code shall remain unchanged from year to year unless specifically altered by the Board.
   i. The policies of Kiwanis International which affect CKI clubs are included as an appendix and may not be altered by the CKI Board.

2. Policy Definitions
   a. Majority: unless otherwise defined, the terms "majority" and "simple majority" shall be achieved when more than half of the total (of those eligible to be voting) vote in the affirmative.
   b. Supermajority: unless otherwise defined, the terms "supermajority" and "2/3 majority" shall be achieved when 2/3 or more of the total (of those eligible to be voting) vote in the affirmative.
   c. Quorum: the minimum number of members who must be present for business to be transacted.
   d. Advise and consent: full open discussion shall take place on an issue and that a majority vote of the boards shall be necessary to consent to the question presented.

3. References
   a. All references to the CKI Office refer to the Circle K Department of the Kiwanis International Office.
   b. All references to the "Board" refer to the CKI Board.

Section B: International Administration

1. **Purpose**
   a. The purpose of CKI is to promote service, leadership, and fellowship among college students throughout the world.

2. **Duties and Responsibilities of the CKI Board of Directors**
   a. The CKI Board shall define the policies and have full management responsibility and administrative authority in all matters of CKI, with the final approval of the Kiwanis Board of Trustees.
   b. The CKI President shall be the chief executive officer, exercising general supervision over the work and activities of CKI.
   c. The CKI Director shall be the chief operating officer of CKI, the executive in charge of the CKI Office,

3. **General**
   a. The date of the first chartering of a Circle K club is September 25, 1947, and CKI was declared an international organization on October 23, 1955. Both dates are celebrated as anniversaries of the organization.
   b. The official colors of CKI are blue, white, and gold, representing unwavering character, purity, and service, respectively.

c. English shall be the official language of CKI for literature, printed materials, and communications to all clubs. The Board may approve the use of other languages.
d. As the official publication of CKI, Circle K magazine shall include articles of general interest to college students and articles promoting the service initiative of CKI.
e. As an official website of CKI, the address www.circlek.org shall serve as a marketing tool for the organization and as a resource for clubs to access up-to-date information on the organization.
f. CKI Board lapel pins shall be presented to members upon installation to the CKI Board and exchanged for another upon installment of his or her successors.

4. **CKI Governing Documents**
   a. The administrative and service programs for CKI on the International, district, and club levels shall comply with the Bylaws of Kiwanis International, Kiwanis International Policy and Procedures Code, the CKI Bylaws, and the CKI Policy and Procedures Codes.
   b. As outlined in Article 28 of the CKI Bylaws, the CKI Board may propose amendments to the CKI Bylaws. Any board member may propose amendments, for consideration by the Board, prior to any board meeting, provided they are submitted at the time that board materials are due. Proposed amendments to the CKI Bylaws must then be endorsed by a majority of the Board.

5. **CKI Convention**
   a. Per Article 19 of the CKI Bylaws, the Director shall oversee the planning and execution of the agenda of the annual convention of Circle K International. Working with the Director, the Board shall determine the dates and location of the annual CKI Convention and shall control and approve convention plans and program. The site of the convention will be determined by a rotation of cities in each subregion within North America. In each subregion there will be no more than five cities that the CKI Board will select from. (10/06)
   b. CKI Board lapel pins shall be presented to members upon installation to the CKI Board and exchanged for another upon installment of their successors.

6. **Service Initiative of CKI and Service Week**
   a. "Focusing on the Future: Children" shall be the ongoing Service Initiative of Circle K International. There shall be four service partners. The service partners of CKI shall be as follows:
   - Better World Books
   - March of Dimes
   - Students Team Up to Fight Hunger
   - UNICEF

7. Past Presidents. All Past International Presidents of CKI shall receive, upon annual request, complimentary lifetime subscriptions to CIRCLEK magazine. Copies of literature items produced by the CKI Office shall be sent to past Board members upon reasonable request and shall be at the discretion of the Director.

Section C: Districts

1. **Operating procedures** for a district of CKI shall be governed by the CKI Bylaws, the CKI Standard Form for District Bylaws, the District Bylaws and official policies of said district, official Kiwanis policies of said district, and the official policies and procedures of Kiwanis International. The maintenance of all CKI district records shall be under the supervision of the Kiwanis District Board of Officers. The Kiwanis district office may provide assistance and storage areas if possible.

2. The CKI district board shall study ways and suggest means for building and strengthening CKI clubs in the district. Worthwhile local CKI club activity and administrative suggestions should be disseminated in various form to all CKI clubs in the district as a service of the CKI district. The development, distribution, and control of the CKI district directory is the responsibility of the CKI district board.

3. The process for approval of **amendments** to district bylaws shall be as follows:

a. Amendments approved by district convention delegates should be submitted to the CKI office, with verification of the approval of the Kiwanis District Board of Officers, by May 15 of that year.
b. All amendments approved by the district convention delegates and the Kiwanis District Board of Officers that are submitted to the CKI Office shall be first reviewed by the International Director.
   i. If such amendments do not conflict with the CKI Bylaws, Policy Code, and appropriate Regional Policy Codes of Circle K International or Kiwanis International and the Standard Form for Circle K District Bylaws, and do not establish new precedents, they shall be approved by the International Director and such approval reported to the CKI Board at the next available meeting.
   ii. If such conflicts or precedents do exist, the amendments shall be submitted to the CKI Board for review and action at the next available meeting. All amendments submitted by May 15 will be acted upon by the CKI Board at the next meeting. Amendments submitted after May 15 will be acted upon at the next available board meeting, providing such amendments are received by the CKI Office at least thirty (30) days prior to the published start of board meeting.
c. The CKI Executive Committee shall modify the Standard Form for Circle K District Bylaws to conform to amendments to the CKI Bylaws and Policy Code of Circle K International and amendments approved by the CKI Board as necessary. Such changes shall be reported to the CKI Board at the next available meeting. Each district shall be given sixty (60) days to incorporate the changes into its district bylaws. This change in the district bylaws is not subject to district House of Delegates approval, as district bylaws must be in accordance with the Bylaws and Policy Code of Circle K International.

4. Sustainability. International Representatives should classify their districts according to the below criteria. Throughout the year the board should work towards advancing each district to the next level.

Red, known for personal associations, energy, and as a stimulant is chosen for the first level. This is a district that does not meet the requirements of a district in good standing or is not recognized by international as being a district.

- Have a district governor
- Have a district administrator
- Have a district event
- Have at least one district publication
- Report service hours for each month.

By meeting these requirements during a fiscal year, as well as maintaining these requirements for the immediate, following administrative year you will have successfully achieved that status and then be eligible to start working towards the next color.

Yellow, known for optimism and enlightenment is chosen for the second level. The ideology of a district at this level is that the district possesses passion for the organization in several ways, but has some challenges that need to be met.

- Have a district governor and secretary, treasurer or secretary/treasurer
- Have a district administrator
- Hold a district event attended by 10% of club membership
- Hold a district officer training.
- Have at least three district publications.
- Have a website

- Increase Service Hours

By meeting these requirements during a fiscal year, as well as maintaining these requirements for the immediate, following administrative year you will have successfully achieved that status and then be eligible to start working towards the next color.

Blue, known for dependability, trustworthiness, and commitment is chosen for the third level. The ideology of a district at this level is that the district possesses a new sense of successes in the district that is carrying them to greater levels of success.

- Have a district executive committee.
- Have a district administrator
- Hold a district event attended by 15% of club membership
- See a 10% percentage membership growth
- Hold a district and club officer training.
- Have at least five district publications.
- Self-standing website in graphic standards.
- Increase Service Hours

By meeting these requirements during a fiscal year, as well as maintaining these requirements for the immediate, following administrative year you will have successfully achieved that status and then be eligible to start working towards the next color.

Green, known for its ability to maintain natural balance, is chosen for the final level. The ideology of a district of this level is of the highest caliber. This district should serve as a role model and helping hand to other districts, while also maintaining their green level status.

- Have a executive board.
- Have a district administrator
- Hold a district event attended by 20% of club membership
- See a 15% percentage membership growth
- Start 1 new club in district
- Have at least seven district publications.
- Increase Service Hours
- Host an independent website with correct graphic standards
- And/or develop a goal list with the CKI Board (e.g. look into international expansion)

By meeting these requirements during a administrative year, as well as maintaining these requirements for the immediate, following administrative year a district will earn the green level. For each additional 2 years that the district obtains these requirements they will earn an additional point of their green belt, up to three points.

Section D: Clubs

1. **Membership in Clubs**
   a. Any student that can uphold the objects of Circle K International, who is officially enrolled in a college, university, vocational, or trade school, as defined by the same institution at which the club exists, may be elected to active membership in said club. Membership shall become inactive when the above enrollment requirements are not met during the academic year. An academic year shall be defined by the institution. In the event of a member's graduation, membership will cease on September 30 of the same Circle K fiscal year. For members in Regions 1 and 2, the student must be enrolled for at least part time status to be eligible for membership.
   b. Membership in a local Circle K club shall be open to all college, university, vocational, or trade school students, consistent with the local college, university, vocational, or trade school non-discrimination policy

and subject only to the minimum requirements for membership as set forth in Article 7 of the CKI Bylaws and in the bylaws of the local club. In no instance shall a local club place a "maximum" limit on its membership.

2. **Transfer of Membership**
   a. When a student member from one Circle K club transfers from one school to another with a Circle K club in good standing, the individual may have the membership transferred upon the following conditions:
      i. He/She is a member in good standing of the first club;
      ii. He/She appears as a dues paid member on the roster of the first club;
      iii. He/She has been selected (elected) into membership of the club at the new school;
      iv. The club at the new school is in good standing with the district and Circle K International, and has already
         - submitted a dues form with payment; and the following information has been provided by the club president of the new school to the CKI Office within fourteen (14) days of the transfer:
         - name of the individual and member number
         - year of graduation
         - name and district of previous club and name and district of new club and
         - a statement that the individual is now a member of the new club.
      v. These should be signed by the new club's president.

3. **Activities**
   a. Service is one of the main activities of a CKI club. A service project shall be consistent with the objectives and policies of CKI, planned by the CKI club or a club committee, and performed by members of the club for the benefit of others.
   b. Other activities consistent with the laws, mores, customs, and traditions of the area in which the CKI club exists may be carried out, provided such activities and proceedings are not in conflict with the CKI Bylaws or Policy Code, and do not impugn the good name of CKI or Kiwanis. All activities of each club must be compatible with the Objects of CKI.
   c. Each CKI club has absolute autonomy in selecting its service projects as long as they are consistent with the Objects of CKI.

4. **Club Function**
   a. The election, installation, duties, and manner of filling vacancies of club officers shall be defined in the club bylaws. In no case shall club elections be held later than two weeks prior to the district convention. All officers shall assume their official duties the first day of April following their election. In the event that the club is "non-districted" or if there is no district convention planned for the club to participate in, the club should hold its elections by March 15, and the officers should assume their official duties on the first day of April following their election.
   b. During the school year each club shall hold regular meetings on such day and at such place as determined by the club officers. It may hold such other meetings as the officers or the membership may desire. In no case shall a club fail to hold at least one club meeting a month.
   c. All CKI clubs are encouraged to display the flag of their home country at every CKI meeting.
   d. The revenue of a club shall come from a minimal dues set by a vote of two-thirds (2/3) of the active members present and voting at any regular meeting of the club. Revenue may be derived from other sources in such a manner as may be determined by the officers. 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 Circle K club exists.
   e. No Circle K club shall engage directly or indirectly in any activity which may impugn or reflect unfavorably on the good name of Circle K or Kiwanis. Clubs violating these provisions may have their charter revoked or be otherwise disciplined as prescribed by the CKI Board or the Board of Trustees of Kiwanis International, pursuant to the provisions of Section 2 of Article IV of the Bylaws. (9/00)

5. **Removal of a Club Officer**
   a. Any officer may be dismissed for just cause from office by a vote of two-thirds (2/3) of the club membership at a regularly scheduled meeting, upon the recommendation of the majority of the club board of officers. The club board of officers shall make such recommendation only after they have held a hearing to determine whether or not just cause for dismissal exists and have afforded the officer in question the opportunity to be heard.

6. **Club Building**
   a. Consistent with the CKI Bylaws, following certain conditions as outlined in this Policy Code, a Circle K club may be established at any institution of higher education, which offer courses leading to a bachelors/baccalaureate degree, post-baccalaureate degree, or at vocational or trade schools that have received a technical certification by their government or ministry of education.
   b. A New Club Building Kit, including a Petition for Charter form, shall be sent by the CKI Office to any individuals interested in forming a CKI club. The Petition for Charter shall be properly completed and approved by the sponsoring Kiwanis club president and secretary, an administrative officer of the institution at which the prospective club would exist, and the charter CKI club president and secretary. The Petition to Charter, club bylaws, and roster of charter members, accompanied by the chartering fee shall be returned to the CKI office. The CKI Office will then take the necessary steps to complete the chartering process and include the membership materials in a mailing to the sponsoring Kiwanis club.
   c. Per the CKI Bylaws, Article 7, in cases where students at one school are unable to charter a Circle K club due to the policies of the college or university, the group of students at the school who are unable to charter due to policies must submit a letter on their behalf from appropriate officials (Director of Student Activities, Dean of Student Life, etc.) at their school or a copy of the policies that state the club will be unable to charter.
      i. The president of the chartered club that will accept the students into membership must submit a letter to the CKI Office stating that the club has amended its club bylaws to allow these students to join, as well as a copy of their amended bylaws for approval.
      ii. Upon submitting all of the above materials, the Circle K International staff and/or Sponsored Leadership Programs staff will approve the admission of these new members. Staff will then report to the board the number of schools affected by these policies.

