

# Circle K International February-March 2021-22 Board Book

Table of Contents

I. International Finance Committee 12/9/20 Meeting Minutes	P. 3
II. Circle K International December Board Meeting Minutes	P. 4
III. Circle K International January Board Meeting Pt. 1 Minutes	P. 12
IV. Circle K International Trustee Election Meeting Minutes	P. 14
V. International Service Committee Tomorrow Fund Meeting Minutes	P. 15
VI. Circle K International Council Meeting - January	P. 18
VII. Circle K International Winter Board Meeting Minutes	P. 22
VIII. International President Updates – Kyle Lank	P. 26
IX. International Vice President Updates – Leah Reiser	P. 28
X. International Trustee Updates	P. 30
XI. International Committee Updates	P. 40
XII. Appendix	P. 54
A. Appendix I	P. 54
B. Appendix II	P. 69
C. Appendix III	P. 71
D. Appendix IV	P. 72
E. Appendix V	P. 119
F. Appendix VI	P. 121
G. Appendix VII	P. 134

## International President Update - Kyle Lank

---

### **Current Projects**

- 

### **Events & Meeting Attendance**

-

## International Vice President Update - Leah Reiser

---

### Current Projects

- 

### Events & Meeting Attendance

- Calls with CKI Staff
- Research and Finance Committee Meetings
- Office Hours
- Governing Documents Work Session
- February Executive Committee Meeting
- Membership Experience Service Subcommittee Meeting
- International Chair Calls
- Diversity, Equity, and Inclusion Coalition Meeting
- Global Development Committee Meeting
- February Advisor Call
- Chair 1:1's
- Georgia Kiwanis Division 7 Rally
- Membership Experience Kiwanis Family Subcommittee Meeting
- International Trustee Caucus and Election
- Membership Experience Committee Meeting
- February Georgia Southern Club Meeting
- Events and Awards Committee Meeting
- GATC Planning Call
- New York Key to College Event
- Sea-Cow Sistrict Event
- Governing Documents Committee Meeting
- Meeting with Taiwan CKI

- 
- Interview with Adrianna
  - International Chair Meetings
  - Boost Grant Meetings
  - New Trustee Introductory Meeting
  - Capital District Convention Workshop Planning Meeting
  - Georgia CKI District Convention
  - Georgia Key Club Key to College Workshop
  - Georgia Southern Club Meeting
  - International Convention Service Planning Call
  - Capital CKI District Convention
  - I-Council Summit Planning Meeting
  - Cost Benefit Analysis Meeting
  - I-Council Summit
  - International Convention Meetings
  - GATC Planning Call
  - March International Board Meeting
  - Georgia Kiwanis Board Meeting
  - Georgia Kiwanis Mid-Winter
  - Editor Training Planning Call
  - March District Administrator Call
  - Membership Experience: Membership, Development, and Education Subcommittee Meetings
  - International Awards Work Sessions
  - Governor Transition Forum
  - New Year's Party

## International Trustee Update - Madeline Eichorn

---

### **Current Projects**

- 

### **Events & Meeting Attendance**

- 
- 


## International Trustee Update - Chelsea Jordan

---

### **Current Projects**

- Cool School Training Sessions 1+2 (promoting, hosting, and creating the training)
- Held CCORE

### **Events & Meeting Attendance**

- 
- Global Development Committee Meetings
  - Kat + Colton Collaboration Call
  - December Governor Group Call
  - December Governor Social
  - Policy Code Meeting
  - Zoomates 2.0 Call with Austin
  - December Trustee Collaboration Session
  - Global Development Committee One on Ones with Brandon
  - December Executive Committee Meeting
  - Latin America Meeting with Erick + Ethan
  - December International Board Meeting
  - Tana one on ones
  - Caribbean call with Ronan
  - Governor one on ones
  - January International Board Meeting Part 1
  - January Executive Committee Meeting
  - Cool School Training Finance Session
  - CNH Governor District Board Planning Call
  - January Governors' Forum
  - Trustee Election
  - Ohio CKI Board Meeting
  - Cool School Training Sustainability/Final Session
  - Ohio Candidate's Meeting
  - CNH Board Bonder
  - WASH-a-Thon Meeting
  - January International Council Meeting
  - Eastern Canada Club Charter Meeting
  - International Board Game Night
  - Global Development Committee two on ones
  - CCORE Governor Meeting
  - Winter International Board Meeting
  - GDC January Social
  - Call with Colombia DA

## International Trustee Update - Tyler Kearns

---

### **Current Projects**

- Conducted Alumni research on a per district basis
- Worked with Rocky Mountain in collecting dues, boost grant support, and District Convention Planning
- Worked on edits to the upcoming Club Sponsorship Project
- Assisted Panama in their work to become a Circle K International district
- Discussions with the Executive Committee and the International Board
- Assisting in New York District Convention
- International Award preparation

### **Events & Meeting Attendance**

- |  |  |
|--|--|
| • Research and Finance Committee Meetings                | • Trustee Collaboration Session              |
| • December International Board Meeting                   | • Winter Board Meeting                       |
| • St. Lawrence home club meetings                        | • Rocky Mountain DCON Meeting                |
| • St. Lawrence officer meetings                          | • Rocky Mountain Boost Grant Meeting         |
| • New York Conferences and Conventions Committee Meeting | • Governing Documents Committee Work Session |
| • Panama Meeting   | • Service Partner Discussion                 |
| • Governor 1on1's  | • COVID-19 Events and Discussion             |



## International Trustee Update - Alissa McIntyre

---

### **Current Projects**

- 

### **Events & Meeting Attendance**

- CKIx Committee Meetings
- Governor one on ones
- Zoom-mates 2.0 Call
- December International Board Collaboration Session
- December International Board Meeting
- CKIx + Service Meetings
- 2-on-1 check-ups on committee members
- DEI Task Force Meetings
- Caribbean District Board Meeting
- Caribbean District social
- Kiwanis Family Networking Event
- Trustee Election
- Winter International Board Meeting

## International Trustee Update - Liz Seviny

---

### Current Projects

•

### Events & Meeting Attendance

- Charter Task Force Meetings
- COVID-19 Events Discussion
- Trustee Collaboration Session
- Northampton Key Club Clothing Drive
- Sistrict
- Carolinas District Interview Filming
- International Board Office Hours
- Policy Code Restructure Meetings
- December Trustee Collaboration Session
- Supplemental Office Hours
- Governor one on ones
- Carolinas District January Board Meeting
- PNW District January Board Meeting
- Alumni Task Force Meetings
- WASH-a-thon Brainstorming Meeting
- International Board Social Night
- January International Council Meeting
- CKIx and Finance Committee Collab Session
- Alumni Task Force X KFR Committee Meeting
- January International Board Meeting Pt. 1
- Winter International Board Meeting
- Tana and Joey Office Hours
- Alumni Task Force Check Ins
- New International Trustee Election
- Sister District Spring Start Up Kit Release
- Sister District Rebrand Release
- Sister District Advocacy Days

## International Trustee Update - Katelyn Van Buren

---

### Current Projects

- 

### Events & Meeting Attendance

- February Board Meeting
- February 1:1 With Pennsylvania
- February 1:1 with New England
- Membership Experience Committee Meeting
- Kiwanis Family Subcommittee Meeting
- February Governor Forum
- Capital District CKI Meeting
- Service Project Meeting
- Winter Board Meeting
- Sister District Governor Meeting
- Executive Board Meeting
- March 1:1 with Pennsylvania
- March 1:1 New England
- Pennsylvania Board Meeting
- March Governor Forum
- New England District Convention
- Montana House of Delegates
- Meeting with Jennifer Heathcox
- International Convention with Wisconsin Upper-Michigan

## International Trustee Update - Jonathan Varano

---

### **Current Projects**

- 

### **Events & Meeting Attendance**

- Kiwanis Family Relations Committee Meetings
- January International Board Meeting Part 1
- Winter International Board Meeting

## International Trustee Update - Isabelle Wang

---

### **Current Projects**

- Sharing instagram posts between districts
- Preparing for LATAM Governor Call
- Starting to think about transitioning

### **Events & Meeting Attendance**

- |   |  |
|---|--|
| • Kiwanis Family Relations Committee Meetings | • January International Board Meeting Part 1 |
| • December International Board Meeting        | • Winter International Board Meeting         |

## Membership Development & Education Committee Update - Alissa McIntyre

---

The Membership Development and Education Committee has worked on many long-standing projects that have occupied a considerable amount of time for the Committee. The heavy focus on District Convention Presentations has kept our Recruitment and Retention Specialist, Brooke, very busy throughout our down time. Our Member Benefits Specialist, Jonathan, has been collaborating with Brooke to organize these. We have been working continuously to prepare ourselves for the upcoming semester and all of the projects assigned by the international board.

We have undergone a change in leadership that has halted a few projects for the Membership Development and Education Committee. In mid-December, our International Trustee Liaison resigned, requiring the International Board to elect a new Trustee. During this time, International Vice President Joey Cain stepped into the position as interim Trustee Liaison for the Membership Development and Education Committee. Following the election of the new International Trustee, we had to restructure our committee to



accommodate for the new position and appointed our Chartering Specialist, Deanna Fisher, to the position of Vice Chair of the committee. Since all of these factors happened at the same time, we had to postpone our February recruitment drive. Despite this, we are looking forward to many possible collaborations and to continue our success!

## Global Development Committee Update - Brandon Ramirez

---

### **Introduction**

This report includes a summary of the progress that the Global Development Committee has accomplished in the months of December and January. The report consists of the following information.

