

Circle K International Vice-President Service Agreement

All members of Circle K International who wish to serve as International Vice-President agree to the following contract. It is understood that failure to observe the following agreement will result in disciplinary action and possible removal from office in accordance with the Circle K International Constitution and Bylaws. This contract outlines the minimum requirements that an officer must maintain to remain on the International Board.

The International Vice-President agrees to do the following during his/her term in office:

1. Ensure that you and your club remain in good standing with the International and district organizations throughout your term as International Vice-President.
2. Perform all duties and responsibilities as specified by the International Bylaws, Article 14, Section 2.
3. Attend the training conferences for newly elected International Officers following the International Convention at which he/she is elected.
4. Attend the Governors/Administrators Training Conference (GATC) and be prepared to support the International president and all members of the International office present, as needed.
5. Attend the International Convention at the end of his/her term in office.
6. Attend all portions of all official International Board Meetings as indicated in the Circle K International Procedures Code.
7. Be responsible for preparing minutes or synopses of all official International Board Meetings and submitting them to all members of the International Board, the International Director and the Kiwanis International counselor to Circle K within fifteen days of the reported meeting.
8. File reports as requested by the International president and/or the International Director with copies to be sent to the appropriate persons. These shall include the following:
 - a. Monthly expense vouchers within one month of the allowed expense.
 - b. Monthly International Officer Reports by the 20th of each month. (10/02)
9. Serve as editor of International Speaking, Circle K International's official newsletter for club presidents.
 - a. Work with International staff to set up deadlines for the submission of the newsletter.
 - b. Assign articles and deadlines to International officers and other potential contributors.
 - c. Edit articles.
 - d. Determine positioning for newsletter, and submit articles and suggested positioning to International staff by deadline.
10. Serve as an ex-officio member of all standing International committees and ad hoc committees.
 - a. Provide direction and guidance to committees during meetings and through bi-monthly teleconference calls with committee chairs to help keep the committee on-track and on-task.
 - b. Regularly attend meetings of all standing committees. Attend meetings of the ad hoc committees when possible.
11. Carry out all board committee assignments.
 - a. Serve as a member and communications chair of the Executive committee, preparing minutes or synopses of each meeting.
 - b. Correspond with other committee members.
 - c. Meet deadlines.
 - d. Keep everyone informed.
 - e. Prepare articles for publication as requested by International president and/or International Director
 - f. Prepare agenda and exhibits for committee board books and meetings.
 - g. Supervise and serve as an ex-officio member on all International committees, except the executive committee.
 - h. Compile an update of International committee activities and accomplishments by the 25th of each month. This update will be made available to the general membership.
12. Be familiar with and abide by the Circle K International Policies and Procedures, the Constitution and Bylaws, all other Circle K International materials, and the Kiwanis International Policy and Procedures concerning Circle K International.
13. Send copies of all correspondence to the International President and International Office.
14. Submit, by the deadline established, all reports distributed or requested by the International president, assigned staff liaison, chair of his/her assigned committee.

15. Make official president/vice-president visits to districts as necessary and upon the request of the International president and/or director of Circle K International.
 - a. Submit official visit report within two weeks of the visit.
16. Serve as moderator of the email reflectors for the district secretaries/treasurers, district editors, and district lt. governors as well as moderator of the CKI Business reflector and CKI social reflector.
17. Attend the Circle K International Council Meeting normally held in conjunction with convention.
18. Perform other such functions as may be called upon from time to time by the president or Director.

Violations of this contract shall lead to disciplinary action according to the following guidelines:

- a. Initial coaching meeting via telephone with the International President, International Director, and International Vice-President within five (5) business days of notification of the Board Member that an infraction as occurred via telephone, e-mail, or mail.
- b. First warning and meeting via telephone with the International President, International Director and International Vice-President to review performance.
- c. Second warning and meeting with the International President, International Director and International Vice-President to review performance.
- d. Removal from the International Board by a 2/3 vote of the Circle K International Board of Representatives.

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Provided all of the above conditions are met, the International Vice-President will be reimbursed for eligible expenses. If they are not met, the Vice-President will not be reimbursed for her/his expenses, and the Director reserves the right to place the Vice-President on probation (limited board member activity) until s/he has met these conditions.

You must be willing and made aware that you will be spending your own money on various occasions as noted in CK #10: Kiwanis International Policies Concerning the Functioning of Circle K clubs. The above will constitute the limit of payment to be made to an International Vice-President in the discharge of her/his duties, unless otherwise authorized by the Kiwanis International Board.

Please print or type this following information:

Name _____

Member ID # _____

Circle K Club _____

District _____

I have read the Circle K International Vice-President Service Agreement outlining the minimum duties and responsibilities of the International Vice-President, and I am willing and able to faithfully execute the duties of the office.

Signature _____ Date _____

This agreement has also been reviewed and is understood by the following:

District Administrator _____ Date _____

Director of Circle K International _____ Date _____

The following attests that this individual is a Circle K member in good standing and has met the minimum membership requirements of his/her home club/chapter.

Home Circle K Club President _____

Club President Signature _____ Date _____

Official letter from University should be included with Service Agreement.