7. **Club Status (10/06)**
   a. Clubs shall provide payment of Circle K International and district dues in a manner consistent with Article 21 of the CKI Bylaws. Clubs should report the names and membership information of each member using format prescribed by Circle K International.
   b. Clubs shall pay Circle K International dues and district dues according to the following schedule:

Nation	Payment
Canada	October 1 to January 31
Caribbean nations	October 1 to January 31
United States	October 1 to November

   c. A Circle K club shall submit dues and membership information for a minimum of fifteen (15) members each year, except in the case of Community college institutions, and with enrollments less than 1,000 students, as defined by the most recent edition of *Peterson's Guide to Colleges*, a Circle K club shall submit dues and membership information for a minimum of ten (10) members each year
   d. Any Circle K club that submits dues and reports its annual membership according to Sub-sections a, b, and c above shall be considered "in good standing" and listed as an active charter in the official records of the organization.
   e. Any Circle K club that does not submit its dues and report its annual membership according to Sub-sections a, b, and c above shall be defined as follows:
      i. Any club that fails to submit any dues and report its annual membership by the end of the payment

period set forth in Sub-section b above shall be considered "not in good standing" and have its charter suspended and shall forfeit certain rights and privileges as a member club of Circle K International and the district until it fulfills its responsibilities of dues payment and membership reporting.

ii. Any club that fails to submit any dues and report its annual membership by the last day of the fiscal year in which dues are due shall continue to be considered "not in good standing" and its charter shall no longer be listed as an active charter in the official records of the organization.

iii. Any club that fails to submit dues for the minimum number of members set forth in Sub-section c and report its annual membership shall be considered "not in good standing" and may forfeit certain rights and privileges as a member club of Circle K International and the district until it fulfills its responsibilities of minimum dues payment and membership reporting.

iv. Any club that fails to submit dues for the minimum number of members set forth in Sub-section c and report its annual membership by the last day of the fiscal year in which dues are due shall continue to be considered "not in good standing" and its charter shall be listed as retained to the following fiscal year.

v. Written notification shall be provided to the sponsoring Kiwanis club and the proper institution authority at the time any charter is suspended or no longer listed as active.

f. Any Circle K club with an inactive charter may be restored to "in good standing" and listed as an active charter in the official records of the organization by submitting Circle K International and district dues for the current year, including a reactivation fee, and by properly reporting its annual membership.

g. The Circle K International Board shall have the authority to grant exceptions to these rules only in the event of special circumstances and upon written petition by the effected Circle K club.

h. Upon written request by a sponsoring Kiwanis club or a sponsoring institution, a charter may be cancelled by the Director of Circle K International.

i. A Circle K club shall submit dues and membership information for a minimum of fifteen (15) members each year, except in the case of community college institutions, and with enrollments less than 1,000 students, as defined by the most recent edition of *Peterson's Guide to Colleges*, a Circle K club shall submit dues and membership information for a minimum of ten (10) members each year.

Each of the following club status categories shall be further defined as follows:

i. Active indicates a club has submitted club fees and district dues for at least the minimum number of members as defined by Sub-section c above. These clubs are 'in good standing' and should be listed as active charters in the official records of the organization.

ii. Inactive indicates a club has not submitted club fees, district dues, and proper membership information for the current fiscal year. Clubs wishing to gain active status must reactivate by remitting the club fee and district dues plus a US$100 reinstatement fee.

iii. Charter revoked indicates a club has not submitted club fees, district dues, and proper membership information for two or more fiscal years. Any club on inactive status one year or more from the date of becoming inactive is automatically charter revoked. Clubs wishing to gain active status must charter again and pay the standard club chartering fee.

8. Kiwanis Support

a. A member of the sponsoring Kiwanis club should be present at every club and board meeting. Within school administration-approved policies, the counseling of each CKI club shall be the responsibility of the

sponsoring Kiwanis club's board of directors. The administration, program, and activities of the CKI club are the responsibility of the club officers, functioning under the rules of the school and counsel of the sponsoring Kiwanis club.

b. Each CKI club can have either one or two sponsoring Kiwanis clubs. The annual requirements of the sponsoring Kiwanis club(s) to the sponsored CKI club shall be defined in Kiwanis International Policy.

c. Sponsorship of a CKI club may be transferred between Kiwanis clubs if the clubs involved submit the following to the CKI Office:
   i. A brief letter from the original sponsor agreeing to relinquish the privileges of sponsorship, and
   ii. A brief letter from the new sponsoring Kiwanis club stating that it understands the responsibilities of sponsorship and is willing to assume same for the CKI club in question.

d. No more than two Kiwanis clubs may be recognized as the sponsors of a CKI club unless special permission has been granted by the Board.

9. Clubs celebrating anniversaries that are divisible by ten hall be given appropriate recognition in the **Circle K magazine**.

Section E: Regions

1. The **regions** of Circle K International shall be as follows
   - Region 1: United States
   - Region 2: Canada and Caribbean
   - Region 3: Europe
   - Region 4: Asia-Pacific
   - Region 5: Latin America

2. **Circle K International (North America) is an organization** of Circle K clubs in Region I (United States) and Region II (Canada and the Caribbean), and shall be governed according to the CKI Bylaws. Circle K clubs in Regions III (Europe), IV (Asia/Pacific), and V (Latin America) may organize as districts and regions being affiliate members of Circle K International, using the name of the district or region in its name (which shall be according to the following style: Circle K
   International – [Name of district or region]. The organization of Circle K clubs into a district or region requires approval of the Kiwanis International Board of Trustees. Note: This excerpt taken from the Kiwanis International Board Policies, Section E.

3. The **purpose** of regions shall be:
   - To accept and promote the Objects of Circle K International as outlined in the Bylaws;
   - To facilitate cultural diversity within CKI, its districts within this region, and its clubs within this region;
   - To enhance the benefits of CKI membership to the members of this region;
   - To provide for the unique cultural needs of this region and its member countries from those of others;
   - To accept and promote the CKI Bylaws and Policy Code;

4. There will be seven (7) subregions of CKI and they shall be defined in this document. Districts cannot be divided into two or more subregions within the subregional structure. The subregions of CKI shall be:
   - Subregion A: Montana, Pacific Northwest, Utah-Idaho, Western Canada
   - Subregion B: California-Nevada-Hawaii, Rocky Mountain, Southwest
   - Subregion C: Illinois-Eastern Iowa, Indiana, Michigan, Minnesota-Dakotas, Wisconsin Upper-Michigan
   - Subregion D: Kansas, Louisiana-Mississippi-West Tennessee, Missouri-Arkansas, Nebraska-Iowa, Texas-Oklahoma
   - Subregion E: Kentucky-Tennessee, Ohio, Pennsylvania, West Virginia
   - Subregion F: Capital, New England, New Jersey, New York, Eastern Canada
   - Subregion G: Alabama, Carolinas, Caribbean, Florida, Georgia (4/07)

- Non Districted: Taiwan, West Africa, Norway, Mexico, DACA, Malaysia

5. **Agency and Membership** in Region
   a. Each Circle K club situated within the territorial limits of a particular region shall be a member of said region.
   b. This region shall have no officers, elected or appointed or provided for by any other means.
   c. The CKI Board and International Expansion Board Liaison (if applicable) shall serve as the agent of this region. As the agent of the region, the Board is authorized to act for the region, and shall stand in place of the region.
   d. The management and control of regional affairs not otherwise provided for in this Policy Code shall be vested in the CKI Board, subject to the direction and approval of the Kiwanis International Board of Trustees, through the CKI Director.

6. **Support** to Regions from CKI Office and/or Regional Service Centers
   a. Member Benefits (Regions 1 and 2): All member clubs in good standing in Regions 1 and 2 shall be entitled to, but not limited to, the following privileges:
      i. The club shall be officially recognized as a Circle K club.
      ii. Copies of Circle K magazine shall be provided for all of the club's paid members.
      iii. The club shall have the right to seat delegates at the CKI or district convention.
      iv. Club members may serve in elected or appointed offices on the district or International level.
      v. The right to send members to the CKI or district convention.
      vi. The right to receive scholarships administered by the Kiwanis International Foundation.
      vii. The club itself and its membership shall be eligible for awards or recognition in all programs administered by CKI.
      viii. The club shall be eligible to receive official CKI supplies.

ix. General mailing information and materials will provided.

   b. Member Benefits (Regions 3, 4, and 5): All member clubs in good standing in Regions 3, 4, and 5 shall be entitled to the goods and services received from the CKI Office and servicing Regional Service Center based on their dues structure.

Section F: International Extension

1. **Non-districted Circle K clubs**
   a. A Kiwanis club outside the original thirty (30) Circle K districts will be allowed to establish an active Circle K club. Such club will be the responsibility of the sponsoring Kiwanis club, the Circle K International Office, and the servicing Regional Service Center. The club will be recognized and chartered by Circle K International as an active status non- districted club. Permission to establish such non-districted clubs will be granted to Kiwanis clubs only in those countries where protection of the Circle K name and emblem can be assured. (10/05)
   b. Those non-districted clubs formed will be administered by the sponsoring Kiwanis clubs and the servicing Regional Service Center with direction and support from the Circle K International Office. (10/05)
   c. Non-districted clubs must adhere to all rules and regulations of CKI. With the exception of International member dues payment, clubs will be bound by the policies and decisions of the International Boards of both CKI and Kiwanis International.
   d. Non-districted clubs must complete the non-districted club chartering materials (including the names of at least twenty (20) charter members), including the adoption of the Standard Form for Club Bylaws. These materials can be requested from the servicing Regional Service Center. (10/05)
   e. Services to Non-Districted Clubs
      i. Clubs shall receive services provided by the servicing Regional Service Center in proportion to the

dues paid.

vi. Resources shall be provided in the club's native language, when possible. (10/05)

ii. Circle K will attempt to provide volunteer interpretation services at the Circle K International Convention.

iii. In addition, a Board Liaison shall be assigned to the International Expansion of Circle K International. The job of the International Expansion Board Liaison shall be to help strengthen the non-districted clubs and forming districts, regularly correspond with those clubs and districts, promote correspondence between the non-districted clubs to the clubs in chartered districts and otherwise link those entities with the resources provided by the servicing Regional Service Center. (10/05)

iv. In order to form a district, non-districted clubs must follow the procedures for district formation outlined in the CKI Bylaws and Policy Code.

Section G: Election of International Officers

1. **Requirements of Candidates –** In order to be considered a candidate for International Office, a member must meet the following criteria:

a. name must appear on the official CKI membership list
b. must provide current enrollment verification at time of declaration of candidacy
c. must be in good standing with his/her home club
d. must submit a completed officer service agreement
e. must submit all campaign materials required by the CKI Office by the established deadline (4/07)
f. home club must be in good standing with CKI, his/her home district, and his/her university
g. home district must be in good standing with CKI
h. must be endorsed by his/her home club, home club board, home district, or home district board.

i. must have a minimum cumulative Grade Point Average of 2.0 on a 4.0 scale (or the equivalent) at the time of eligibility certification
j. shall have served for at least five months in at least one club, divisional, or district officer position, either elected or appointed or served as a member of an International standing committee. (08/08)
k. must have engaged in a minimum of one (1) round of formal caucusing at CKI Convention to be eligible for nomination to any officer position. Note: Candidates need not be nominated for the office for which they caucused. (10/05)
l. candidates for the office of subregional representative must be a member of a club within the subregion they are seeking office or be able to provide certification of enrollment in a school within that subregion no later than the candidates meeting at the start of the annual international convention. (01/08)

2. **Consideration of candidacy –** to be considered to run for International Office you must abide by the requirements stated in Section G, Subsection 1. Candidates will not be permitted to run off the floor at International convention. In the event of a vacancy, the position will be filled in accordance with Section I of the CKI policy code. (08/08)

3. **Campaigning**

a. A member, having met eligibility requirements, may make a declaration of candidacy no more than 45 days prior to the Opening Session of the CKI Convention. Any activity by a candidate and on behalf of a candidate to promote him/herself for an International Office is campaigning. Candidacy campaigning is limited to the 60 days prior to the Opening Session of the CKI Convention, Convention-related activities, and the process for seeking endorsement as outlined in Section G, item 2, sub-item f of this Policy Code.