1. Projects Worked on by Committee Chair: Brandon Ramirez
2. Projects Worked on by the Committee
3. Collaborations that occurred with other committees

### **Committee Chair Projects**

1. Italy-San Marino Kiwanis/CKI Meetings: Attending meetings with Italy in an effort to assist KIEF in chartering and actively getting the image of CKI in Europe
2. Chartering Planner: Organized rough goals for ambassadors to plan out outreach to universities and students across the countries they oversee. Set to release in March-April

## Committee Projects

1. Asia Pacific Region
  - a. Taiwan Districting: Sofia has been working with Taiwan to have updated bylaws and final details in preparation to create a new district in CKI
  - b. Philippines Support: Sofia has been supporting and helping out Philippines clubs with any support they need regarding membership dues
  - c. Translation: Nancy has been working with Nepal to support them in their application for the Tomorrow Fund
  - d. Korea/Australia Outreach: nancy has been working to reach out to Kiwanians and other college student contacts to seek opportunities for charters
  - e. ASPAC Conferences: Sofia and Nancy are planning small conferences for countries within the ASPAC region in an effort to connect clubs
2. European Region
  - a. Italy-San Marino Meetings: Sarah has been reaching out to the Kiwanis and CKI Chapters in Italy in an effort to charter and recharter in the region, and help get the CKI image to spread in Europe, as it is not a well-known branch out there
  - b. Belgium-Luxembourg Outreach: Sarah has been reaching out to Universities, Erasmus, and Kiwanians as she is currently abroad to see if she can get some interest in chartering a club
3. Latin America Region
  - a. LATAM DCON: Erick has been working with Trustee Maria and Trustee Ethan to hold a conference for the LATAM chapters to learn from one another and create a sense of community among the region in this virtual environment
  - b. Translation: Erick has been working with Joey to push for more resources to be translated into Spanish from the international website

## Service Committee Update - Matt Wade

---

### **Chair Projects**

1. Revamping the Community Analysis Tool by collaborating with the DEI Task Force Chair and seeking counsel from the Research and Development Committee
2. Outline for a possible advocacy workshop for future presentations
3. Working on a resource on the definition of a service hour
4. Preparing GATC Service Video
5. Preparing for March Water Madness Mixer

### **Committee Projects**

1. Preparing 2 different proposals for workshops for the Road to CKIx workshop series
2. Creating resources for the 4 service initiatives: awareness day PR kits, simple service project guides, and service initiative sub-topic presentations
3. Creating and publishing monthly newsletters on WASH and the service initiatives
4. Planning monthly social media campaigns to engage more members with the service initiatives
5. Preparing to host an internationally sponsored event for March Water Madness on World Water Day, 3/22



### **Committee Collaborations**

1. GDA: Creating a resource for club and district secretaries about the definition of a service hour to educate them on what events can be reported
2. Finance: Co-hosting a service project grants workshop for Road to CKIx
3. CKIx: Planning an on-site continuous service project room, and the possibility of needing virtual service projects for CKIx
4. DEI Task Force: Working on revamping the Community Analysis Tool as well as planning any advocacy-related activities such as social media campaigns or a workshop

### **Governing Documents Committee Update - Leah Reiser**

---

The Governing Documents and Awards Committee has been continuing nearly all of the projects from their previous update, bringing many policy code amendments to the January International Council Meeting and preparing for bylaw amendments for International Convention. See below the October-November Update:



## Chair Projects

1. Myself, Hannah, Joey and Tana met with Jeff and Diana to go over the current Policy Code and Bylaws.
2. Began to explore the idea of having an Advisory Committee to help with the transition of the committee for the next few years.
3. Worked with the Global Development Committee to look over Bylaws for Taiwan
4. Myself and Hannah helped Districts with amendments they would like to propose.

## Committee Projects

1. We began to look at the Policy Code and Bylaws to eliminate grammatical errors.
2. Started working on Amendments to the Policy Code to be presented at the January International Council Meeting.
3. Began to restructure the Policy Code which will be presented to the International Board.
4. Began to go through our Bylaws to identify any possible amendments that are needed.
5. Started to create a resource for Districts who will have a Virtual House of Delegates.
6. We began editing the 2020-2021 Awards to make adjustments due to COVID-19.
7. The point value for awards was changed from 150 points to 100 points for all awards except Club Achievement.
8. Developed Awards Trackers that District Board members can use to keep track of their awards progress.
9. Created the 2020-2021 Awards Manual which covers what has changed for the awards as well as the steps to apply for awards and their due dates.
10. Began to think of ideas for new awards for the 2021-2022 term.
11. Will soon start looking at the Standard Form for Bylaws to make it easier and more efficient for districts and/or clubs to use.



## **Committee Collaborations**


1. There was a collaboration with the Global Development Committee to look over the bylaws for Taiwan.
2. There was a collaboration with the Service Committee to make the Policy Code section regarding Service Hours clearer.
3. There is a current collaboration with the CKIx Planning Committee where we are looking at hosting a workshop during their workshop event.
4. We are currently looking at more collaborations with other committees to make sure the Governing Documents accurately reflect the direction that the organization is headed,

## Kiwanis Family Relations Committee Update - Annamarie McGuire

---

### **Chair Projects**

1. Assisting my committee member working on Kiwanis Mentorship Program
  - a. Discussing and reviewing the materials that already existed for the program.
  - b. Established a timeline to complete all materials for publication.
2. Committee One-on-Ones

- 
- a. Hosted meetings with each committee member individually at least 2 times during the month of December/January to check in on their project progress and assess what kind of projects and work they would like to do moving forward.
  3. Discussion with International Vice President and Liaison
    - a. Held multiple conversations with the International Vice President and Liaison to determine the future path of the committee and outline the work that the committee can do moving on this year.
    - b. We also discussed the work that the committee can do in future years.
  4. I-Board Meeting Presentation
    - a. Worked to prepare for the I-Board meeting at the end of January.
    - b. Created a Powerpoint to explain all of the work the committee has completed, what is a work in progress and where the committee is going moving forward.

## **Committee Member Projects**

1. K-Family Map
  - a. Establishing a uniform Kiwanis Family Map to allow clubs to connect with the Kiwanis Family counterparts in their college area.
  - b. It was determined this project was too complicated and time consuming to be completed in coordination with the Kiwanis Staff so it was not further pursued.
2. Tips & Tricks for Hosting a Virtual College Preview
  - a. This project was started to help provide tips and tricks for clubs to host a virtual preview of their college and of their club via social media or zoom.
  - b. This project is looking to help clubs connect with their local Key Clubs and to connect with incoming students to their college.
  - c. The committee project was completed and was set to further review and discussion of potential future paths with this work.
3. Key Club Senior Night
  - a. The committee completed a presentation, established Q&A panel questions, created a Kahoot! Quiz and the sign-up formstack questions.
  - b. The presentation and sign-up formstack questions were sent on to the communications team for review.
  - c. The Event is planned for April 18th, 2021.

#### 4. Kiwanis Mentorship Program

- a. Revising resources based on the requirements needed from Communications.
- b. Committee members working on this project had to step down from the committee. They created a singular working document outlining what was left to be completed and what future work that should be done.

#### 5. Passion Projects

- a. Each member began working on individual passion projects and establishing ideas that they would like for the committee to work on.
- b. These ideas also were projects/events that the Kiwanis Family Relations Committee could present during future service years.
- c. They were also beginning working documents for ideas of how Districts/Clubs could use their project ideas like a K-Family Livestream for fundraising, Pen Pals, and Kiwanis Family Connections.

### **Committee Collaborations**

#### 1. CKIx

- a. "Road to Austin" Webinar
  - i. The committee is working the CKIx and will be working on a webinar presentation on how to connect with the different branches of the Kiwanis Family.
  - ii. The Webinar has an outline created and established.
  - iii. We are looking to be meeting and talking about the outline in the coming months.

#### 2. Service

- a. Kiwanis Family Service Project List
  - i. This list is designed to be broken down by Kiwanis Family branches to allow clubs to find ideas of different service projects that they can do both virtually, socially distanced and in-person without restrictions with the individual branches
  - ii. The Service Committee has reviewed this project and this document will be looked over one more time by the KFR Committee before being passed on to Communications for Review.

## Finance Committee Update - Amanda Lang

---

### **Chair Projects**

1. Dues proposal
  - a. Led discussions and previous survey research on current dues structure and shift towards per-member system.
  - b. Since it was determined that the charter fee had little impact on club health based on 5 years' data, the charter fee will be tabled for after the standard dues proposal is set.
  - c. Preliminarily investigated whether or not a hybrid plan would be feasible with new payment system

- 
2. Facilitated communication for Road to CKIx “Funding for Tomorrow” workshop

### **Committee Projects**

1. Analysis of whole-membership survey
2. Club outreach
  - a. Further refined topics covered for Personal Finance workshop led by a professional from Edward Jones (May)
  - b. Outlined CKIx “Funding for Tomorrow” workshop outlined and drafted presentation
3. GATC format related to finances
  - a. Completed and sent out GATC survey to immediate past governors
  - b. Wrote GATC questions and received feedback from current governors through the Monthly Report Forms
4. Membership models
  - a. Refined models and began ensuring code functions properly
  - b. Received district board size data from governors and district administrators.

### **Committee Collaborations**

1. CKIx/Finance fundraising resource package
  - a. Discussed possibilities of long-term funding
  - b. Created application questions to apply for a CKIx scholarship, which will target general members who have never attended a CKIx before
  - c. Planned logistics of what a CKIx scholarship would cover (at least half of the registration fee)

## CKIx Committee Update - Isabelle Wang

---

### **Chair Projects**

1. Improving committee communication and dynamic through monthly socials and open communication lines
2. Host 2-1/2s every month to do check-ins and answer questions
3. Socials for the committee
4. Meeting with I-Board and Kiwanis about CKIx updates

### **Committee Projects**

1. Applications
  - a. Host Committee Application
  - b. Team Guardian Applications
  - c. Workshop Applications
  - d. Talent Show x Culture Night Applications



2. "Road to CKIx" Webinars
  - a. One per international committee with a collaboration between the Service and the Finance committee
3. CKIx/Zoom Buddies Collaboration
4. Zoom Resource for Virtual Workshops (webinars)
5. Culture Night/Talent Show
6. Job Fair/Networking Session with Local Kiwanians

### **Committee Collaborations**

1. CKIx Long-Term Financial Assistance Fund with Finance Committee
2. CKIx Fundraising Resource with Finance Committee
3. CKIx Service Projects with Service Committee
4. Translating CKIx documents with Global Development Committee

### **Research & Development Committee Update - Emily Fox**

---

The Research & Development Committee Chair has not given an update for December/January. A large scale research report will be published in the coming months which will reflect the committee's progress. Please direct any questions to International Vice President Joey Cain ([vicepresident@circlek.org](mailto:vicepresident@circlek.org)).

## Appendix

---

### Appendix I

#### Governing Documents & Awards Committee Amendments (12/21/20)

**Amendment #1:** Section B Paragraph 2b

Reasoning: This gives the International Council the opportunity to help shape the vision of Circle K International. It is the hope that this will allow decisions to better reflect clubs and their members.

Amendment:

1. Duties and Responsibilities of the CKI Board of Trustees
  - a. The CKI Board, **with input from the International Council**, 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.

**Amendment #2:** Section B Paragraph 3c

Reasoning: This tells us who actually decides when a material needs to be translated and provides firmer wording. This will allow for further resource accessibility to clubs whose first language isn't english.

Amendment:

c. English shall be the official language of CKI for literature, printed materials, and communications to all clubs. Communications and resources ~~should~~ **may** also be issued in other languages when ~~needed~~ **deemed necessary by the CKI Board and/or the International Global Development Committee.**

**Amendment #3:** Section B Paragraph 5c

Reasoning: The Service Committee is a standing committee that has expertise in the service initiatives. It makes sense to put their expertise to use when determining promotion and member engagement.

Amendment:

c. Member engagement with the Service Initiatives shall be recommended and promoted by the CKI Board, **the International Service Committee**, and District Officers as appropriate.

**Amendment #4:** Section C Paragraph 1a

Reasoning: In order to make the Policy Code easier to read we reformatted the section below to a list format.

Amendment:

~~a. 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, the 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.~~

- a. A district of CKI shall be governed by:
- i. the CKI Bylaws,;
  - ii. the CKI Standard Form for District Bylaws,;
  - iii. the District Bylaws and official policies of said district,;
  - iv. the District Bylaws and official Kiwanis policies of equivalent Kiwanis district
  - v. the official policies and procedures of Kiwanis International.

**Amendment 5:** Section C Paragraph 1b

Reasoning: Currently both this and the documents a CKI District are governed by are in one paragraph. This amendment serves to separate those two so that it can be more easily seen. The wording is the same as previously mentioned; it

has just been moved so it is Section C Paragraph 1b instead of a part of Section C Paragraph 1a.

Amendment:

- b. 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.

**Amendment 6:** Section C Paragraph 2a

Reasoning: In order to make the Policy Code easier to read we reformatted the section below to a list format.

Amendment:

~~a. The CKI district board shall study ways and suggest means for building and strengthening CKI clubs saw in the district. Relevant CKI club activity and administrative suggestions should be disseminated in various forms to all CKI clubs in the district as a service of the CKI district. The development, distribution, and control of the CKI district directory are the responsibility of the CKI district board.~~

- a. The CKI district board shall be responsible for the following:
  - i. to coordinate the projects of member CKI clubs;
  - ii. to strengthen and extend CKI in the district;
  - iii. to increase the fellowship and cooperative efforts of the clubs within the district;
  - iv. to provide the goods and services necessary for the welfare of the clubs and individual members;
  - v. to promote participation of the clubs within the district in the general objects, programs and policies of the district and of CKI; and
  - vi. to study ways and suggest means for building and strengthening CKI clubs in the district;
  - vii. to disseminate relevant CKI club activity and administrative suggestions in various forms to all CKI clubs in the district;
  - viii. to organize the development, distribution, and control of the CKI district directory are the responsibility of the CKI district board.
    - 1. The CKI district directory is a list of all club leadership and advisors within the district.

**Amendment 7:** Section C Paragraph 3a and Section C Paragraph 3b

Reasoning: In order to make the Policy Code easier to read we reformatted the section below to a list format.

Amendment:

## Amendments to District Bylaws

~~The process for approval of amendments to district bylaws shall be as follows:~~

~~a. Amendments approved by the delegates of a House of Delegates should be submitted to the CKI office, with verification of the approval of the Kiwanis District Board of Officers. (10/20)~~

~~b. All amendments approved by the delegates of a district House of Delegates and the Kiwanis District Board of Officers, upon submission to the CKI Office, shall first be reviewed by the International Director. (10/20)~~

~~————— i. The amendments shall then be submitted to the CKI Board for review and ——— action at the next available meeting. Amendments submitted 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 the board meeting. (10/20)~~

~~c. The CKI Executive Committee shall modify the Standard Form for CKI District Bylaws (as necessary) to conform to amendments to the Bylaws and Policy Code of Circle K International, along with amendments approved by the CKI Board. Such changes shall be reported to the CKI Board at the next available meeting. Each district shall be notified of the changes and given sixty (60) days after notification to incorporate the changes into its district bylaws. Changes made to district bylaws through this process will not require approval by the district House of Delegates.~~

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

i. Amendments approved by the delegates of a District House of Delegates should be submitted to the CKI office, with verification of the approval of the Kiwanis District Board of Officers. (10/20)

ii. All amendments approved by the delegates of a District House of Delegates and the Kiwanis District Board of Officers, upon submission to the CKI Office, shall first be reviewed by the International Director. (10/20)

1. The amendments shall then be submitted to the CKI Board for review and action at the next available meeting. Amendments submitted 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 the board meeting. (10/20)

b. Standard Form for CKI District Bylaws

i. The CKI Executive Committee shall modify the Standard Form for CKI District Bylaws (as necessary) to conform to

amendments to the Bylaws and Policy Code of Circle K International, along with amendments approved by the CKI Board.

- ii. Such changes shall be reported to the CKI Board at the next available meeting. Each district shall be notified of the changes and given sixty (60) days after notification to incorporate the changes into its district bylaws.
- iii. Changes made to district bylaws through this process will not require approval by the district House of Delegates. (6/14)

**Amendment 8:** Section C Paragraph 4

Reasoning: In order to make the Policy Code easier to read we reformatted the section below to a list format.

Amendment:

~~4. District Strength~~

~~a. The District Strength Assessment is a non-punitive program that helps both districts and Circle K International officers determine the strength and weaknesses of districts from year to year. A Self Assessment questionnaire will be given and reviewed every year at the Governor's and Administrator's Training Conference including but not limited to the following categories: Service hours, Kiwanis Family Relations, Interclub events, District events, District membership, and District growth along with a midterm assessment given in October. (6/16)~~

1. District Strength

- a. The District Strength Assessment is a non-punitive program that helps both districts and Circle K International officers determine the strength and weaknesses of districts from year to year.
- b. A Self-Assessment questionnaire will be given and reviewed every year at the Governor's and Administrator's Training Conference
- c. along with a midterm assessment given in October.
- d. Categories to be included in the District Strength Assessment may include but are not limited to the following:
  - i. Service hours;
  - ii. Kiwanis Family Relations;
  - iii. Interclub events;
  - iv. District membership;
  - v. District growth

**Amendment 9:** Section D Paragraph 1

Reasoning: In order to make the Policy Code easier to read we reformatted the section below to a list format.

Amendment:

### ~~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 may be elected to active membership in said club, satellite club or multiple school club. The minimum requirements for membership are 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. (10/20)~~

~~b. Membership shall become inactive when the above enrollment requirements are not met during the academic year. The member's host institution shall define an academic year. In the event of a member's graduation, membership will cease on September 30th. For members in Regions 1 and 2, the student must be enrolled for at least part time status to be eligible for membership.(10/19)~~

### 1. Membership in Clubs

a. Any student that can uphold the objects of Circle K International and and, who is officially enrolled in a college, university, vocational, or trade school, may be elected to active membership in said club, satellite club or multiple-school club.

i. The minimum requirements for membership are set by the CKI Bylaws and in the bylaws of the respective club. In no instance shall a local club place a "maximum" limit on its membership. (10/20)

b. Membership shall become inactive when the above enrollment requirements are not met during the academic year. The member's host institution shall define an academic year. In the event of a member's graduation, membership will cease on September 30<sup>th</sup>. For members in Regions 1 and 2, the student must be enrolled for at least part time status to be eligible for membership.(10/19)

### **Amendment #10:** Section D Paragraph 2a

**Reasoning:** The word student is not a necessary addition as the word member would mean they meet all membership requirements needed.

### **Amendment:**

#### 1. Transfer of Membership

a. When a ~~student~~ member from one CKI club transfers ~~between institutions from one school to another~~ with another CKI club, in good standing, the individual may have the membership transferred upon the following conditions:

### **Amendment 11:** Section G Paragraph Fi1

**Reasoning:** The intention of this change is to not change the purpose of endorsement but to delete unneeded words and simply wording.

Amendment:

i. Purpose of Endorsement 1. An official endorsement is an acknowledgement that a club, club board, district board, and/or district House of Delegates believes the candidate is qualified to hold the position they are seeking. The said body supports the candidate's goals, ideas, and campaign for International Office. ~~and it wishes them the best of luck.~~

**Amendment 12:** Section H Paragraph 1

Reasoning: To clarify this section and make it more succinct. The intention of this change is not to relieve any responsibilities of the officers, but to make the document easier to navigate.