b. Communication
   i. All campaign related communication must be from the candidate, not from another individual or group on behalf of the candidate.
   ii. A candidate may initiate no further communication. Any further mailings, e- mails, phone calls, or other communications are permissible only when requested by a recipient. If the candidate receives a response to this initial communication that either requests more information or further contact, he/she may respond. (4/07)
   iii. The current CKI President and CKI Director are available to any candidate for guidance and counsel. All questions concerning these campaign policies should be referred to the International Office.
c. Travel
   i. A candidate may not travel for the purpose of campaigning, excluding travel to the CKI Convention.
   ii. If a candidate does travel to another district's convention, conference, meeting, or event for travel purposes only, or during any club event, he/she shall not be introduced as a candidate for office by him/herself or anyone at that event. (4/07)
d. Campaign Staff
   i. Only current, dues paid members of CKI may campaign for candidates.
   ii. Each candidate will be allowed a maximum of three (3) CKI members to physically "campaign" to caucus rooms with said candidate; however, candidates will be allowed to have as many members on their official campaign staff to assist them with other aspects of campaigning (08/08)
   iii. Campaign staff for candidates for the office for International President and International vice-president, may be from any of the current Subregions of CKI. All campaign staff for candidates for the office of International representative must be from the candidates respective Subregion (08/08)
   iv. Past or current CKI Board members and current governors are not eligible to nominate or campaign for any candidate.
e. Funding and Spending
   i. Circle K International has a zero-dollar campaign policy. Instead, a booklet consisting of the candidates' campaign literature shall be produced for delegates at the CKI Convention. Candidates are only allowed to submit campaign materials to the Circle K International Office for distribution. All completed biographical forms and campaign literature must be received by the deadline provided in the Candidates Packet. All campaign literature must be submitted electronically in portrait (vertical), Microsoft Word files no large than 1MB in size and be no longer than one 8 ½ by 11 front and back page. Files containing copied and pasted pictures/files from software will not be accepted. (10/06)
   ii. Therefore, no funds will be used by or on behalf of any candidate to promote him/herself for an International Office.
   iii. No endorsing body shall require a member seeking endorsement to expend any funds in seeking an endorsement.
f. Endorsement – An endorsement for International Office is an endorsement, on behalf of a club, club board, district or district board, providing approval for the candidate to seek one of the following International Offices: International President, International Vice-President or Subregional Representative. There shall also be a general endorsement for International Office that shall provide approval for the candidate to seek any of the International Offices. (4/07)
   i. Purpose of Endorsement
      1. An official endorsement is an acknowledgement that a club or club board, district board and/or district House of Delegates believes the candidate is qualified to hold the position he/she is seeking. The said body supports the candidate's goals, ideas; his/her campaign for International Office, and wish him/her the best of luck.
      2. The delegates from said district are not bound by this endorsement to vote for that

candidate at the CKI Convention.

Endorsement Guidelines

1. A candidate shall be officially endorsed by his/her home club, home club board, home district, and/or home district

House of Delegates.

2. Candidates requesting endorsement from a club, club board or district board must do so in writing. This request must include, but not be limited to, the candidate's goals for the office they are seeking, goals for CKI and past leadership experiences. To give the entity time to review the candidate's written request for endorsement, all requests must be sent out a least two (2) weeks prior to the meeting at which the endorsement is considered.
3. Candidates requesting endorsement from a district House of Delegates must demonstrate his/her abilities by participating in at least one (1) caucus session.
4. A district House of Delegates or district board may only endorse a candidate from their home district, and a club or club board may only endorse a candidate from their home club.
5. A district House of Delegates or district board, club or club board may not limit the number of candidates for the office of President, Vice-President, and International Representative or for the general endorsement of International Office. (08/08)
6. Seeking an endorsement from any of the above said bodies shall not be considered a form of campaigning. (01/08)

iii. Granting Endorsement

1. An official endorsement for International Office may be granted if the candidate receives a super-majority (2/3) vote.
2. Voting for endorsement must take place in the form of a written ballot. All voting delegates must receive a written ballot and vote via a written ballot. A candidate may only receive unanimous endorsement if all delegates present and voting vote in favor of the candidate via a written ballot.
3. All motions for voting by acclimation, voting through a resolution, voting by unanimous ballot and other similar motions shall be called out of order by the chair of the meeting.

g. Resources

i. A packet for candidates shall be developed and will be made available upon a member's declaration of candidacy. This packet shall include, but is not limited to the following: completed governors' questionnaires, service agreement for each office, dates of the CKI Board meetings for the next administrative year, a sample Code of Ethics, and any other materials deemed necessary by the staff or the CKI Board.

ii. Candidates may also contact current CKI Board members for the purpose of learning more about the roles and responsibilities of International Office. (10/05)

h. All declared candidates for International Office must attend the Candidates Meeting before the Opening Session at the CKI Convention.

i. All campaigning must cease no later than 12:00 a.m., or 30 minutes after the published end time of activities each day of convention, whichever is later, and may not begin any earlier than 7:00 a.m., or 30 minutes earlier than the published start time of activities each day of convention, whichever is earlier.

j. Non-CKI Members may not aid or participate in any form of campaigning. (12/04)

4. Caucuses

a. Formal caucuses are defined as a time to interview and evaluate candidates and obtain their opinions and views on future endeavors for CKI. Caucuses are a very important part of the CKI Convention and should be handled in a serious and professional manner.

b. While there will be a CKI Board member or an individual selected by the CKI President assigned to each formal caucus room, governors are responsible for maintaining order in the formal caucus sessions. A smoothly run caucus permits correct analysis of information sought and obtained.

c. There shall be two (2) formal subregional caucus sessions held at each CKI Convention. Candidates shall be

scheduled for formal caucuses by the CKI President and Director. The caucus shall be given fifteen (15) minutes at the beginning of the scheduled time to organize and inform members of the procedures, strategies, etc. for caucusing, and time to explain the roles of the various International Offices. The hazing policy, as outlined in Section N of this Policy Code, shall also be reviewed with the delegates. (4/07)

d. The purpose of the first caucus is for all candidates for International office to have the opportunity to speak and answer questions. In the first House of Delegates, delegates will narrow down the candidates to no more than two candidates for each position. The two candidates receiving the most votes in the first House of Delegates will caucus again in the second round of caucusing. Any candidate not elected to the position of President may drop down to run for the position of International Vice-president or International Representative. Any candidate not elected to the position of International Vice- President may drop down to run the position of International Representative. (08/08)

e. Within the designated amount of time, a candidate will make opening remarks; answer pre-written questions prepared by the CKI board, and answer questions from the caucus room. A specified amount of time shall be given for each portion of the caucus time. (4/07)

1. At least two members of the Sergeant-at-Arms committee shall be assigned to each formal caucus room. While a candidate is speaking, one will stand inside the door and one will stand outside the door. The door is to remain closed and no one is to enter or leave while a candidate is speaking, unless there is an emergency. The Sergeant-at-Arms members will be responsible for keeping time during the formal caucus and ensuring that candidates do not exceed the time allotted.
2. h. Candidates for the office on President and Vice-President, not involved in speaking to formal caucuses, may attend their home subregional caucus session only; however, these candidates are not to ask questions during the caucus session to their competitors, only to candidates running for other offices. Candidates for the office of International Representative may attend their own subregional caucus session, but may not ask questions, of the other subregional representative candidate. (01/08)

i. With the exception of CKI Board members, those CKI members traveling with a specific candidate as his/her campaign staff, all CKI members may attend only the formal caucus of their subregion. (4/07) Kiwanis members present at the CKI Convention should be in attendance at their subregional caucuses but may not ask questions of candidates. (4/07)

k. Non-CKI members may not ask questions of candidates during caucuses.

l. Informal caucuses are defined as any topical questioning of a candidate by two or more CKI members, excluding members of the campaign staff or the candidate's home subregion. (4/07)

m. All caucusing (formal or informal) must cease no later than 12:00 a.m., or 30 minutes after the published end time of activities each day of convention, whichever is later, and may not begin any earlier than 7:00 a.m., or 30 minutes prior to the published start time of activities each day of convention, whichever is earlier. (10/05)

5. **Campaign Violations**

a. **Pre-Convention**: Notification of a possible violation must be in the form of a signed letter no later than one week (7 days) following the incident, to be sent to the CKI President and CKI Director. Materials that support the alleged infraction occurred must be included with the aforementioned letter (i.e., witness names, letters, transcripts, etc.). The President and Director shall send the candidate a copy of this letter and its supporting materials. The letter can be sent by electronic mail or facsimile. If the letter is sent and it is determined that the candidate in question did not receive such communication, then the Director shall send a letter through certified mail within three (3) days. The candidate shall reply to the charges within ten (10) days of receiving the letter, with a letter explaining or refuting his/her actions and be given the opportunity to refute his/her actions via conference call with the Executive Committee of the CKI
Board. If the candidate does not respond, the Executive Committee of the CKI Board will proceed with the enforcement procedure as outlined in this policy. (10/06)

b. **Convention**: In the event that a possible violation occurs less than ten (10) days prior to the Opening

Session of the CKI Convention, the notification must be given to the CKI President or Director before the start of the Opening Session. Notification of a possible violation at the CKI Convention must be made in writing and signed by a witness within six (6) hours of the alleged violation. All notifications will be given to the CKI President or Director whose responsibility it will be to notify the other. Once this notification has been received, the CKI President and/or Director shall inform the candidate and the candidate will be given time to explain or refute the alleged violation. (12/04)

6. **Enforcement of Violations by Candidates and Grievances**
   a. Enforcement
      i. Any individuals running for office shall not be part of the Executive Committee utilized for election enforcement. The International President in consultation with the International Director may select another individual to sit on the committee for this purpose. (9/01)
      ii. Any entity found in violation of this policy may be subject to loss of delegate voting rights in the elections for international Office, upon recommendation of the Executive Committee. (9/01)
   b. Grievances
      i. A grievance is an appeal by the candidate of any action taken by the Executive Committee. Grievances will be reviewed and subject to action by the CKI Board. (12/04)
      ii. The decision of the CKI Board shall be final and documentation of the event and actions shall be filed. (9/01)

7. **Enforcement of Violations by Non-CKI Members**
   a. Any non-CKI member that participates in any form of campaigning shall be reported to the CKI President and/orDirector immediately. That individual shall then be investigated by the Executive Committee. If the Executive Committee finds the actions to be inappropriate, the CKI Director, acting through the Committee, shall take the following action:
      i. If a Kiwanis member is found in violation by the Executive Committee, the Director shall notify the individual as well as his/her home Kiwanis District Governor. The Kiwanis District Governor shall be provided with a statement of the allegations and shall take the appropriate disciplinary action.
      ii. If a Key Club member is found in violation by the Executive Committee, the Director shall notify the individual and the Director of Key Club International. The Director of Key Club International shall be provided with a statement of the allegations and shall take the appropriate disciplinary action.
      iii. If a candidate is involved with any violations by any non-CKI member, the Executive Committee shall investigate the non-CKI member in accordance with Section G of this Policy Code and shall investigate the candidate in accordance with Section G of this Policy Code.
      iv. If any other member of the Kiwanis family or individual not otherwise mentioned is found in violation by the Executive Committee, the Director shall take appropriate action upon the recommendation by the Executive Committee.
   b. If available, the Executive Committee shall seek the advice of the Kiwanis Board Counselor to Circle K International during these investigations.
   c. All recommendations and actions shall be subject to action by the CKI Board.

Section H: Removal of an International Board Member

1. For **violation of policies** outlined in the Circle K International Governing Documents.
   a. Notification Process
      i. Notification of the International President, International Vice-President and International Director Within five (5) business days of discovering that an International Board member is in violation of the Circle K International Governing Documents the International President, International Vice-President, and International Director shall be notified.
      ii. Notification of the Board Member in violation

1. Within five (5) business days of notification the International President, International Vice-President or International Director shall notify the Board Member in violation via electronic mail or facsimile. If the notification is sent and it is determined that the candidate in question did not receive such communication, then the Director shall send the notification through certified mail within three (3) days.
2. It is suggested, however not required, that the Board Member in violation also be contacted via telephone.

iii. Notification of the CKI Board

1. Within three (3) business days of notifying the Board Member in violation the International President, International Vice-President, or International Director shall notify the entire CKI Board of the situation.
2. This notification shall include, but not be limited to the policy that was violated, a timeline of events, and information on the removal process.

iv. Notification of Non-CKI Board Members

1. Notification of Non-CKI Board Members shall occur at the discretion of the International President, International Vice-President, and International Director.
2. Care shall be taken to preserve the Board Member in violation's reputation.

b. Documentation Process

i. What is to be documented

1. A record of all required notifications shall be made.
2. Materials that support the existence of a violation shall be recorded.

ii. Documentation storage:

All documentation shall be recorded at the International Office and maintained by the Circle K International Staff.

iii. Availability of documentation

1. Documentation shall be made available to any member of Circle K International
2. Documentation shall be made available to non-members of Circle K International only at the discretion of the International President, International Vice-President, and International Director. c. CKI Board Action

i. Need for CKI Board Action:

A vacancy shall become official only by a super-majority vote of the CKI Board.

ii. Need for a special meeting:

In the event that it is necessary to make a decision prior to a scheduled CKI Board Meeting, a special meeting will be called in accordance with Circle K International procedure.

d. Status of the Board Member In Violation

i. Pending Status: Upon notification of the Board Member's alleged violation the International President and International Director shall declare the Board Member in violation on pending status. At this time the Board Member in violation shall maintain the full rights and privileges of office.

ii. Declared Vacancy: Once it is confirmed that a CKI Board Member is in violation of the Circle K International Governing Documents, that Board Member's office shall be declared vacant pending CKI Board approval. At this time a Board Member loses the rights and privileges of office.