Amendment:

1. Submission of Report

By the 15<sup>th</sup> of every month, the governor will submit a monthly report form regarding his/her district to the international board.

a. Purpose

- i. ~~These report forms serve as another way each governor can contact the international board.~~
- ii. ~~These reports allow governors to reflect on their districts, request help as needed, and inform their international board of their needs.~~
- iii. These report forms are meant to be succinct but include information such as large upcoming events, service hours, board meetings, and contact from the international board.

a. Review

- i. ~~The respective International Trustee, International President, and International Vice President will review these reports by the end of every month.~~
- ii. ~~The International President and International Vice President may contact each governor as needed focusing on administrative, communicative, and service aspects of the report. (6/14)~~
- iii. The International Trustee will holistically evaluate each monthly report form, contact his/her governors, and effectively adapt his/her actions to his/her districts' needs.

**Amendment 13:** Section I Paragraph 1 aii2

Reasoning: To clarify the responsibility of the task. This also ensures that the board member in violation will be called, which should increase the likelihood of the board member in violation becoming aware of their status.

Amendment:

- 2. ~~It is suggested, but not required, that~~ The Board



Member in violation shall also be contacted via telephone by the International President or International Vice President.

**Amendment 14:** Section I Paragraph 1ai

Reasoning: All CKI Board Members should be members of good standing.

Amendment:

- 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.

**Amendment 15:** Section I Paragraph 6ai

Reasoning: All CKI Board Members should be members of good standing.

Amendment:

- ii. 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.

**Amendment 16:** Section I Paragraph 6bi

Reasoning: To clarify the intent of the section, which is titled: "Notification Process

Notification of the International President, International Vice President, and International Director:"

Amendment:

- i. In a timely manner, the International President, International Vice President, and International Director shall be sent, via electronic mail or facsimile, of any official complaints. If the notification is sent and it is determined that the International President, International Vice President, and International Director ~~candidate in question~~ did not receive such communication, then they ~~person in violation~~ will be sent a notification through certified mail within three (3) days. (6/15)

**Amendment 17:** Section I Paragraph 6ci and 6cii

Reasoning: To clarify the responsibility of the task and ensure the documents are properly maintained.

Amendment:

- ii. The Following Items shall be documented by the International President:
- ii. Documentation storage:  
All documentation shall be recorded at the International Office and maintained by the Circle K International Staff in a

non-editable format.

**Amendment 18:** Section I Paragraph 1bi and Paragraph 1bii

Reasoning: To clarify the responsibility of the task and ensure the documents are properly maintained.

Amendment:

- iii. What is to be Documented
  - 1. A record of all required notifications shall be made by the International President.
  - 2. Materials that support the existence of a violation shall be recorded.
- iv. Documentation Storage:
  - 1. All documentation shall be recorded at the International Office and maintained by the Circle K International Staff in a non-editable format.

**Amendment 19:** Section J Paragraph 4f and g

Reasoning: To ensure that the language allows for a situation where the International President's position is under question.

Amendment:


- f. 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~~ chair of the elections board may break the tie.
- g. For two candidates: The ~~president~~ chair of the elections board may break a tie.

**Amendment 20:** Section K Paragraph 1 and Paragraph 2

Reasoning: To clarify the meaning of advocacy in relation to service projects.

Amendment:

- 1. Service Project Definitions
  - a. A voluntary act is one for which no payment is received for a service rendered.
  - b. A fund-raising activity is one for which payment, profit, or donations are received.
  - c. 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).
  - d. A service project shall be defined as a voluntary act by at least one CKI member in good standing that will aid the local or global

- 
- community, directly or indirectly. (10/20)
  - e. A sustainable service project is a voluntary act that addresses the roots of an issue in a community to create a long-term or systemic impact.
  - f. An advocacy service project is a voluntary act in support of a particular social cause or policy.
  - g. Service administration shall be defined as the preparation time spent coordinating a particular service project. (10/20)
  - h. A Kiwanis family function is any project, meeting, banquet, rally, conference, or convention of CKI, Kiwanis, Key Club, Builders Club, Aktion 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.
2. Advocacy (10/20)
- ~~a. Advocacy is a voluntary act in support of a particular social cause or policy.~~
  - b. Advocacy directly supporting a specific political party or candidate shall not be associated with Circle K International.

**Amendment 21:** Section K Paragraph 2b

Reasoning: To help clarify what cannot be counted as advocacy service projects for CKI.

Amendment:

- ~~b. Advocacy directly supporting a specific political party or candidate shall not be associated with Circle K International.~~
- b. Advocacy directly supporting a specific political motion shall not be associated with Circle K International this includes but is not limited to endorsing political candidates, suggesting how to vote on legislature, or encouraging political party alignment.

**Amendment 22:** Section K Paragraph 4

Reasoning: To clarify what counts as a service hour.

Amendment:

4. Service Hours (2/11)
- a. A service hour is 60 minutes of work performed by a CKI member in good standing on preparing or executing a service project. (10/20)
  - b. Total club service hours on a project are to be reported as the sum of each dues-paid members' individual hours on the project. (10/20)
  - c. Travel to service projects exceeding half an hour of travel shall be considered service hours.

- d. Service administration shall be considered service hours up to one-hundred (100) service hours per administrative year. (10/20)
- e. The time taken to develop or produce flyers, graphics, and/or other social media material may be counted as service but the time distributing or posting said items will not count as service.
- f. All proceeds raised during a fund-raising activity must be applied toward a charitable entity for the fund-raiser hours to be considered as service hours.

**Amendment 23:** Section M Paragraph 3

Reasoning: To clarify the paragraph.

Amendment:

3. Recognition for Participation

CKI Clubs that participate in CKI Week ~~as determined by the International Board and/or appropriate committee(s)~~ shall be recognized at the annual International Convention. The definition of a participating club shall be determined by the International Board and/or appropriate committee(s). (10/19)

**Amendment 24:** Section O

Reasoning: It allows for more flexibility and keeps this section more concise.

Amendment: This wording allows the International Board to remove or create new awards. As new awards are often created every year this allows for that without listing every award in the Policy Code.

~~1. Purpose~~

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

Circle K International shall sponsor contests and recognition programs for members, clubs, CKI district officers, CKI districts, Kiwanis districts, Kiwanis members, and sponsoring Kiwanis clubs. The Circle K International Board has the ability to remove existing awards and create new awards that best recognize the membership.

**Amendment 25** Section O Paragraph 2

Reasoning: Moves the CKI Hall of Fame award to a more relevant place.

Removes the Society of Distinguished Collegians award since it is completed on more of a CKI district and KI level. This award will still be promoted by the GDA committee (see above amendment) even if it's not in the policy code.

Amendment:

## 1. CKI International Member Recognition Programs

- ~~a. The Society of Distinguished Collegians 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. Districts nominate yearly. (10/20)~~
- b. The Circle K International Hall of Fame recognizes distinguished members of Circle K International who, through years of dedication, commitment, and service, have exemplified the tenet principles, and motto of the organization, and have made significant contributions to Circle K International as a whole.(10/20)

### **Amendment 26** Section O Paragraph 3

Reasoning: Removes the CKI Humanitarian Award and the CKI Outstanding Alumni Award. These awards will still be promoted by the GDA committee and on an international level even though it's not in the policy code. This will provide for more flexibility as awards are changed, removed or added to best fit the membership. Circle of Service remains since it is such a high honor to receive.

#### Amendment:

## 1. Non-CKI Member Recognition Programs

- ~~a. The Circle K International Humanitarian Award is designed to recognize one individual annually whose efforts on behalf of others have significantly contributed to the betterment of the world.~~
- b. 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.
- ~~c. The Circle K International Outstanding Alumni Award is designed to recognize one outstanding CKI Alumnus who has remained committed to the realization of humanity's potential after their years as a CKI member. (10/20)~~

### **Amendment 27** Section O Paragraph 4

Reasoning: Adds several awards from the "Club Contests" section since these awards better fit the club recognition category. These awards honor more than one club without one sole winner, so "contest" represents them inaccurately.

#### Amendment:

## 1. CKI Club Recognition Programs

- a. The Growth Enhances Membership (G.E.M.) Awards Program was instituted to recognize clubs which achieve success in membership growth as compared to their previous year's paid membership total.
- b. The Outstanding Kiwanis-Family Relations Award is designed to recognize and honor those CKI clubs who have participated in

- 
- activities and events to enhance Kiwanis Family relations.
- c. The Single Service Award is designed to recognize and honor those CKI clubs, through dedication and unselfish efforts, producing the best single project or service during the year.
  - d. The Club Achievement Award is designed to recognize and honor those CKI clubs that have excelled in all aspects of club operation.
  - e. The Circle K International Service Initiative Award is designed to recognize clubs who organize and perform an outstanding project relating to the CKI Service Initiative. (10/20)

**Amendment 28:** Section O Paragraph 5

Reasoning: Removes repeated language to allow for a more concise list of awards.

Amendment:

**5. CKI District Officer Recognition Programs**

- ~~a. The Hodges and Rodehorst Distinguished District Award recognizes the CKI districts which, during an administrative year, have excelled to a high degree of achievement.~~
- ~~b. The Frank B. Fulton Distinguished Governor Award is designed to recognize governors who have excelled in their CKI endeavors and service to their districts.~~
- ~~c. The R.P. "Reg" Merridew Distinguished Secretary Award recognizes district secretaries who have excelled in their CKI endeavors and service to their districts.~~
- ~~d. The R.P. "Reg" Merridew Distinguished District Treasurer Award was created to recognize treasurers who have excelled in their CKI endeavors and service to their districts.~~
- ~~e. The R.P. "Reg" Merridew Distinguished District Secretary-Treasurer Award recognizes secretary-treasurers who have excelled in their CKI endeavors and service to their districts.~~
- ~~f. The Jay N. Emerson Distinguished Lieutenant Governor Award was established to recognize lieutenant governors who have excelled in their CKI endeavors and service to their CKI divisions.~~
- ~~g. The George H. "Dad" Gray District Editor Award 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.~~
- ~~h. The A. Doug Wasson Distinguished District Administrator Award is designed to recognize district administrators who have excelled in their service to their CKI districts.~~
- ~~i. The Distinguished Kiwanis District Committee Member Award recognizes Kiwanis district committee members who have excelled in their service to their CKI districts.~~

~~j. The Circle K International Hall of Fame recognizes distinguished members of Circle K International who, through years of dedication, commitment, and service, have exemplified the tenet principles, and motto of the organization, and have made significant contributions to Circle K International as a whole. (10/20)~~

~~k. The Distinguished District Committee Chair Award recognizes district committee chairs who have excelled in their CKI endeavors and service to their district.~~

#### 4. CKI Distinguished Awards

a. The Distinguished Awards are designed to recognize the District Officers who have excelled in their CKI endeavors and service to their districts. The Distinguished Awards include but are not limited to:

- i. The Hodges and Rodehorst Distinguished District Award
- ii. The Frank B. Fulton Distinguished Governor Award
- iii. The R.P. "Reg" Merridew Distinguished Secretary Award
- iv. The R.P. "Reg" Merridew Distinguished Treasurer Award
- v. The R.P. "Reg Merridew Distinguished Secretary-Treasurer Award
- vi. The George H. "Dad" Gray Distinguished Editor Award
- vii. The Jay N. Emerson Distinguished Lieutenant Governor Award
- viii. The Distinguished Committee Chair Award
- ix. The A. Doug Wasson Distinguished Administrator Award
- x. The Distinguished Kiwanis Committee Member Award

#### **Amendment 29:** Section P Paragraph 6d

Reasoning: This clause is currently not in practice and the policy code should either be enforced or reflect the organization.

Amendment:

~~d. Each club, under the leadership of the club president and/or membership development and education chairperson, is encouraged to include illegal drug and misuse of prescription and over the counter drug awareness education as part of the membership development and education program.~~

#### **Amendment 30:** Section P Paragraph 8

Reasoning: Social media usage has grown and continues to grow in the amount of members that use it. Currently there are no guidelines in place for social media usage therefore this amendment is designed to add them into place.

Amendment:



## 8. 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 will be enforced at all times during the event. (2/11)
- 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. Members are strictly prohibited from posting content on social media related to or explicitly displaying the following: hate speech, bullying, anti-gypsyism, transphobia, homophobia, intolerance, nationalism, xenophobia, discrimination, racism, stereotyping, prejudice, or any content directly contradicting content of the objectives of CKI established in the International Bylaws. The parameters include but are not limited to: photos, videos, and comments.
- d. No campaign material will be allowed to be posted on any walls, windows, or doors. The candidate will be responsible should this occur.
- e. Room assignment changes must be made by Circle K International staff members or their associates.
- f. 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.
- g. Care shall be taken not to deface or destroy any property. Any damages will be paid for by the individual responsible.
- h. All CKI members are expected to conduct themselves as responsible, professional men and women and are required to attend all sessions and activities.
- i. Coat, tie, dresses, suits, skirts and blouses, or other professional attire 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. (1/19)
- j. Every attendee will respect the authority of the Circle K International Director and the Sergeant-at-Arms Committee.
- k. 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.
- l. The code of conduct is in effect from the moment an attendee arrives at the



event until the moment he or she departs.

### **Amendment #31:** Structure

Reasoning: Restructuring the entire policy code will make the document as a whole more accessible to members and easier to navigate. It was the conclusion of the Governing Documents & Awards Committee that the sheer amount of sections of varying length was confusing and led to a document structure that made it near impossible to navigate by looking at the table of contents. This amendment proposal suggests a structure that is based upon the levels of our organization: Administration, International, District, and Club. This amendment will change no content of the Policy Code, just where everything is located.

Amendment:  
See Appendix IV.

## **Appendix II**

### **Trustee Maria Alejandra Landron Amendment #1 (12/21/20)**

1. Membership in Clubs
  - a. Any student that can uphold the objects of Circle K International, who is officially enrolled in a:
    1. college;
    2. university;
    3. vocational school;
    4. trade school; or
    5. community members 30-years or younger only in Regions 3-7;may be elected to active membership in said club, satellite club or multiple-school club. The minimum requirements for membership are 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. (10/20)
  - b. Membership shall become inactive when the above enrollment requirements are not met during the academic year. The member's host institution shall define an academic year. In the event of a member's graduation, membership will cease on September 30th.

For members in Regions 1 and 2, the student must be enrolled for at least part time status to be eligible for membership. (10/19)

## 2. 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, or is a member of the community 30-years or younger only in Regions 3-7, may be elected to active membership in said club, satellite club or multiple-school club. The minimum requirements for membership are 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. (10/20)
- b. Membership shall become inactive when the above enrollment requirements are not met during the academic year. The member’s host institution shall define an academic year. In the event of a member’s graduation, membership will cease on September 30th. For members in Regions 1 and 2, the student must be enrolled for at least part time status to be eligible for membership. (10/19)

## Section D: Clubs

### 6. Club Building

- a. Consistent with the CKI Bylaws, following certain conditions as outlined in this Policy Code, a Circle K club within Regions 1 and 2 may be established at any institution of higher education that offers courses leading to an associate’s degree, bachelors/baccalaureate degree, or post-baccalaureate degree, or at vocational or trade schools that have received a technical certification by their government or ministry of education.

Clubs within Regions 3-7 who are unable to establish a club within an institution, may establish community-based clubs. The membership of this club should coincide with the outlines of Policy Code Section D, Subsection 1.

## **Appendix III**

### **Trustee Maria Alejandra Landron Amendment #2**

#### Section D: Clubs

##### Sub-section 7:

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,” shall 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.

f. Any CKI club within a non-districted region that is unable to submit the annual membership into the Membership Update Center shall be required to submit their club roster directly to the CKI Director and International President by February 1st to maintain active club status. The CKI Director shall verify:

i. the non-districted clubs have been counted in all Circle K International membership reports:

ii. the club members have been included on international mailing lists.

## Appendix IV

### **Governing Documents & Awards Committee Full Restructure Proposal (12/21/20, 1/23/21)**

Note: This amendment is a full restructure of the Policy Code. It does not change the meaning, solely reorganizes the sections. For this reason, there are no cross-outs or additions, it is a representation of what the entire policy code will look like if approved.

#### **Table of Contents:**

##### **Section 1: Administrative**

##### **Sub-Section A: General Provisions**

1. Policy Code
2. Policy Definitions
3. References

##### **Sub-Section B: International Administration**

1. Purpose of CKI
2. Duties and Responsibilities

##### **3. General**

##### **4. CKI Governing Documents**

##### **Sub-Section C: Regions**

1. Definition
2. Designation of Regions
3. Purpose
4. Agency and Membership in Region

## 5. Support to Regions

### Sub-Section D: Fiscal Policy and Responsibility

#### 1. Dues Adjustment

## 2. IRS Tax Exemption

## 3. Insurance

## **Section 2: International**

### Sub-Section A: Service Projects, Interclubs, and Kiwanis Family Relations

1. Service Initiatives of CKI
2. Service Project Definitions
3. Advocacy
4. Club Service Signature Project
5. Service Hours
6. Interclubs and Kiwanis Family Relations

### Sub-Section B: Contests and Recognition Programs

1. Purpose
2. Member Recognition Programs
3. Non-Member Recognition Programs
4. Club Recognition Programs
5. District Officer Recognition Programs
6. Contests

### Sub-Section C: International Officers

1. Requirements of International Officers

2. Requirements of Candidates
3. Campaigning
4. Caucuses
5. Voting Procedures for International Office
6. Campaign Violations
7. Enforcement of Violations by Candidates and Grievances
8. Enforcement of Violations by Non-CKI Members
9. Assignment of Districts to International Officers
10. Procedures on International Board Vacancies

### Sub-Section D: Removal of an International Officer

1. Violation of Policies
2. Poor Performance

### Sub-Section E: Programming

1. CKI Week
2. Day of Service
3. Tomorrow Fund

## **Section 3: Districts**

### Sub-Section A: Operation

1. Operating Procedures
2. District Board Responsibilities
3. Amendments to District Bylaws
4. District Strength

### Sub-Section B: Governor Reporting to International

1. Submission of Report

## **Section 4: Clubs**



## Sub-Section A: Operation

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

## Sub-Section B: Non-Districted Clubs

1. Definition

## 2. Services to Non-Districted Clubs


## Sub-Section C: Conduct

1. Conduct Unbecoming
2. Violations
3. Process
4. Event Attendance
5. CKI Alcohol Policy
6. Drugs
7. Violations
8. Code of Conduct
9. Hazing

## **Section 1: Administrative**

### **Sub-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 void or nullify 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 director and the members of the International Council as outlined in Article 26 of the bylaws. (8/08)
  - 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. (8/08)
  - 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 CKI Department of the Kiwanis International Office.
    - b. All references to the “Board” refer to the CKI Board of Trustees. (2/17)
    - c. All references to the “Executive Committee” refer to the role of the president, vice president and at least two trustees.