2. **For Poor Performance.**

a. Complaint Process: Filing Complaints

i. Any member club or district in good standing of Circle K International or CKI Board Member shall have the ability to file a complaint against an International Board Member.

ii. A complaint shall only address the activities of one Board Member. iii. Complaint Contents shall include but not be limited to:

1. A written summary of the alleged performance deficiencies.

2. Materials that support the claims made in the summary.
3. A formal request for the International Board Member to be removed.
4. If the complaint is from a club or district in good standing, the minutes of the club or district board meeting during which the complaint was approved shall be included.

b. Notification Process

i. Notification of the International President, International Vice-President, and International Director:
In a timely manner, the International President, International Vice-President, and International Director shall be sent via certified mail any official complaints.

ii. Notification of the Board Member in violation:
Within five (5) business days of notification the International President, International Vice-President or International Director shall notify the Board Member in Question via electronic mail or facsimile. If the notification is sent and it is determined that the candidate in question did not receive such communication, then the Director shall send the notification through certified mail within three (3) days. It is suggested, however not required, that the Board Member in question also be contacted via telephone.

iii. Notification of the CKI Board:
Within three (3) business days of notifying the Board Member in question the International President, International Vice- President, or International Director shall notify the entire CKI Board of the complaint. This notification shall include, but not be limited to the policy that was violated, a timeline of events, and information on the removal process.

iv. Notification of Non-CKI Board Members:
Notification of Non-CKI Board Members shall occur at the discretion of the International President, International
Vice-President and International Director. Care shall be taken to preserve the Board Member in question's reputation.

c. Documentation Process

i. The Following Items shall be documented:
1. A record of all required notifications shall be made.
2. The complaint itself.
3. Materials that support the existence of a violation shall be recorded.
4. Minutes from any hearing that occurs.

ii. Documentation storage: All documentation shall be recorded at the International Office and maintained by the Circle K International Staff.

iii. Availability of documentation
1. Documentation shall be made available to any member of Circle K International
2. Documentation shall be made available to non-members of Circle K International only at the discretion of the International President, International Vice-President, and International Director.

d. CKI Board Action

i. Spurious Complaints
1. Any complaint deemed to be spurious in nature by the International President, International Vice-President and International Director shall be dismissed.
2. In order to determine whether or not a complaint is spurious, the International President, International Vice- President, and International Director shall meet within three (3) business days of receipt of the complaint.
3. A written explanation of the decision to dismiss the complaint shall be sent within five (5) business days of that decision.
4. In the event that the International President or International Vice-President is implicated in the complaint, that officer will not be allowed to decide whether or not to dismiss the complaint.

ii. Hearing
1. Before an officer can be removed a hearing will be held to evaluate the merit of the complaint.
2. During the hearing the Board Member in Question will not be considered a member of the CKI

Board, and therefore have no voting privilege.

3. The filer of the complaint (complainant) shall have the option of having one (1) representative at the hearing. No Circle K International funds may be used to have this representative present in person or by other means.
4. The agenda of the hearing shall include but not be limited to:

- Call to Order
- Statement of the complainant (Limited to 15 minutes)
- Statement of the Board Member in Question (Limited to 15 minutes)
- Questions for the CKI Board (Limited to 15 minutes)
- Closing Comment of the complainant (Limited to 5 minutes)
- Closing Comment of the Board Member in Question (Limited to 5 minutes)

5. The time limits prescribed in this procedure may be amended during the hearing by a majority vote of the CKI Board.

iii. Declaration of a Vacancy

1. Immediately following the Hearing the CKI Board shall move into executive session and shall entertain a motion to remove the Board Member.
2. The Board Member in Question shall neither be allowed to be present during the motion, nor have a vote.
3. A Board Member may only be removed by a super-majority vote of the CKI Board.
4. The decision to remove a board member shall take effect immediately.

iv. Need for a special meeting:

In the event that it is necessary to make a decision prior to a scheduled CKI Board Meeting, a special meeting will be called in accordance with Circle K International procedure.

e. Status of the Board Member In Violation

i. Pending Status:

Upon determination that a complaint is not spurious, the International President and International Director shall declare the Board Member in violation on Pending Status. At this time the Board Member in Question shall maintain the full rights and privileges of office.

ii. Removed Status:

Once the CKI Board determines, in accordance with these procedures, to remove an officer that office is declared vacant. At this time the Board Member in question loses the rights and privileges of office. (9/00)

Section I: Replacement or appointment of an International Board Member

1. Following a vacancy in office, the CKI Board shall be charged with **filling the vacant position**. Vacancies shall be established by Policy Code Section H: Removal of an International Board Member or by submission of a letter of resignation to the International President, Director, and Kiwanis Board Counselor. The fulfillment process shall consist of two meetings, a nomination meeting and an election meeting. The discussion portion of the election meeting may be held in Executive Session no other portions of the two meetings shall be held in the Executive session. In the case of a resignation, the CKI President, or highest ranking officer, in consultation with the Director, shall determine how to distribute any resignation letter to prevent the letter from being distributed to the general membership that contains inappropriate content.

2. **Vacancy before CKI Board Training –** If a vacancy occurs at CKI Convention due to the no confidence option, as outlined in Article 13 of the CKI Bylaws, the CKI Board will act quickly to elect a new Board member into office before Board Training as outlined in these policies.
   a. Vacancy in the office of President – In the event of a vacancy in the office of President, the Vice-President will temporarily perform the duties of President and will lead the Board in selecting a new President.
   b. Vacancy in the office of the Vice-President – In the event of a vacancy in the office of Vice-President, the President and Board will temporarily divide and perform the duties of the Vice-President until the selection of

the new Vice-President.

3. **Nomination meeting**
   a. The meeting shall be called as a special meeting of the governors or a certified designee of the affected subregions, one meeting shall be held for each affected subregion, and shall comply with Article 15 of the CKI Bylaws regarding the CKI Board. The meting shall have two purposes; to nominate candidates and to set up a timeline for informing nominees of their candidacy and paperwork submission.
   b. Each governor may submit names for nomination, providing that the club of said individual is in good standing, the individual being nominated is from a club in the subregion affected, and the individual being nominated does not currently hold another elected position in Circle K International.
   c. Following the nominations, the President will announce the suggested candidates from the districts that are not represented in the meeting. The President will entertain a motion to accept the nominations.
   d. All candidates must be nominated and seconded in order to remain in consideration.
   e. Discussion of candidates shall occur in the election meeting.
   f. All nominated candidates shall be contacted by the International Staff within a time period designated during the meeting. These candidates shall submit the following paperwork:
   i. A signed service agreement including proof of enrollment, biographical form and other materials as required by the CKI Board or International Office.
   iii. The Circle K International Staff shall verify that the club of the candidate is in good standing and that the candidate is a member of the stated club.
   iv. The paperwork must be completed by the date decided upon in the nomination meeting.
   v. Individuals nominated may not contact any board members other than the International President.
   vi. No other nominations will be considered outside of this nominating session, unless the floor is re-opened.

4. **Election Meeting**
   a. Following a nomination meeting, the election shall take place. This meeting shall be called as a special meeting of the Governors or a certified designee of the affected subregions; one meeting shall be held for each affected subregion and shall comply with Article 15 of the Circle K International Bylaws regarding the CKI Board.
   b. A report declaring the member(s) of Circle K International in nomination who have submitted the proper forms and are qualified for candidacy shall be read.
   c. Comments are limited to two minutes per speaker per candidate and will proceed in the following format: pro, con, con, pro, followed by a general discussion. The candidates will be discussed in the order of nomination. A Governor or designee may only speak twice about a candidate and may only speak a second time after all Board members who wish to speak have spoken at least once.
   d. Voting will occur as described in Article 13 of the CKI Bylaws so the candidate elected by the Governors or designees will have to obtain a majority of votes cast.
   e. For three or more candidates: If a candidate has not received a majority after the first ballot, the person with the lowest amount of votes shall be dropped from the ballot and another ballot taken until a majority is reached. If the ballot with the last two candidates ends in a tie the president may break the tie.
   f. For two candidates: The President may break a tie.

5. **Notification**
   a. The President or International Staff shall notify the candidates. Correspondence indicating the results of the election meeting shall be sent to the candidates within 2 days of the meeting.
   b. After the candidates have been notified, the CKI Board, Kiwanis International Board, and assigned districts shall be contacted, followed by the district governors and administrators.

Section J: Service Hours, Administrative Hours, and Interclubs

1. **Policy Definitions**

a. A voluntary act is one for which no payment is received for service rendered.
b. A fund-raising activity is one for which payment, profit, or donations are received.
   i. Preparation time consists of time spent coordinating a particular service project, such as coordinating a project with a community agency, acquiring project supplies or conducting necessary pre-project volunteer training.
   ii. Travel time consists of time spent in travel to a service project or other event at which the primary purpose is service.

   Time spent on the journey other than travel or service, such as meal time, social time, or overnight stops, does not count as service hours. For cases in which service is performed at an event but the primary purpose of the event it not service, such as a district or International convention, travel time to the event should not be counted as service hours. (9/00)
c. Total club service hours on a project are to be reported as the sum of each dues-paid member's individual hours on the project.
d. A charitable entity is an organization that provides service or monetary assistance to an individual or group of individuals who possess a basic need for said services. (9/00)
e. A Kiwanis-family function is any project, meeting, banquet, rally, conference, or convention of CKI, Kiwanis, Key Club, Builders Club, or other Kiwanis-sponsored organization. Approval of the service project shall include an invitation to all club members to participate in the said service project.
f. A service hour is 60 minutes of work performed by a dues-paid member of a CKI club on a service project approved by the club or club board of officers.

2. **Service Hours**
a. A service project is a voluntary act by one or more dues-paid members of a CKI club for the sole benefit of an individual
   or group of individuals who possess a basic need for said services. Except in special circumstances, a service project that only directly benefits a family member or friend of a dues-paid member may not be counted for service hours. All proceeds raised during a fund-raising activity must be applied toward a charitable entity for the fund-raiser to be considered a service project.
b. Service hours performed by CKI members that are not organized or promoted by a CKI club, CKI district, CKI in general or the Kiwanis family shall not be counted as hours performed by a club.
c. Preparation and travel time for service projects are considered service hours, not administrative hours.
d. Hours expended by non-CKI members such as faculty advisors, members of the sponsoring Kiwanis club, and honorary members shall not be counted as service hours performed by the club. (10/05)

3. **Administrative Hours**
a. An administrative hour is 60 minutes of work performed by a dues-paid member of a CKI club on the behalf of that club.
b. Fund-raising activities where the proceeds raised are for the general club budget are considered administrative hours, not service hours.
c. General communication with community agencies other than planning a particular service project is considered administrative hours, not service hours. (9/00)
d. Administrative hours expended by CKI members that are not organized or promoted by the CKI club, CKI district, CKI in general or the Kiwanis family shall not be counted as hours performed by the club. (10/05)

4. **Interclubs**
a. In interclub meeting is a meeting staged by two or more Circle K clubs (including clubs in formation), or by a Circle K club and any K-Kids, Builders Club, Key Club, Aktion Club, Kiwanis Junior or Kiwanis Club. Clubs with 20 or fewer members need a minimum of two members in attendance to constitute an interclub meeting. Clubs with 21-30 members need three members and clubs with 31 or more members need at least four members in attendance. (10/06)
b. Mileage shall be counted for interclub credit, not service hours. The total measure of an interclub shall be the

round-trip mileage multiplied by the number of interclub participants. Mileage shall not be counted for less than two participants. Clubs may wish to keep a record of travel that does not qualify as an interclub and designate it as such on district monthly reports and achievement awards. (10/06)

c. Time spent performing service with members of other Kiwanis-family clubs may be dually counted as interclub credit, if applicable, and as service hours. (9/00)

d. Interclub credit shall be dually counted only when the visiting and hosting groups are performing service. (10/06)

Section K: Large Scale Service Project (LSSP)

1. A Large Scale Service Project (LSSP) shall be held prior to all International Conventions. Only a vote of two thirds (2/3) of the CKI Board can cancel the LSSP for a given year. (10/04)
2. The LSSP shall consist of a service project, and scheduled fellowship activities.
3. The CKI Board Service Committee shall oversee the coordination of the event. (10/03)
4. The CKI Board must vote to approve the service projects, fellowship activities, and final budget for LSSP. (03/09)

Section L: CKI Service Week

1. The purpose is to promote the implementation of the CKI Service Partners and Service Initiative while further strengthening the relations within our Kiwanis Family.
2. The timeline of this event is the six days prior to and ending with Kiwanis One Day.
3. CKI Service Week shall consist of the following:
   - Performing 2 or more projects with at least one the CKI Service Partners
   - Performing 1 or more projects themed after the CKI Service Initiative, Focusing on the Future: Children
   - Participation in Kiwanis One Day
4. CKI Clubs that satisfy all three requirements under the Activities policy code shall be recognized at the annual International Convention. (04/09)

Section M: Tomorrow Fund

1. **Mission Statement** for the Tomorrow Fund: The Tomorrow Fund is a financial program established within the Kiwanis International Foundation to assist Circle K International in fostering compassion and goodwill through service and leadership. This fund provides grants to member clubs and districts in order to further opportunities for Circle K International to provide more service and cultivate stronger leadership. (04/09)

2. **Purpose** of the Tomorrow Fund
   a The Tomorrow Fund offers grants to member clubs and districts for the purpose of furthering the opportunities for the clubs and districts to provide service and leadership. Any club or district may submit a grant request application for funds to be used as they deem appropriate, pending approval by the CKI Board. (10/05)
   b Tomorrow Fund grants may also be distributed for international service activities when submitted on behalf of a club or district. An example of appropriate use of international Tomorrow Fund grants includes the Large Scale Service Project (LSSP). (10/06)
   c Tomorrow Fund Grant application projects will be awarded based on the component of hands-on service. (10/06)

3. **Structure** of the Tomorrow Fund

   Two accounts shall be established within the Kiwanis International Foundation and designated the Circle K Tomorrow Fund (04/09)
   a. Endowment Account – This account shall be designated as an endowment into which twenty-five percent of all donations shall be deposited unless otherwise specified (04/09)
   b. Service Account – This account shall be designated as an operating fund from which all withdrawals shall be

made. Seventy-five percent (75%) of all donations shall be deposited into said account unless otherwise specified. Donations shall be divided upon receipt individually. Moneys may remain in this fund form year to year with the stipulation that the Circle K International Board may disperse any or all of said funds. Funds shall be dispersed as requested by the Director of Circle K International with approval by the Circle K International with approval by the Circle K International Board of Representatives. No more than 10 percent (10%) of the donations (from the 75%) may be used for administrative costs. (04/09)

4. **Use of Interest**
   Interest generated by the endowment account shall be reinvested into the service account. (100% Interest generated by the service account shall be used to fund Tomorrow Fund grants. Until the date of that funding, the money shall be reinvested into the service account. (04/09)

5. **Authority to Use Funds**
   The CKI Board shall direct the Circle K International Director to approve withdrawals and expenditures. (10/03)

6. **Grant Review Committee**
   a. The charge of the Grant Review Committee shall be to review the submitted applications and approve distribution of the funds available.
   b. The Grant Review Committee will be comprised of the members of the Circle K International Service Committee and any other CKI Board member(s) as appointed by the Circle K International President. (10/04)

7. **Tomorrow Fund Club and District Project Grants**
   a. The funding cycle will function to accommodate the Circle K calendar. Applications must be received by December 1st. (01/09)
   b. In the funding cycle, the Grant Review Committee may award up to, but no more than, the balance of the amount of interest earned off of (or a percentage of the balance of) the service account available at the convening of the Committee. If there is no interest earned, 3% of the service account funds available at the convening of the Committee may be used to fund grants. If the amount of interest earned is greater than the 3% of the service account funds available at the convening of the Committee, then the amount of interest earned shall be used to fund the grants. The intent of the Board of Trustees is to use the interest generated from the service account. (04/09)
   c. A grant awarded to a Circle K club may be distributed in one of three ways:
      i. the club may choose to have the money given directly to their school or Kiwanis Club Foundation,
      ii. the grant shall be reimbursed to the club upon presentation of receipts, invoices, or other documentation of expenditures, or
      iii. The grant shall be paid to any designated vendor, as directed and approved by the club. (10/04)
   c. A grant to a Circle K district for a district project may be distributed in one the three ways:
      i. The district may choose to have the money given directly to their district or Kiwanis District Foundation under a budgetary line item specifically earmarked for the project;
      ii. The grant shall be reimbursed to the district upon presentation of receipts, invoices, or other documentation of expenditures; or
      iii. The grant shall be paid to any designated vendor, as directed and approved by the district.

8. A grant shall expire one year after the date of the application's approval, and any unused funds shall become available for grants in the next funding cycle (04/09)

9. **The Carthage Pullman Society**
   a. Carthage-Pullman Society membership honors Circle K'ers and other Kiwanis-family members who have made

an impact to CKI. The CKI Board created the Carthage-Pullman to honor Carthage College, the campus where Circle K began, and the Pullman, Washington, Kiwanis Club, which helped build the concept of a campus service club.

b. A donation of US$250 to the Circle K International Tomorrow Fund entitles an individual or group to membership in the Carthage Pullman Society. Another individual or group may also honor an individual or club with membership. Members inducted into the Carthage Pullman Society prior to October 10, 2001 shall be considered charter members. Carthage Pullman Society members receive a medallion bearing the logo of the Society. The medallion hangs from a blue and white ribbon. A lapel pin and plaque are also awarded.

c. Carthage Pullman Society members who contribute additional gifts in increments of US$250 are honored with a diamond pin noting the diamond level. (Example: if an individual donates $750 to the Carthage Pullman Society, the first US$250 is placed toward the membership and the remaining US$500 increases the individual to a Carthage Pullman diamond level #2).

10. **The Sapphire Circle Honorary**

a. The Sapphire Circle Award is a medium through which individuals; Circle K Clubs, divisions or districts (or other groups or organizations) may permanently honor or memorialize Circle K members, families or others. This award signifies the "unwavering character" of the recipient, as represented by the color blue, one of the official color of Circle K International symbolizing this trait. An individual may not purchase Sapphire Circle recognition for him/herself. A US$1,000 contribution to the Tomorrow Fund is required.

b. An individual may not purchase Sapphire Circle recognition for him/herself. A US$1,000 contribution to the Tomorrow Fund is required. Recipients are presented with an attractive crystal award.

11. **Payment and Recognition**

a. Method of Payment: Donors to the Carthage-Pullman Society program will not be awarded membership until the US$250 is paid in full. A US$250 payment with a pledge to contribute the balance within four years is suitable to qualify an individual as a Carthage Pullman sustaining member. Carthage Pullman Society recognition accessories are presented to the sustaining member only after completion of his/her US$250 pledge. A US$1000 Sapphire Circle Honorary contribution is submitted to The Tomorrow Fund in order to honor an individual, club, division, district, or organization. A sustaining payment plan is available and the minimum payment is a US$250 gift with a pledge to contribute the balance within four years. Sapphire Circle award accessories are presented only after the pledge is paid in full.

b. Recognition. The names of all Carthage Pullman Society members and all Sapphire Circle award recipients are in the permanent records at Circle K International in Indianapolis. Carthage Pullman Society members should be recognized at their district conventions. Presentations taking place at the club level should be presented by the highest ranking Circle K officer available.

Section N: Contests and Recognition Programs

1. Circle K International shall sponsor **contests and recognition programs** for citizens, members, clubs, Circle K district officers, Circle K districts, Kiwanis districts, Kiwanis district governors and sponsoring Kiwanis clubs.

2. **Circle K Member Recognition Programs**

a. TheSocietyofDistinguishedCollegians – This recognition program was established to recognize those members of Circle K International who strive for excellence in academics, service to campus and community and commitment to the local club. Rules governing this program are as follows:

i.	Individual must be a member in good standing, having paid international, and district and club dues for at least one full academic year.
ii.	Individual must be a member of a club in good standing with Circle K International and the district.

iii.	Individual must have completed the minimum membership requirements established by his or her home club each year he or she has been a Circle K member.
iv.	Individual must have attended at least 80% of home club meetings throughout his or her membership. (Note: Attendance at other Kiwanis Family meetings may be substituted for up to 20% of this requirement.)
v.	Individual must have participated in at least 60% of home club service and fundraising projects throughout his or her membership. (Note: Attendance at other Kiwanis Family service and fundraising projects may be substituted for up to 20% of this requirement.)
vi.	Individual must have completed at least 250 hours of service on behalf of his or her home club. Service hours are as defined elsewhere in this Policy Code.
vii.	Individual must have the equivalent of a grade point average of 3.0 on a 4.0 scale.

viii. Selection of individuals to the Society shall be made by each district by an impartial committee established by the district for this purpose. A copy of the application of those selected shall be sent to the international office for the purpose of record keeping. One the application is received; the International office will send a packet that includes instructions on how to present this award, a pin and a certificate. The copy of the application must be received by the International staff two weeks before it is to be presented, and no later than May 1st. (06/09)

ix. Up to 2% of a district's total membership, based upon the previous administrative year's official end figures is entitled to be inducted on an annual basis. (06/09)

b. TheCircleKInternationalServiceRecognitionAward is designed to recognize those members from each district who have had a significant impact in the area of service to their campuses and communities. Rules governing this program are as follows:

i.	Individual must be a member in good standing, having paid international, district and club dues.
ii.	Individual must be a member of a club in good standing with Circle K International and the district.
iii.	Individual must have completed the minimum membership requirements established by his or her home club.
iv.	Individuals must have completed at least 250 hours of service on behalf of his or her home club in the time period April 1 to March 31. A service hour is as defined elsewhere in this Policy Code. (9/01)

v. Selection for recognition shall be made by each district by an impartial committee established for this purpose. A copy of the application of those selected shall be sent to the international office for the purpose of record keeping. One the application is received; the International office will send a packet that includes instructions on how to present this award, a pin and a certificate. The copy of the application must be received by the International staff two weeks before it is to be presented, and no later than May 1st. (06/09)

vi. Districts may recognize as many individuals as qualify and are nominated for this award.

3. Non-Circle K Member Recognition Programs

a. TheCircleKInternationalHumanitarianAward is designed to recognize one individual annually whose efforts on behalf of others have significantly contributed to the betterment of the world. Rules governing this program

are as follows:

i. Any outstanding individual who has had a positive impact on humanity is eligible to receive this award.
ii. Candidates may be nominated by any member in good standing with Circle K International.
iii. The nomination shall consist of a letter containing examples of the positive impact of this individual on humanity. (10/06)
iv. The CKI Board shall judge this award.
v. The recipient of the award shall be invited to attend the next Circle K International Convention and accept the recognition.
vi. A completed application must be submitted to the International Office and postmarked by May 1st. No late entries will be accepted. (10/06)

b. TheCircleKInternationalFacultyandKiwanisAdvisorAppreciationAward is designed to provide a means by which local clubs can show appreciation to advisors who have provided consistent guidance, support, counsel and enthusiasm to the club. Rules governing this program are as follows: (9/01) (06/09)

i. To be eligible for this recognition, an advisor must have completed a minimum of one year of service to the club. (9/01)
ii. An advisor may be nominated by the district administrator of the district in which the club resides, or by an individual of the Circle K Club. The nomination will consist of a written explanation of the support that the faculty or Kiwanis advisor has provided. Other supporting materials, up to three items, may be submitted at the discretion of the nominator. (10/06) (06/09)
iii. The Circle K club for which the individual is an advisor must be in good standing with both international and the district.
iv. All advisors that are nominated and qualify shall receive recognition.
v. Applications may be submitted at any time during the year. The Circle K International President shall certify the awards. (10/06)

c. TheCircleKInternationalMcKitrickAward is designed to annually recognize those Kiwanis district governors that make significant contributions to the growth and strengthening of the Circle K program in their districts. Rules governing this program are as follows:

i. For the Kiwanis district governor to be eligible for this recognition, the Circle K district must experience a net increase of clubs in good standing, as defined in Article VIII, Section 3 of the Regional Policy Codes, of five percent (5%), based on the number of clubs in good standing at the beginning of the administrative year (October 1.) (9/01)
ii. For the Kiwanis Governor to be eligible for this recognition, a current or immediate past Circle K district board member must nominate the Kiwanis Governor. A nomination will consist of a written explanation of the Kiwanis Governor's contribution to the growth of the Circle K program within the district, which is not to exceed two (2) pages. The nomination can be supported by up to three (3) supplemental examples of the involvement of the Kiwanis Governor. (10/06)
iii. The recipient of the award shall be invited to attend the next Circle K International Convention and accept the recognition. (06/09)
iv. Award nominations must be postmarked by November 1. (9/01)
v. The award year is October 1 – September 30.

d. The Circle of Service Award was created to annually recognize and honor that individual within Kiwanis International who has made the most outstanding contribution to all of Circle K International. Rules governing this program are as follows:

i. Those individuals, who are neither salaried Kiwanis officials, nor Circle K members, shall be eligible to receive this award. A majority vote of the CKI Board will determine the winner of the award.
ii. Individuals may not be recognized with this award more than once.
iii. Individuals may be nominated by members of the CKI Board or a Circle K district governor.