### **Sub-Section B: International Administration**

1. Purpose of CKI
  - a. The purpose of CKI is to promote service, leadership, and fellowship among college students throughout the world.
2. Duties and Responsibilities
  - 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 CKI 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. Communications and resources may also be issued in other languages when needed. (6/14)
  - d. The official publication of CKI shall include articles of general interest to college students and articles promoting the service initiative of CKI. (4/19)
  - e. As an official website of CKI, the address [www.circlek.org](http://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.
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, the Kiwanis International Policy and Procedures Code, the CKI Bylaws, and the CKI Policy Code.

## **Sub-Section C: Regions**

### **1. Definition**

The Regions of Circle K International shall be consistent with those of Kiwanis International: Africa, Asia-Pacific, Canada and Caribbean, Europe, Latin America, Middle East, United States and Pacific Canada.

- Region 1: United States and Pacific Canada
- Region 2: Canada and Caribbean
- Region 3: Europe
- Region 4: Asia-Pacific
- Region 5: Latin America
- Region 6: Africa
- Region 7: Middle East (6/15)

### **2. Designation of Regions**

The formation of Circle K clubs into a district or region requires approval of the Kiwanis International Board of Trustees (10/20)

### **3. Purpose**

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; and
- To accept and promote the CKI Bylaws and Policy Code.

### **4. Agency and Membership in Region**

- a. Each CKI club situated within the territorial limits of a particular region shall be a member of said Region.
- b. No Region shall have officers, elected or appointed or provided for by any other means. (6/14)
- c. 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.

### **5. Support to Regions**

#### **a. Member Benefits:**

All member clubs in good standing shall be entitled to, but not limited to,

the following privileges:

- i. The club shall be officially recognized as a CKI club.
- ii. Copies of CKI publications shall be provided for all of the club's paid members. (4/19)
- 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 club shall have the right to send members to the CKI or district convention.
- vi. The club shall have 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. The club shall be eligible to receive general mailing information and materials. (3/16)

## **Sub-Section D: Fiscal Policy and Responsibility**

### **1. Dues Adjustment**

Assessment of 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 on at the next feasible International Convention, allowing for proper education of CKI members in regards to a dues adjustment. (10/04)

### **2. IRS Tax Exemption**

- a. Blanket Exemption  
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.
- b. IRS  
CKI clubs within the United States are expected to follow IRS guidelines. (6/14)
- c. Reporting of EIN to CKI Office  
Any clubs that have an employee identification number should submit it to Kiwanis International in the method specified by CKI Staff.

### **3. Insurance**

- a. Kiwanis Policy Coverage

In the United States, 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.


b. Provision

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.

## **Section 2: International**

### **Sub-Section A: Service Projects, Interclubs, and Kiwanis Family Relations**


1. Service Initiatives of CKI
  - a. The Service Initiatives of Circle K International shall represent societal ills to combat or causes to support that are of interest to current and prospective CKI members. a. The Service Initiatives of Circle K International shall be voted on by the CKI Board with input from the International Council. Any CKI Board may choose to change at most one Service Initiative per term, before October 1st.
  - b. There may be no more than four (4) ongoing Service Initiatives at any point. No Service Initiative may be changed before it has been in effect for at least two (2) years. c. Member engagement with the Service Initiatives shall be recommended and promoted by the CKI Board and District Officers, as appropriate.
2. Service Project Definitions
  - a. A voluntary act is one for which no payment is received for a service rendered.
  - b. A fund-raising activity is one for which payment, profit, or donations are received.
  - c. 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).
  - d. A service project shall be defined as a voluntary act by at least one CKI member in good standing that will aid the local or global community, directly or indirectly. (10/20)
  - e. A sustainable service project is a voluntary act that addresses the roots of an issue in a community to create a long-term or systemic impact.
  - f. Service administration shall be defined as the preparation time spent coordinating a particular service project. (10/20)
  - g. A Kiwanis family function is any project, meeting, banquet, rally, conference, or convention of CKI, Kiwanis, Key Club, Builders Club, Aktion 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.
3. Advocacy (10/20)
  - a. Advocacy is a voluntary act in support of a particular social cause or policy.
  - b. Advocacy directly supporting a specific political party or candidate shall not be associated with Circle K International.
4. Club Signature Service Project (10/20)

- 
- a. A club signature service project is a recurring voluntary act in a campus or broader community organized by a CKI club.
  - b. A club signature service project may be widely promoted and open to participation by prospective CKI members.
  - c. A club signature service project may be a sustainable service project.
5. Service Hours (2/11)
- a. A service hour is 60 minutes of work performed by a CKI member in good standing on preparing or executing a service project. (10/20)
  - b. Total club service hours on a project are to be reported as the sum of each dues-paid members' individual hours on the project. (10/20)
  - c. Travel to service projects exceeding half an hour of travel shall be considered service hours.
  - d. Service administration shall be considered service hours up to one-hundred (100) service hours per administrative year. (10/20)
  - e. All proceeds raised during a fund-raising activity must be applied toward a charitable entity for the fund-raiser hours to be considered as service hours.
6. Interclubs & Kiwanis Family Relation (2/17)
- a. An interclub shall be defined as a meeting or event organized by one or more CKI clubs with at least two CKI clubs in attendance, each having two or more members present. (2/17)
    - i. Clubs in formation may count as a club for the purpose of calculating an interclub. (10/13)
    - ii. A meeting or event organized by the international or district levels of CKI shall not count as an interclub. (10/13)
    - iii. Each CKI club with two or more members present will have individually completed an interclub and will report having attended one (1) interclub, regardless of the number of clubs present. (10/20)
  - b. A Kiwanis Family Relation (KFR) shall be defined as a meeting or event attended by at least one CKI club and at least one club from another branch of the Kiwanis Family, each having two or more members present. (2/17)
    - i. The other branches of the Kiwanis Family are: K-Kids, Builder's Club, Key Club International, Kiwanis International, and Aktion Club. (10/20)
    - ii. Clubs in formation may count as a club for the purpose of calculating a KFR. (10/13)
    - iii. A meeting or event organized by the international or district levels of CKI shall not count as a KFR. (10/13)

- iv. Each CKI club with two or more members present will have individually completed one KFR and will report having attended one (1) KFR, regardless of the number of levels present. (2/17)
- c. A club may earn one interclub and one KFR at the same meeting or event so long as the requirements for each are met. (10/13)

## **Sub-Section B: Contests and Recognition Programs**

1. Purpose  
Circle K International shall sponsor contests and recognition programs for citizens, members, clubs, CKI district officers, CKI districts, Kiwanis districts, Kiwanis district governors, and sponsoring Kiwanis clubs.
2. Member Recognition Programs
  - a. The Society of Distinguished Collegians 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. Districts nominate yearly. (10/20)
3. Non-Member Recognition Programs
  - a. The Circle K International Humanitarian Award is designed to recognize one individual annually whose efforts on behalf of others have significantly contributed to the betterment of the world.
  - b. 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.
  - c. The Circle K International Outstanding Alumni Award is designed to recognize one outstanding CKI Alumnus who has remained committed to the realization of mankind's potential after their years as a CKI member. (10/20)
4. Club Recognition Programs
  - a. The Growth Enhances Membership (G.E.M.) Awards Program was instituted to recognize clubs which achieve success in membership growth as compared to their previous year's paid membership total.
5. District Officer Recognition Programs
  - a. The Hodges and Rodehorst Distinguished District Award recognizes the CKI districts which, during an administrative year, have excelled to a high degree of achievement.
  - b. The Frank B. Fulton Distinguished Governor Award is designed to recognize governors who have excelled in their CKI endeavors and service to their districts.
  - c. The R.P. "Reg" Merridew Distinguished Secretary Award recognizes district secretaries who have excelled in their CKI endeavors and service to their districts.
  - d. The R.P. "Reg" Merridew Distinguished District Treasurer Award was created to recognize treasurers who have excelled in their CKI endeavors and service to their districts.

- 
- e. The R.P. "Reg" Merridew Distinguished District Secretary-Treasurer Award recognizes secretary-treasurers who have excelled in their CKI endeavors and service to their districts.
  - f. The Jay N. Emerson Distinguished Lieutenant Governor Award was established to recognize lieutenant governors who have excelled in their CKI endeavors and service to their CKI divisions.
  - g. The George H. "Dad" Gray District Editor Award 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.
  - h. The A. Doug Wasson Distinguished District Administrator Award is designed to recognize district administrators who have excelled in their service to their CKI districts.
  - i. The Distinguished Kiwanis District Committee Member Award recognizes Kiwanis district committee members who have excelled in their service to their CKI districts.
  - j. The Circle K International Hall of Fame recognizes distinguished members of Circle K International who, through years of dedication, commitment, and service, have exemplified the tenet principles, and motto of the organization, and have made significant contributions to Circle K International as a whole. (10/20)
  - k. The Distinguished District Committee Chair Award recognizes district committee chairs who have excelled in their CKI endeavors and service to their district.
6. Contests
- a. The Outstanding Kiwanis-Family Relations Award is designed to recognize and honor those CKI clubs who have participated in activities and events to enhance Kiwanis Family relations.
  - b. The Non-Traditional Club Scrapbook Award is designed to recognize and honor those CKI clubs that produce a high-quality scrapbook chronicling the activities of the CKI club.
  - c. The Single Service Award is designed to recognize and honor those CKI clubs, through dedication and unselfish efforts, producing the best single project or service during the year.
  - d. The Club Achievement Award is designed to recognize and honor those CKI clubs that have excelled in all aspects of club operation.
  - e. The Circle K International Service Initiative Award is designed to recognize clubs who organize and perform an outstanding project in relation to the CKI Service Initiatives. (10/20)

### **Sub-Section C: International Officers**

1. Requirements of International Officers (2/17)  
In order to serve as an International Officer, a member must meet the following

criteria:

- a. Must have their name appear on the official CKI membership list;
  - b. Must be in good standing with their home club;
  - c. Must have a home club in good standing with CKI, their home district, and their university;
  - d. Must have a home district in good standing with CKI;
  - e. Must be enrolled at the university of their home club, have a minimum cumulative Grade Point Average of 2.5 on a 4.0 scale (or the equivalent) at the time of eligibility certification, and maintain a minimum cumulative Grade Point Average of 2.25 on a 4.0 scale (or the equivalent). Any special considerations may be made by the CKI Director; and, (2/17)
  - f. Must abide by their completed officer service agreement. (2/17)
2. Requirements of Candidates (2/17)

In order to be considered a candidate for International Office, a member must meet the following criteria:

  - a. Must meet all requirements as stated in Section G, item 1; (2/17)
  - b. Must have served for at least one term in at least one club, divisional, or district officer position (either elected or appointed), or as a member of an International Committee; (10/20)
  - c. Must be endorsed by their home club, home club board, home district, or home district board;
  - d. Must submit all campaign materials required by the CKI Office by the established deadline. (4/07)
3. Campaigning
  - a. Any activity by a candidate and on behalf of a candidate to promote that candidate 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. (6/15)
  - 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, emails, phone calls, or other communications including social media 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, they may respond. (6/15)
    - iii. With the exception of official campaign literature published as per the candidates packet, no further published materials may be made or distributed by the candidate or candidate representatives on behalf of the candidate. (6/15)
    - iv. 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 International 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, they shall not be introduced as a candidate for office by themselves or anyone at that event. (4/07)

d. Candidate Representatives (6/15)

- i. Only current, dues paid members of CKI may represent candidates.
- ii. Each candidate will be allowed a maximum of three (3) CKI members to formally introduce and accompany the candidate to caucus rooms during CKI International Convention. Formal introductions may only be one (1) minute in total length. (6/15)
- iii. Campaign representatives for candidates for the office for International President, International Vice President, and International Trustee may be from any of the current clubs in good standing of CKI. (10/20)
- iv. Past or current CKI Board members, and immediate past or current governors, are not eligible to nominate or campaign for any candidate. However, immediate past and current governors may nominate a candidate if there are no other members eligible to do so from the candidate's district in attendance at International Convention. (2/17)

e. Funding and Spending

- i. A booklet consisting of the candidates' campaign literature shall be produced for delegates at the CKI Convention. Each candidate shall be allowed to submit two 8 1/2" by 11" pages to the CKI office for inclusion in this booklet. The timeline and requirements for this literature shall be specified in the candidate packet. (6/14)
- ii. No funds will be used by or on behalf of any candidate to promote themselves 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 and International Trustee. (10/20)

i. Purpose of Endorsement

1. An official endorsement is an acknowledgement that a

club, club board, district board, and/or district House of Delegates believes the candidate is qualified to hold the position they are seeking. The said body supports the candidate's goals, ideas, and campaign for International Office, and it wishes them 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.
- ii. Endorsement Guidelines A candidate shall be officially endorsed by their home club, home club board, home district board, and/or home district House of Delegates. (10/20)
1. Candidates requesting endorsement from a club, club board a House of Delegates 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 seek, 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 at least two (2) weeks prior to the meeting at which the endorsement is to be considered. (10/20)
  2. Candidates requesting endorsement from a district House of Delegates must demonstrate their abilities by participating in at least one (1) caucus session.
  3. A district House of Delegates or district board may only endorse a candidate from its home district, and a club or club board may only endorse a candidate from its home club.
  4. A district House of Delegates, district board, club, or club board may not limit the number of candidates for the office of President, Vice President, and International Trustee. (10/20)
  5. Seeking an endorsement from any of the above said bodies shall not be considered a form of campaigning. (1/08)
  6. The official release of district convention literature intended for members from that district is not considered to be a form of campaigning. (10/20)
- 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 acclamation, 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: 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. (10/20)
- ii. Candidates may also contact current CKI Board members for the purpose of learning more about the roles and responsibilities of an International Office. (10/05)

h. Declared candidates for International Office must attend the Candidates Meeting before the Opening Session at the CKI Convention or receive approval of the Circle K International Director after a separate meeting.

i. Campaigning shall not begin until the opening session of the International Convention and must cease after the House of Delegates. (10/20)


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. There shall be up to three (3) formal caucuses: Caucus of the Whole, Meet the Candidates and District Caucusing. The Elections Committee and CKI Director may determine the combination of formal caucusing each year by the release of the Candidate Packet. Candidates shall be scheduled for formal caucuses by the CKI President and CKI Director. The caucus shall be given fifteen (15) minutes at the beginning of the scheduled time to organize and inform members of the procedures, guidelines and hazing policy as outlined in Section P, subsection 9 of the Policy Code. (10/20)

c. The purpose of the Meet the Candidates Caucus is for all candidates for International office to have the opportunity to speak and answer questions at an assigned table or equivalent from CKI members who choose to approach them. The Elections Committee and CKI Director shall determine an appropriate time frame. A member of the Sergeant at Arms Committee or Elections Committee will be assigned to each candidate and ensure that all questions are appropriate and in accordance with the Hazing Policy. (10/20)

- 
- d. The purpose of Caucus of the Whole is for all candidates for International office to have the opportunity to speak and answer questions predetermined by the Elections Committee before all members in attendance. Presidential and Vice Presidential candidates will be permitted up to four minutes to speak, inclusive of up to one minute of optional candidate introduction. Presidential and Vice Presidential Candidates will then be asked the same preselected Presidential or Vice Presidential questions, respectively, that are predetermined by the Elections Committee. International Trustee Candidates will be permitted up to three minutes to speak, inclusive of up to one minute of optional candidate introduction. Trustee candidates will then be asked the same preselected Trustee questions that are predetermined by the Elections Committee. For all candidates a maximum of three questions will be asked for up to three minutes, whichever limit is reached first. (10/20)
  - e. The purpose of District Caucuses is for all candidates for International office to have the opportunity to answer questions from CKI members in various caucus rooms. Candidates will visit each caucus room, which will consist of districts as assigned by the Elections Committee and CKI Director. The Elections Committee and CKI Director will develop a caucusing schedule which shall be distributed to each candidate and the moderator of each room. Moderators shall be assigned by the Elections Committee and CKI Director, and shall keep track of time for each candidate, call upon members that have questions, and ensure that all questions are appropriate and in accordance with the Hazing Policy. (10/20)
  - f. Within the designated amount of time, a candidate will make opening remarks, and answer questions from the caucus room. A specified amount of time shall be given for each portion of the caucus time as determined by the Elections Committee and CKI Director. (10/20)
  - g. 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. (10/20)
  - h. Candidates for the office of President and Vice President not involved in speaking to formal caucuses may attend their home district 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 Trustee may attend their own home district caucus session, but may not ask questions of the other Trustee candidate(s). (10/20)
  - i. With the exception of CKI Board members and those CKI members traveling with a specific candidate as their representative, all CKI members may attend only the formal caucus of their home district. (10/20)

- 
- j. Kiwanis members present at the CKI Convention should be in attendance at their home district caucuses but may not ask questions of candidates. (10/20)
  - 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 campaign representatives or the candidate's home district. (10/20)
5. Voting Procedure for International Office (4/19)
- a. Voting for the office of International President and International Vice President
    - i. A candidate for the office of International President or Vice President must receive a majority of the votes cast to be elected.
    - ii. When the number of candidates exceeds two (2), the following procedure shall be followed: In the event that one candidate receives a majority of those votes cast on the ballot, that candidate shall be elected. In the event that no one (1) candidate receives a majority of those votes cast on the ballot, those candidates receiving the highest number of votes, whose combined total constitutes a majority of those votes cast on the ballot, shall appear on an additional ballot. In the event that candidates tie, the following procedure shall be followed: the candidates shall each answer one (1) fish bowl question, with their responses limited to one (1) minute each. Then, a vote will be conducted. If the candidates tie an additional time, another vote will be conducted and the chair of the house's vote shall be kept separate and counted if necessary to break the tie.
  - b. Voting Procedure for the office of International Trustee
    - i. A total of eight individuals shall be elected to the position of International Trustee.
    - ii. Delegates shall be given ballots with eight spaces. Each delegate shall write the names of the candidates that they wish to elect to office, up to eight candidates. Delegates may not repeat the name of any candidate on their ballot.
    - iii. The top eight candidates, according to total number of votes, shall be elected.
      - 1. In the event that candidates tie for the lowest position among the top recipients of votes such that more than eight candidates have received the highest number of votes, the following procedure shall be followed: the aforementioned candidates shall each answer one (1) fish bowl question, with their responses limited to one (1) minute each. Then, a vote will be conducted. If the candidates tie an additional time, another vote will be conducted and the chair of the house's vote shall be kept separate and counted if

necessary to break the tie.

- iv. No more than two candidates from the same district shall be elected. In the event that more than two candidates from the same district are in the top eight candidates, all candidates from said district shall be dropped, with the exception of those two with the highest number of votes, and the results list shall be updated to reflect the elimination of candidacy.
  - 1. If there are more than two candidates from the same district in the top eight candidates and the candidates cannot be narrowed down to a final two (2) due to a tie, the procedures for tie-breaking as prescribed in the Policy Code above shall be followed until the candidates are narrowed down to two (2) final candidates.