iv. Recipients will be selected by the CKI Board for announcement at the following Circle K International Convention.
v. If, in the determination of the CKI Board, no qualified nominees have been submitted, then the award shall not be given in that year.
vi. A completed application package must be submitted to the International Office, postmarked by May 1st. No late entries will be accepted.
vii. A completed application package must include a nomination essay, written by the nominator, and up to five supporting documents. The supporting documents may include essays by other individuals, letters of recommendation, or other documents as the nominator sees fit. (10/03)

e. TheCircleKInternationalOutstandingAlumniAward is designed to recognize one outstanding Circle K Alumnus who has remained committed to the realization of mankind's potential after his/her years as a Circle K member. Rules governing this program are as follows (10/06):
i. To be eligible for this award, the nominated must have been a dues-paid member of Circle K International for at least one administrative year.
ii. Recommendations for outstanding alumni will be accepted by a Circle K club, a district or an individual filling out a brief nomination form and explaining or showing how the nominee is deserving of the award. The postmark date for all materials for this award shall be May 1st.
iii. Nominees may have continued with their involvement with the Kiwanis-family upon their graduation and/or have accomplishments in the non-profit or other service-oriented fields, but is not a requirement.
iv. The CKI Board shall judge the award.
v. The recipient of this award shall be invited to attend the next Circle K International Convention and accept the recognition. (06/09)

4. **Circle K Club Recognition Programs**

a. TheGrowthEnhancesMembership(G.E.M.)AwardsProgram was instituted to recognize clubs which achieve success in membership growth as compared to their previous year's paid membership total. Rules governing this program are as follows:
i. All figures used are based upon official paid membership totals as reported to the International Office.
ii. The program recognizes clubs in four divisions: Ruby (clubs with 1-19 members during the previous year that have 20 or more members for the current year); Sapphire (clubs with 20-40 members during the previous year); Emerald (clubs with 41-60 members during the previous year); and Diamond (clubs with over 60 members during the previous year)
iii. Beginning membership totals are as of April 15 of the previous year. Ending membership totals are as of April 15 of the current year.
iv. The five clubs in each division with the highest percentage increase in paid membership shall be recognized.

b. TheCircleKInternationalClubT-shirtAwardProgram is designed to recognize annually Circle K clubs for outstanding T-shirt design and distribution to club members. Rules governing the program are as follows:
i. To be recognized, clubs must be in good standing with both Circle K International and the district.
ii. Clubs must complete and submit a CKI Club T-shirt Award Application along with a sample T-shirt postmarked by May 1st.
iii. The three clubs with the highest points in the following areas will receive International recognition:

10 points	CKI Insignia on T-shirt
10 points	Club Name on T-shirt
10 points	University Name on T-shirt
50 points	written essay describing how the graphics design on the shirt serve to promote the club and the

5 points	Distribution to club members
10 points	Percentage of dues-paid club membership that owns a T-shirt
10 points	Time of year when T-shirt is distributed
15 points	Incentives to promote members wearing the T-shirt
30 points	Originality/Design

5. Circle K District Officer Recognition Programs Descriptions and Criteria
   a. The purpose of the HodgesandRodehorstDistinguishedDistrictAward is to recognize Circle K districts which, during an administrative year, have excelled to a high degree of achievement as represented by the following criteria:

90 points	Club Communication
120 points	Kiwanis International Communication
140 points	District Web Site
100 points	District Officer Training
130 points	Committee Directives
75 points	District Officers Goals
65 points	Active Clubs as of March 31
20 points	Membership
75 points	Percentage of Dues Collected by November 30th
100 points	Club Officer Training
100 points	District Events
125 points	Reporting
140 points	Participation at CKI and Kiwanis-family Conventions
100 points	Setting and Achieving Goals
100 points	Above and Beyond
1480 points	**Total**
1,332 points	**Needed to be eligible for distinguished**

   b. The FrankB.FultonDistinguishedGovernorAward is designed to recognize governors who have excelled in their CKI endeavors and service to their districts as represented by the outlined criteria:

90 points	Club Communication
90 points	Board Communication
40 points	Board Meeting Agenda
100 points	District Officer Training
130 points	Committee Directives
150 points	Required Attendance
50 points	Active Clubs as of March 31
20 points	Membership
50 points	Percentage of Dues Collected by November 30th
150 points	Kiwanis-family Relations
50 points	Club Officer Training
50 points	Divisional Events
100 points	International Board Liaison
240 points	Reporting
125 points	Administrator
200 points	Service
100 points	Home Club Involvement
100 points	Setting and Achieving Goals
100 points	Above and Beyond
1935 points	**Total**
1753 points	**Needed to be eligible for distinguished**

c. The purpose of the R.P."Reg"MerridewDistinguishedSecretaryAward is to recognize district secretaries who have excelled in their CKI endeavors and service to their districts as represented by the following criteria: (9/01)

90 points	Board Communication
90 points	Club Communication
100 points	Club Secretary's Workshop
100 points	Board Minutes
75 points	Required Attendance
100 points	Reporting
100 points	Club and District Officer Directory
25 points	Club and District Officer Directory Addendums
100 points	Monthly Report Form Collection
200 points	Service
100 points	Home Club involvement
100 points	Setting and Achieving Goals
100 points	Above and Beyond
1280 points	**Total**
1152 points	**Needed to be eligible for distinguished**

d. The purpose of the R.P."Reg"MerridewDistinguishedDistrictTreasurerAward is to recognize treasurers who have excelled in their CKI endeavors and service to their districts as represented by the following criteria: (9/01)

250 points	Dues Collection
200 points	Financial and Dues Monthly Reports
60 points	Board Communications
60 points	Club Communications
100 points	Club Treasurer's Workshop
100 points	First Delinquent Dues Notification
100 points	Second Delinquent Dues Notification
100 points	Required Attendance
100 points	Reporting
200 points	Service
100 points	Setting and Achieving Goals
100 points	Home Club involvement
100 points	Above and Beyond
1570 points	**Total**
1413 points	**Needed to be eligible for distinguished**

d. The purpose of the R.P."Reg"MerridewDistinguishedDistrictSecretary/TreasurerAward is to recognize secretary/treasurers who have excelled in their CKI endeavors and service to their districts as represented by the following criteria: (9/01)

60 points	Board Communications
60 points	Club Communications
100 points	Club Secretary/Treasurer Workshop
50 points	Board Minutes
250 points	Dues Collection
200 points	Financial and Dues Reports
100 points	Monthly Report Form Collection
100 points	Required Attendance
100 points	Reporting
100 points	Club and District Officer Directory
25 points	Club and District Officer Directory Addendums

100 points	First Delinquent Dues Notification
	Second Delinquent Dues Notification
200 points	Service
100 points	Setting and Achieving Goals
100 points	Home Club involvement
100 points	Above and Beyond
1845 points	**Total**
1661 points	**Needed to be eligible for distinguished**

f. The purpose of the JayN.EmersonDistinguishedLieutenantGovernorAward is to recognize lieutenant governors who have excelled in their CKI endeavors and service to their Circle K divisions as represented by the following criteria:

90 points	Club Communication
100 points	Club Officer Training
100 points	Club Visitation
200 points	Required Attendance
100 points	Delegates at District Convention
100 points	District Dues Collection
50 points	Club Growth
100 points	Submission of New Club Officer
100 points	Information
50 points	Division-Wide Function
50 points	Committee Correspondence
200 points	President's Council Meetings
100 points	Service
100 points	Setting and Achieving Goals
100 points	Home Club involvement
90 points	Above and Beyond
1540 points	**Total**
1386 points	**Needed to be eligible for distinguished**

g. The GeorgeH."Dad"GrayDistrictEditorAward is designed to recognize excellence in the area of district publication. The award further recognizes editors who have excelled in their CKI endeavors and service to their districts as represented by the following criteria: (9/01) To be eligible for this award, district editors must have published three or more issues of the district publication. All phases of work involved in this publication, except for the professional services required for printing, must have been performed by current Circle K members:

70 points	Board Correspondence
120 points	Kiwanis International Communication
300 points	District Publications
100 points	Bulletin Editor's Workshop
200 points	Required Attendance
100 points	Reporting
100 points	Circle K Magazine
200 points	Service
100 points	Home Club involvement
100 points	Setting and Achieving Goals
100 points	Above and Beyond

1490 points	**Total**
1341 points	**Needed to be eligible for distinguished**

h. The A.DougWassonDistinguishedDistrictAdministratorAward is designed to recognize district administrators who have excelled in their service to their Circle K districts as represented by the following criteria:

250 points	Attendance at Circle K Events
250 points	Support to Circle K District Board and Officers
250 points	Education of Kiwanis Leadership
250 points	Setting Goals
500 points	Above and Beyond
1500 points	**Total**
1350 points	**Needed to be eligible for distinguished**

i. The DistinguishedKiwanisDistrictCommitteeMemberAward recognizes Kiwanis district committee members who have excelled in their service to their CKI districts are represented by the following criteria:

165 points	Committee Goals and Directives
100 points	Communication with committee member's
100 points	Communication with CKI district board
100 points	Documentation of Outcome
75 points	Attendance
200 points	Service
100 points	Setting and Achieving Goals
75 points	Home Club involvement
100 points	Above and Beyond
1015 points	**Total**
914 points	**Needed to be eligible for distinguished**

j. The DistrictAdministratorsHallofFame recognizes district administrators with a long record of outstanding service to a Circle K district. A district administrator will be inducted into the Hall of Fame after winning the Distinguished District Administrator Award three times. (06/09)

k. The R.D."Gus"GustafsonOutstandingKiwanisDistrictSupportAward recognizes those Kiwanis districts that have excelled in their support of the Circle K district based on the following criteria:

15 points	Testimony of Circle K District
20 points	Promotion of Circle K to Kiwanis District and Kiwanis Clubs
20 points	Circle K Club Building
15 points	Support to Kiwanis District Committee on Circle K
15 points	Kiwanis Support of Circle K at District Level
15 points	Kiwanis-Family Programming
100 points	**Total**

l. The DistinguishedDistrictCommitteeChairAward recognizes district committee chairs who have excelled in their CKI endeavors and service to their district as represented by the following criteria:

165 points	Committee Goals and Directives
100 points	Communication with committee Members
100 points	Communication with CKI district Board
100 points	Documentation of Outcome
75 points	Attendance
200 points	Service
100 points	Setting and achieving goals

75 points	Home club involvement
100 points	Above and beyond
1015 points	**Total**
914 points	**Needed to be eligible for distinguished**

6. **Circle K District Officer Recognition Programs Rules**
   a. Failure to fulfill the following criteria will result in the disqualification of the award entry.
   b. An award applicant must have served in office for at least six (6) months in order to be eligible for this award with the exception of applicants for the Distinguished District Committee Chair Award applying for recognition as a short-term convention committee chair.
   c. The International Office must receive the official goal sheets from a district governor, lieutenant governor, editor applicant, or committee chair applicant, and the official responsibility sheet from a district secretary, treasurer or secretary/treasurer applicant, within the first forty-five days of the beginning of his or her term. If a goal sheet is not received within forty-five days of the beginning of the applicant's term, the applicant will lose all points given in the goal setting portion of the award. If an applicant is appointed to the district board after April 1, the applicant's goal sheet will be due forty-five days from the date of appointment. It is the responsibility of the district secretary to report new district officers to the Circle K International Office. The International Office will be responsible for distributing the goals/responsibility sheets to district officers.
   d. An applicant is required to attend the district convention at the beginning and end of his or her term, board training, all district board meetings (with the exception of the district editor only if it is an appointed position and district committee chairs) and the district's leadership training conference. If the applicant was appointed after district convention, the applicant is required to attend only those events after the date he or she was appointed to the district board. A governor applicant is also responsible for attending the International Convention during his/her term. If there are extenuating circumstances where this requirement cannot be met, then a letter must be sent, with the award application, to the CKI Board for consideration.
   e. Each applicant must have paid International and district dues by December 1st of his or her term. His or her name must also appear on the official International Membership Roster. Applicants from International clubs must pay International and club dues by February 1 of his or her term. If there are extenuating circumstances where this requirement cannot be met, then a letter from the district administrator and/or the club treasurer must be sent, with the award application, to the CKI Board for consideration.
   f. A minimum of 75% of months spent in office must be reported on and postmarked by the date set forth by Circle K International and the respective district. Monthly reports sent after the postmark date will not count towards the award. Applicants will lose one point for every monthly report below the 75% mark that is not turned in by the due date. Any district not requiring monthly report submission by a district officer shall note this on the award certification. Committee chairs are required to submit monthly reports.
   g. Each district officer applicant must have completed his or her home club's minimum membership requirements and verification from their club president will be required on the award form.
   h. All award applications will be judged by a staff-elected group of Kiwanians and announced at the following Circle K International Convention. The decisions of the selected judges are final.
   i. To be eligible for recognition, a district officer must be in good standing with Circle K International and his or her district. The district officer's home club must be in good standing with Circle K International and the district.
   j. The awards are based upon the officer duties as set forth in the Standard Form for District Bylaws and also recognize additional efforts that would make the applicant distinguished. (06/09)
   k. Any award application may be completed and submitted by any district officer serving in the same year as the individual being nominated. District officers may complete their own award application.

l. All signatures required on the award application must be original signatures. Photocopied or forged signatures will result in disqualification. Signatories are attesting only to the accuracy of the information provided within the application.

m. In the event a signature cannot be obtained, a letter must be submitted, with the award application, from the District Administrator explaining the reason.

n. When supplementary materials are provided, originals or copies must be submitted as first presented or prepared.
Materials may not be updated or altered for inclusion with the award application.

o. All supplementary materials submitted must be the work of Circle K members from the district. Materials procured from the International Office, Kiwanis members or other districts will not be considered.

p. Award entries must be postmarked by May 1. Awards postmarked after May 1 will be penalized one point for every day late up to a total of seven (7) points. The selected judges are not required to judge awards received after the beginning of the seventh day of May.

q. The period of time encompassed by the award is the district administrative year, April 1 – March 31. Statistics used shall be official paid membership totals, as reported to the International Office as of April 15.

r. Only materials produced or results achieved during the immediately previous district administrative year will be considered.

s. Award entries must be submitted in a three-ring binder, with all sections appropriately labeled, using the application form for that year obtained from the International Office.

t. Award application packets for the district officer recognition programs will be mailed individually to each district officer.

u. When asked to cite an example, the applicant should provide at least one piece of written documentation. No more than three (3) pieces of written documentation can be submitted for any one citation. All examples given after the first three will not be judged. For instance, three examples could contain one newsletter, one memo, one official letter; or three newsletters.

v. Circle K members acting as district committee co-chairs must apply for the Distinguished District Committee Chair Award jointly, and will be judged as a single officer.

7. **Circle K Contests**

a. TheOutstandingKiwanis-FamilyRelationsAward is designed to recognize and honor those Circle K clubs who have participated in activities and events to enhance Kiwanis Family relations. Rules governing this contest are as follows:

i. To be eligible for this contest, a club must be in good standing with both international and the district.

ii. To qualify for this award, a club must have participated in at least four of the five following areas during the year:

- Kiwanis-Family Service Projects
- Key to College Program
- Kiwanis Family month (06/09)
- Kiwanis One Day Program (06/09)
- Kiwanis-Family Special Events Conferences and Conventions
- Kiwanis-Family Interclub's

i. No single event can be listed in more than one category.

ii. The timeframe of this award is April 1 – March 31.

v. Reported information pertaining to any one of the described areas of participation may not exceed one side of one sheet of 8 1/2" x 11" paper.

vi. Certification, by signature, of the accuracy of the information provided, from the following individuals, must accompany the entry:

- Circle K Club President
- Circle K Club Secretary
- Circle K Club Kiwanis or Faculty Advisor

vii. Entries shall be judged by a committee of convention attendees selected by the International Director in consultation with the CKI International president.
viii. Decisions of the judges are final.

b. The TraditionalClubScrapbookAward is designed to recognize and honor those Circle K clubs that produce a high quality scrapbook chronicling the activities of the Circle K club. Rules governing this contest are as follows:
i. To be eligible for this contest, clubs must be in good standing with both international and the district.
ii. A Circle K club may enter a scrapbook containing pictures, souvenirs, examples, newspaper clippings, etc. of its activities during the club administrative year. The administrative year covered by an entered scrapbook shall be from one district convention to the next district convention.
iii. The size of the scrapbook is limited to 18" x 27". Scrapbooks larger in size can be entered into the Non-Traditional Scrapbook Award.
iv. Judging of the entered scrapbooks shall be based on these criteria:

10 points	Uniqueness of project presentation
10 points	Artistic Value
10 points	Use of theme
20 points	News clippings and photographs
50 points	**Total for Format**
10 points	Service to campus
10 points	Service to community
10 points	Fundraising projects
10 points	Assistance to Kiwanis projects
10 points	Involvement with the service initiative
10 points	Miscellaneous
50points	**Total for general content**

iv. No audio, visual or computer equipment will be allowed as part of the entry for Traditional Scrapbook.
v. First, second and third place shall be awarded.
vi. Entries shall be judged by a committee of convention attendees selected by the International Director in consultation with the Circle K International President.
vii. Decisions of the judges are final.

c. The Non-TraditionalClubScrapbookAward is designed to recognize and honor those Circle K clubs that produce a high quality scrapbook chronicling the activities of the Circle K club. Rules governing this contest are as follows:
i. To be eligible for this contest, clubs must be in good standing with both international and the district.
ii. A Circle K club may enter a scrapbook containing pictures, souvenirs, examples, newspaper clippings, etc. of its activities during the club administrative year. The administrative year covered by an entered scrapbook shall be from one district convention to the next district convention.
iv. Scrapbooks larger than 18" x 27" or unusually shaped only can be entered into the Non-Traditional Scrapbook Award.
v. Judging of the entered scrapbooks shall be based on these criteria:

10 points	Uniqueness of project presentation
10 points	Artistic Value
10 points	Use of theme
20 points	News clippings and photographs
50 points	**Total for format**

10 points	Service to campus
10 points	Service to community
10 points	Fundraising projects
10 points	Assistance to Kiwanis projects
10 points	Involvement with the service initiative
10 points	Miscellaneous
60 points	**Total for general content**

vi. Audio, visual or computer equipment will be allowed as part of the entry for Non-Traditional Scrapbook.
vii. First, second and third place shall be awarded.
viii. Entries shall be judged by a committee of convention attendees selected by the International Director in consultation with the Circle K International President.
ix. Decisions of the judges are final.

d. The SingleServiceAward is designed to recognize and honor those Circle K clubs, through dedication and unselfish efforts, producing the best single project or service during the year. Rules governing this contest are as follows:

i. To be eligible for this contest, clubs must be in good standing with both international and the district.
ii. One only service project may be entered by a club.
iii. The entry shall be a complete document reporting all details of the project.
iv. Certification, by signature, of the accuracy of the information provided, from the following individuals, must accompany the entry:

- Circle K Club President
- Circle K Club Secretary
- Circle K Club Faculty or Kiwanis Advisor

v. The activity described shall cover any program of service performed between April 1 and March 31.
vi. Entry essay must be typewritten, double-spaced on 8 1/2" x 11" white paper and limited to 2,000 words.
viii. Clubs shall compete with other clubs of similar size within 3 membership categories which are:

- Bronze – 35 members or less
- Silver – 36 members to 60
- Gold – 61 or more members

viii. A maximum of six items of supplemental material may be included. Examples of supplemental items include a letter, a report, a brochure, a page of pictures, or a newspaper clipping.
ix. Entries will be judged based upon these criteria:

10 percent	Need for the Project
25 percent	Planning/Execution of Project
25 percent	Club Participation
15 percent	Publicity
10 percent	Evaluation of the Project
15 percent	Relationship to Service Initiative

x. First, second and third place shall be awarded.
xi. Entries shall be judged by a committee of convention attendees selected by the International Director in consultation with the Circle K International President.
xii. Decisions of the judges are final.

e. The CircleKInternationalOratoricalContest is designed to encourage members to share their attitudes, beliefs and experiences regarding the organization through a prepared speech. Rules governing this contest are as follows:

i. The subject of all orations shall be determined by the Circle K International President in consultation with the CKI Director (06/09).

ii. The subject matter and presentation must be original and completely developed by the orator. Subject matter and presentation will be weighted equally in the selection of the winners.

iii. To be eligible for this contest, individuals must be Circle K members in good standing with international and their district, and members of a club in good standing with international and the district. International officers are not eligible to participate in this contest.

iv. Each orator will be allowed a maximum of seven (7) minutes for the presentation. No more than two (2) of these minutes may be used for presenting quotations.

v. Each orator must submit a complete manuscript of the oration, in English, prior to judging.

vi. Each orator may use notes on index cards, no larger than 5" x 7", only.

vii. First second and third place shall be awarded.

viii. Orators shall be judged by a committee of convention attendees selected by the International Director in consultation with the Circle K International President.

ix. Decisions of the judges are final.

f. The ClubAchievementAward is designed to recognize and honor those Circle K clubs that have excelled in all aspects of club operation. Rules governing this contest are as follows:

i. To be eligible for this contest, clubs must be in good standing with both international and the district.

ii. Clubs must use the entry form provided by the International Office and follow all instructions provided on the form.

iii. Winners will be selected in three divisions: Gold (61 or more members); silver (36-60 members); and Bronze (35 or fewer members).

iv. The time period covered by entries shall be from April 1 to March 31. (9/01)

v. Entries must be type-written.

vi. Repetitious reporting of activities in more than one category, fancy bindings and pictures will not be taken into consideration when judging entries.

vii. Total service hours for reported activities shall be reported by area; planning, travel actual project time and follow-up.

viii. First, second and third place winners in each division shall be selected.

ix. Certification, by signature, of the accuracy of the information provided, from the following individuals, must accompany the entry:

- Circle K Club President
- Circle K Club Secretary
- Circle K Club Faculty or Kiwanis Advisor

x. Entries shall be judged by a committee of convention attendees selected by the International Director in consultation with the Circle K International President.

xi. Decisions of the judges are final.

g. The CircleKInternationalServiceInitiativeAward is designed to recognize clubs who organize and perform an outstanding project relation to the CKI Service Initiative. Rules governing this contest are as follows:

i. To be eligible for this contest, clubs must be in good standing with both international and the district.

ii. The entry shall be a complete document reporting all the details of the project.

iii. Certification, by signature, of the accuracy of the information provided, form the following

individuals, must accompany the entry:

- Circle K Club President
- Circle K Club Secretary
- Circle K Club Faculty Advisor
- Circle K Club Kiwanis Advisor

Entries will be judged based on these criteria:

Section A: Describe one outstanding project your club organized in relation to the CKI Service Initiative.
75% of the total score

10 percent	Need for the Project	How did the club evaluate the need within the community for the
25 percent	Planning and Execution	List the steps taken to plan the service project and how club members were encouraged to participate in the process. Describe the event and outcome.
20 percent	Club Participation	Which percentage of club members were involved in the project? List the total service hours of planning and actual project
10 percent	Collaboration with other organizations	Describe any Kiwanis-Family involvement; work with other campus organizations, or non-profits or other organizations which
5 percent	Public Relations	Did the project receive media coverage through local television news, community newspapers or campus news sources?
5 percent	SI Focus Area	Did the project relate to the specific focus area for the respective

Section B: Club Overall Participation
25% of total score:

100 percent	Describe all projects your club participated in that relate to the Service Initiative, specify which projects utilized the CKI Service Partnerships.

iv. Entries shall be judged by a committee of convention attendees selected by the International Director in consultation with the Circle K International President.

iv. First, second and third place winners shall be selected.

v. Decisions of the judges are final

h. The ClubNewsletterAward is designed to recognize and honor those Circle K clubs that produce a high- quality newsletter on a regular basis, providing an effective communication tool for the club and its members.

i. To be eligible for this contest, clubs must be in good standing with both international and the district.

ii. The time period covered by entered newsletters shall be from April 1 to March 31

iii. One copy of each of the four (4) issues of the newsletter must be submitted with the entry form.

iv. Judging of entries shall be based on this criteria:

50 points	General Appearance
50 points	Graphic standards
60 points	Newsletter Content
40 points	Distribution

v. First, second and third place shall be awarded.
vi. All phases of the work of the publication, except for the professional services required for printing, must have been performed by a Circle K member or members who are in good standing the district and International. Non-Circle K members may act only in an advisory capacity.
vii. Entries shall be judged by a committee of convention attendees selected by the International Director in consultation with the CKI President.
viii. Decisions of the judges are final.

i. The Circle K International MemberMileContest is designed to encourage districts to bring members to the Circle K International Convention. Rules governing this contest are as follows:
i. First, second, and third place winners shall be selected based on numbers of registered Circle K members from each district at the International Convention.
iii. There are no nomination forms for this contest; every Circle K District in attendance at the CKI International Convention is eligible for automatic entry.
iv. "Member Miles" are calculated by multiplying the number of Circle K members registered for the International Convention, by the distance traveled (in miles) from a predetermined central major city within each district.
v. Guests and Kiwanis-family member attendees from each district are not included in "Member Mile" totals.
vi. The three districts with the top three "Member Mile" totals (based on the calculation of members multiplied by miles) will win first, second, and third prize (respectively). (10/03)

j. The ClubWebsiteAward is designed to recognize and honor those Circle K clubs that produce a high quality Web site on a regular basis and providing an effective communication tool for the club and its members.
i. To be eligible for this contest, clubs must be in good standing with both International and the district.
ii.Only one website may be entered by a club.
iii. All website entries must meet the minimum criteria which are:

1. A link from the Circle K International website
2. A link to the Circle K International website
3. List current club officers. Additional contact information only can be posted once each officer provides
4. Updated calendar of events
5. Contain a "What is CKI" or "About CKI" section
6. Refrain from linking Web sites not supporting the ideals of Circle K International (example: personal
7. Uses the current official logo and graphic standards of Circle K International

iv. Entries will be judged based on these criteria:

55 percent	Content and usage
10 percent	Promotion of International and District Events
20 percent	Appearance
15 percent	Organization

v. Entries shall be judged by a committee of convention attendees selected by the International Director in consultation with the CKI President (06/09)
vi. First, Second and third place winners shall be selected
vi. Decisions of the judges are final.

Section O: Conduct

1. **Conduct unbecoming** a member of Circle K is defined as any conduct that is:
   a. incompatible with the best interests of public or of members of the Kiwanis family; or
   b. Tend or threatens to harm the standing or reputation of the Kiwanis family in the local or global community.

2. A **violation** of the policy defining conduct unbecoming a member of Circle K may result in disciplinary action against the offending member. Disciplinary action can result in a private reprimand, a public reprimand, or dismissal from the organization. A private reprimand is communicated to the individual violating the "conduct policy" as a warning. A public reprimand requires notification of the district board or district governor of the individual violating the "conduct policy." Probationary status means the member in question remains a member, but is not entitled to all membership privileges. The CKI Board will determine what privileges the member on probation has on a case by case basis, including the term of the probation. Dismissal means removal from the member's office or club. For any action other than a private reprimand to be taken, the offending party is entitled to a written justification of why their conduct is considered unbecoming as defined above. (10/05)

3. Any individual receiving written notice as provided in the applicable bylaws shall be permitted to hear all evidence against him or her and be afforded the opportunity to provided evidence in his or her defense. The appropriate ruling body shall hear the evidence and determine what sanction, if any shall be imposed, and such decision shall be final.

4. **Alcoholic beverages, illegal drugs, and misuse of prescription and over the counter drugs** policy for 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.

5. **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. IndividualLevelViolation: 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. DesignatedAssessors: 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:

1. FirstViolation: 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)
2. FurtherViolations: 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)

viii. 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)

ix. 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. DistrictLevelViolation: 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.

i. DesignatedAssessors: Designated assessors for a district level violation shall be the CKI Executive committee in consultation with the CKI director and the representative of the Subregion.

ii. Notification of alleged violations must be reported in writing to the CKI President and the Director to be considered for review.

iii. Once the International President and Director have received appropriate notification, they will contact the other assessors and instruct them as to their responsibilities.

iv. The CKI Board will be responsible for the enforcement of the sanctions as submitted by the CKI Executive committee.

v. AssessmentProcedures: 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.

vi. Sanctions:

1. FirstViolation: 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.

2. FurtherViolations: 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.

vii. 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.

viii. 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.

6. **Code of Conduct**

The following CKI International Code of Conduct will be in effect at all CKI conventions and events:

a. The use of illegal drugs or the misuse of prescription and over the counter drugs will not be tolerated. (9/01)

b. The CKI Sponsored Conventions and Events Alcohol Policy, prohibiting the possession, sale, and/or consumption of alcoholic beverages during any event or situation sponsored or promoted by CKI, will be enforced at all times during the event.

c. 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. CKI will not tolerate sexual harassment.

d. There is no curfew hour; however, in consideration of others, Circle K members must be in rooms, with closed doors, by 12:30 a.m. and gatherings must be contained within the room. Loud noises and disruptive behavior will not be tolerated.
e. No campaign material will be allowed to be posted on any walls, windows, or doors. The candidate will be responsible should this occur.
f. Room assignment changes must be made by Circle K International staff members or their associates.
g. Smoking is prohibited at all general sessions, contests, workshops and caucuses. Individuals who wish to smoke must do so in the hallways and corridors as permitted.
h. Care shall be taken not to deface or destroy any property. Any damages will be paid for by the individual responsible.
i. All Circle K members are expected to conduct themselves as responsible, professional men and women and are required to attend all sessions and activities.
j. Coat and tie for men and dresses, suits, skirts and blouses or other professional attire for women are required for those sessions indicated in the event program. Slacks and appropriate casual dress (excluding jeans, cut-offs and other similar apparel) is appropriate for other functions.
k. Every attendee will respect the authority of the Circle K International Director and the Sergeant-at-Arms Committee.
l. Infractions of the code of conduct will be reported to the CKI Board or the International Director. Appropriate action will be taken for any infraction, including the dismissal of any attendee from the event at the expense of the individual.
m. The code of conduct is in effect from the moment an attendee arrives at the event until the moment he or she departs.

7. **Hazing**
   a. Club Hazing Policy: On the club level, hazing shall be defined as: Any action or situation created, whether intentional or unintentional, which produces physical or mental discomfort, embarrassment, harassment or ridicule.
      i. Such actions may include (but are not limited to) physical contact or situations which create the danger of physical injury, creation of excessive fatigue, physical and/or psychological shock, quests which infringe on the rights of others, wearing of apparel which is conspicuous and not normally in good taste, engaging in publicly embarrassing stunts, forced consumption of food and drink, and morally degrading or humiliating games and activities.
      ii. The hazing policy of Circle K International shall be consistent with the constitutional laws of the country which the club is located within, the state or territory laws or regulations on the issue, and any policies stated at the institution at which the Circle K club is located.

b. Caucuses
   i. Formal caucuses are defined as a time to interview and evaluate candidates and obtain their opinions and views on future policies for CKI. Caucus is a very important part of the CKI Convention and should be approached in a very serious and dignified manner. Governors are responsible for maintaining order in their caucuses. A smoothly run caucus permits correct analysis of information sought and obtained.
   ii. In addition to the definition above, hazing of candidates will not be tolerated during any caucusing activities. Hazing is considered to be any activity or question which does not pertain to the candidate's credibility as a prospective International officer.
      1. Questions concerning a candidate's physical ability to perform the duties of the position they seek will not be allowed.
      2. Current and past International officers are prohibited from asking questions of candidates which request information not easily available to any member of Circle K International
      3. No individual involved with a caucus shall be allowed to have physical contact with a candidate.

4. Governors, district administrators, and members of the CKI Board shall be held ultimately responsible for preventing and terminating any acts of hazing in caucuses.

c. Violations

i. Notification of alleged violations must be reported in writing to the appropriate individuals (as required below), within 72 hours of the questionable event, to be considered for review.

ii. Club Level: The following procedures shall be enforced by the district governor and the district administrator, in consultation with the sponsoring Kiwanis club and appropriate school officials. In the event that the governor is involved in the alleged violation, then he/she shall not be allowed to assess the policy violation and the district administrator shall select another member of the district board of officers to assist in the assessment. Once such allegations are confirmed, the following actions will be taken:

1. FirstViolation: The club shall be placed on suspension for a minimum of sixty (60) days, but not more than one- hundred and twenty (120) days.
   a. Suspension shall include the following:
      i. club must sponsor a campus and club hazing awareness program for the duration of the suspension club becomes ineligible for any district or international awards during any year in which the club has been suspended club cannot seat delegates at any convention during the period of their suspension but may attend the convention
   b. Within two weeks of the sanction, the district administrator shall send a letter to the International Director with copies to the sponsoring Kiwanis club, the counseling lieutenant governor, and appropriate school officials stating the reason(s) for suspension, the club involved, and the length and nature of the suspension.
2. SecondViolation: If an alleged violation occurs within twelve (12) months of the first violation, the following actions shall be taken.
   a. The club shall be placed on suspension by the district governor and district administrator until the next meeting of the Circle K International (CKI) Board. The district administrator shall send a letter to the club explaining the nature of the suspension. Said allegation shall be forwarded in writing to the International Director. During the suspension period, the club shall be considered on temporary suspension with CKI until such time as a hearing can be held by the CKI Board as provided for in Article 9 of the International Bylaws. When the CKI Board convenes to consider the violation, it shall determine an appropriate sanction. The minimum sanction shall be a six (6) month suspension and the maximum sanction shall be revocation of the club's charter.
   b. Within two (2) weeks of the CKI Board's decision, a letter stating the violations and sanctions must be forwarded by the International Director to the club found in violation, with a copy sent to the district governor, district administrator, the Kiwanis district governor, the sponsoring Kiwanis club, and the appropriate school officials.
3. FurtherViolations: If subsequent violations occur during the suspension period or within six (6) months thereafter, the alleged violation shall be reported by the district administrator to the International Director who shall act in accordance with Article 9 of the International Bylaws and these policies.
4. Grievances: Grievances of first violations may be filed with the CKI Board through the International Director within two weeks of notification. The grievances shall be reviewed by the International President and International Director to determine whether it should be considered further. If so, the club shall have the opportunity to state its case at the next meeting of the CKI Board. A decision shall then be made by the CKI Board as whether to uphold or alter the previous sanction.
   a. District Level: A district shall be in violation of the hazing policy if the board of officers condones hazing at any district event (i.e., rallies, conventions, projects, conferences, socials, fundraisers, etc.) or any other situation sponsored or promoted by the district. The district administrator, the Kiwanis district board, the CKI Board and the CKI Director shall conduct an assessment, as defined later in this policy, of the alleged violation. Once such allegations are confirmed, the following actions will be taken.

1. FirstViolation: Within two weeks of notification, a denouncement of the violation shall be issued by the International Director to the sponsoring Kiwanis district governor with a copy forwarded to the district governor and administrator.
2. The district shall be required to educate (or arrange for the education of) the clubs of the district on the topic of hazing in a manner which must be approved by the CKI Board.
3. The district shall be ineligible for any district-level awards at the International Convention following the conclusion of the administrative year in which the violation occurred.
4. FurtherViolations: If a violation occurs within twenty-four (24) months of the last violation, the following actions shall be taken:
   I. All sanctions as outlined for a district's first violation shall occur.
   II. Additional sanctions as determined by the CKI Board may be taken including the elimination of the district structure.
5. Grievances: The district may appeal the decision of the CKI board provided the Circle K district board has approval of its Kiwanis district board to request such appeal. Appeals will be made in writing to the Kiwanis International Board at its next scheduled meeting. The decision of the Kiwanis International Board is considered final.

d. Assessment

i. For club and district level violations not occurring at a conference or convention, "assessment" shall be defined as follows.
   1. First notification of the violation to the appropriate individuals must occur within 72 hours of the violation by a witness to the violation.
   2. Within five (5) days of being notified, a designated member of the individuals assigned with assessing the matter shall notify all interested parties (the accused, the notifier, and any known witnesses) of the alleged violation.
   3. All interested parties must, within seven (7) days of being notified, present to the individuals assessing the matter a letter with their respective reports of the incident, including any pertinent evidence.
   4. The individuals assigned with assessing the matter shall then evaluate all letters and evidence received and reports their decision to all interested parties within seven days of receiving said letters and evidence.
   5. Disgruntled parties may follow the grievances procedure as outlined in this policy.

ii. For club and district violations occurring at a conference or convention, "assessment" shall be defined as follows.
   1. Notification to the district administrator and the district governor or their designates must occur within 72 hours of the alleged violation.
   2. If time remains in the scheduled convention or conference, a hearing with all interested parties (as defined above) shall be held at the earliest possible time. If the convention or conference has ended prior to notification, steps b-e from above apply.
   3. During the hearing, individuals assessing the situation shall hear all involved parties and evaluate any pertinent evidence.
   4. The individuals assessing the situation must render their decision after appropriate review of the evidence but no later than 24 hours following the hearing.
   5. Disgruntled parties may follow the grievances procedure as outlined in this policy.

iii. With unanimous consent of all involved parties, the above time limitations can be amended to allow for situations in which it is impossible or extremely difficult to meet the time limitations.

Section P: Fiscal Policy and Responsibility

1. To ensure that CKI funding is at an appropriate level, the CKI Board shall:
   a. Make a thorough **evaluation** of the International Operational Plan and Budget with the intent of proposing a change in dues rate every three administrative years (beginning in the 1999-2000 administrative year). No changes in the dues rate is required during each evaluation, but is recommended, and changes in the dues

rate may also be made at necessary times between evaluations.

b. If three years after the tiered dues structure has been in effect and member nations that pay tiered dues have not increased in membership to offset the initial loss of revenue from the first year of the tiered dues structure being implemented, the CKI Board must re-examine the tiered dues system including the elimination of the policy. (10/04)

2. **Assess** International dues in regards to the following:

a. If Staff presents evidence that Circle K International is in need of a dues adjustment in the first two months of the CKI Board's administrative year, the CKI board must research and propose a feasible new dues structure. This dues adjustment will be voted upon at the next feasible International Convention allowing for proper education of CKI members in regards to a dues adjustment. (10/04)

Section Q: IRS Tax Exemption

1. CKI shall maintain a **blanket exemption** for all CKI clubs so that they may be considered exempt from income tax on funds acquired during the year.
2. All CKI clubs within the U.S. are required to file **IRS Form 990** (Return of Organization Exempt From Income Tax) with the appropriate IRS Center by February 15 each year.
3. Any club that does not raise over $25,000 during the year should merely state that on the IRS Form 990 and return it to the proper IRS Service Center.
4. Clubs must complete the **SS22-40 Form** and mail it to their IRS Center to obtain the club's "employer's identification number" (EIN) for use on the IRS Form 990. Failure of a club to supply the IRS with the number will result in the loss of the exempt status for that club.
5. After the **club is assigned an "employer's identification number,"** it must be submitted to the CKI Office. Local Kiwanis clubs can help in securing and completing the necessary forms. The CKI club, as far as the Circle K International exemption is concerned, cannot substitute a school employer's identification number in place of securing its own registered number.

Section R: Insurance

1. In the U.S., Canada, and the Caribbean, Kiwanis International has a program of Comprehensive General Liability for Kiwanians, which also covers CKI clubs and their members when involved in a Kiwanis-family activity. The policy is intended to provide legal liability insurance for sums which insurers may become legally obligated to pay as damages to third parties for bodily injury or property damage arising out of Kiwanis-sponsored functions or activities.
2. The provisions of the policy apply to most normal liability exposures of CKI clubs, including all their functions and activities. Claims arising out of liability for operation, use, or maintenance of aircraft are excluded. More information may be obtained from the Kiwanis International Office, where the master policies are on file.