## 6. Campaign Violations


- a. Pre-Convention: Notification of a possible violation must be submitted 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 must be included with the aforementioned letter (i.e., witness names, letters, transcripts, etc.). The President and CKI Director may not continue with the violation if they do not have supporting evidence as listed. 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 their actions and be given the opportunity to refute their 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. (10/20)
- 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)

## 7. Enforcement of Violations by Candidates and Grievances

- a. Enforcement



- 
- i. Any individuals running for International office shall not participate in the Executive Committee's responsibilities related to election planning and enforcement. The International President, in consultation with the International Director, may select another individual to sit on the committee for this purpose. (10/20)
    - ii. Any individual found in violation of this policy may be subject to loss of delegate voting rights in the elections for international office or disqualification of candidacy, upon a supermajority of the International Board. (10/20)
  - b. Appeals (1/20)
    - i. A candidate found in violation of campaign policies may appeal the decision of the executive committee by submitting a letter to the International President and Director requesting a review by the CKI Board within 5 days of receiving the original outcome.
    - ii. Their request should include the following reasons for appealing: error in the decision; the severity of the decision did not match the severity of the violation; or new information that would materially affect the outcome that could not have been discovered prior to the executive committee's decision.
    - iii. The International Board will review the appeal in a closed board meeting, which will be held prior to the upcoming elections for International office. The candidate will receive at least five (5) days advance notice of that meeting. During review, the full board will consider the evidence, the process used, and the reasoning for the decision made, and determine one of three possible actions: the original decision is upheld; the original decision is upheld, but the outcome lessened; or the original decision is overturned. The International Board will notify the candidate of its decision within forty-eight (48) hours.
    - iv. The decision of the CKI Board shall be final, and documentation of the event shall be filed.
  - 8. 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/or Director immediately. The Executive Committee shall then investigate that individual. If the Executive Committee finds the actions to be inappropriate, the CKI Director, acting through the Committee, shall take the following action:
      - i. If the Executive Committee finds a Kiwanis member in violation, the Director shall notify the individual as well as their 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 the Executive Committee finds a Key Club member in violation, 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 the Executive Committee finds any other member of the Kiwanis family or individual not otherwise mentioned is found in violation, 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.
9. Assignment of Districts to International Officers (1/20)
- a. All assignments of districts to a given international officer are decided by the Circle K International President and Circle K International Vice President. Districts shall be divided up approximately evenly amongst the number of trustees, such that each trustee shall represent no less than four (4) districts. Assignment will be done on the basis of forms filled out by the governors and trustees regarding strengths and goals and will be determined within two weeks of the international convention after all Trustees are elected. (10/20)
  - b. The Circle K International Vice President shall, in conjunction with any applicable international committees, assist in overseeing districts-in-formation.
  - c. In the event of an International Trustee vacancy for any reason other than lack of election at CKIx, the trustee's assigned districts will be reallocated to other trustees at the discretion of the Executive committee. In such a case, all affected districts shall be notified of the vacancy and reallocation as soon as reasonably possible.

#### **Sub-Section D: Procedures on International Board Vacancies**

- 1. Procedure

Following a declaration of vacancy in office, the CKI Board shall be charged with filling the vacant position. Vacancies shall be established by Policy Code Section I: Removal of an International Board Member, or by submission of a letter of resignation to the International President, Director, and Kiwanis Board Counselor. The replacement 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, but 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, 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 certified designees (1/19). One meeting shall be held for each affected position and shall comply with Article 15 of the CKI Bylaws regarding the CKI Board (1/19). The meeting 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 and the individual being nominated does not currently hold another elected position in Circle K International. (1/19)
- 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. The International Staff shall contact all nominated candidates within a time period designated during the meeting. These candidates shall meet the following requirements:
  - i. The candidate shall submit a signed service agreement including proof of enrollment, a biographical form, and other materials as required by the CKI Board or International Office.
  - ii. 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.
  - iii. The paperwork must be completed by the date decided upon in the nomination meeting.
  - iv. Individuals nominated may not contact any board members other than the International President.

- 
- v. 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 certified designees of their respective districts. 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, and 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 of the results. 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 D: Removal of an International Officer**

- 1. Violation of Policies

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
      - 1. 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.

- i. Notification of the Board Member in violation
    - 2. 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) day.
    - 3. It is suggested, but not required, that the Board Member in violation also be contacted via telephone.
  - ii. Notification of the CKI Board
    - 4. 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.
    - 5. This notification shall include, but not be limited to, the policy that was violated, a timeline of events, and information on the removal process.
  - iii. Notification of Non-CKI Board Members
    - 6. Notification of Non-CKI Board Members, shall occur at the discretion of the International President, International Vice President, and International Director.
    - 7. 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:
    - 1. 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 such violation of the Circle K International Governing Documents, that Board Member's office shall be declared vacant pending CKI Board approval. After the board approves, the Board Member loses the rights and privileges of office. (10/20)

2. 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 electronic mail or facsimile of any official complaints. If the notification is sent and it is determined that the candidate in question did not receive such communication, then the person in violation will be sent a notification through certified mail within three (3) days. (6/15)

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 electronic mail or facsimile within three (3) days. (6/15)

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.

ii. 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.
2. The complaint itself.
3. Materials that support the existence of a violation.
2. 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.

b. 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 will have no voting privilege.
3. The filer of the complaint (complainant) shall have the option of having one (1) Trustee at the hearing. No Circle K International funds may be used to have this Trustee 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 to 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.

c. 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)

## **Sub-Section E: Programming**

- 1. CKI Week
  - a. Purpose  
The purpose is to promote CKI on campus and in the community. Potential ways this can be accomplished are through recruitment and retention techniques, promotion of CKI's tenets, and/or through implementation of projects with the CKI Service Partners and/or our Kiwanis Family.
  - b. Timeline  
The timeline of this event shall be at the discretion by the International Board of Trustees. (4/18)
  - c. Recognition for Participation  
CKI Clubs that participate in CKI Week as determined by the International Board and/or appropriate committee(s) shall be recognized at the annual International Convention. (10/19)
- 2. Day of Service
  - a. Timing  
A Day of Service shall be held in conjunction with all International Conventions. Only a vote of two thirds (2/3) of the CKI Board can cancel the Day of Service for a given year. (4/19)
  - b. Activities  
The Day of Service shall consist of a service project and scheduled fellowship activities. (4/19)
  - c. Coordination  
The CKIx Committee and/or other applicable committees or members shall oversee the coordination of the event. (4/19)
  - d. Approval of Projects  
The CKI Board must vote to approve the service projects, fellowship activities, and final budget for Day of Service (4/19)
- 3. Tomorrow Fund
  - a. Relationship  
The Kiwanis Children's Fund qualifies under the U.S. Internal Revenue Code as a public, nonprofit, Section 501(c)(3) organization. The Tomorrow Fund



is an established fund within the Kiwanis Children's Fund. This fund is designated to receive contributions of cash, securities, bequests and other gifts directed to the fund by donors, and is managed as described in these policies. Charitable gifts to the fund are irrevocable. Nevertheless, solely to insure the fund is a qualified component of the Kiwanis Children's Fund for federal tax purposes, the Kiwanis Children's Fund, acting alone, shall have the power to modify the terms of the policies to the extent necessary to insure such qualification. The policies shall be governed by the laws of the State of Indiana.

Purpose:

- i. To provide financial support to Circle K International events and projects, to individual CKI clubs and districts, and CKI club members through service grants, academic scholarships and other special projects; and
- ii. To provide donors with a means to support the activities and future of Circle K International and its members around the world.

b. Structure:


The Tomorrow Fund is a restricted fund consisting of two accounts:

- i. The Permanently Endowed account. No distributions are made from this account; and
- ii. The Temporarily Restricted account.

c. Distribution:

- i. The Circle K International Board may grant an amount to be distributed from the temporarily restricted account according to the established project grant program.
  1. The Grants Committee will be comprised of members of the Circle K International Service Committee and may include other CKI Board members as appointed by the Circle K International President.
  2. The duties of the Grants Committee shall be to:
    - Define the criteria for awarding grants.
    - Set the schedule for the consideration of grant requests.
    - Review grant requests and make funding recommendations to the CKI Board.
- ii. An Advisory Committee shall exist to make grants to Circle K International from the temporarily restricted account. The Advisory Committee will be made up of the Kiwanis International Chief Financial Officer, the Kiwanis International Foundation Chief Operating Officer, the Circle K International Director, and the Circle K International President.
- iii. Fund distributions must be consistent with applicable law and Kiwanis Children's Fund policy as amended from time to time. The Kiwanis Children's Fund sets the spending policy for all funds within





the Foundation. Fund distributions exceeding the annual spending policy amount require approval from the Kiwanis Children's Fund International Board of Trustees. (10/20)


## Section 3: Districts

### Sub-Section A: Operation

1. Operating Procedures
  - a. 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, the 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. District Board Responsibilities
  - a. The CKI district board shall study ways and suggest means for building and strengthening CKI clubs in the district. Relevant CKI club activity and administrative suggestions should be disseminated in various forms to all CKI clubs in the district as a service of the CKI district. The development, distribution, and control of the CKI district directory are the responsibility of the CKI district board. (3/16)
3. Amendments to District Bylaws

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

  - a. Amendments approved by the delegates of a House of Delegates should be submitted to the CKI office, with verification of the approval of the Kiwanis District Board of Officers. (10/20)
  - b. All amendments approved by the delegates of a district House of Delegates and the Kiwanis District Board of Officers, upon submission to the CKI Office, shall first be reviewed by the International Director. (10/20)
    - i. The amendments shall then be submitted to the CKI Board for review and action at the next available meeting. Amendments submitted 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 the board meeting. (10/20)
  - c. The CKI Executive Committee shall modify the Standard Form for CKI District Bylaws (as necessary) to conform to amendments to the Bylaws and Policy Code of Circle K International, along with amendments approved by the CKI Board. Such changes shall be reported to the CKI Board at the next available meeting. Each district shall be notified of the changes and given sixty (60) days after notification to incorporate the changes into its district bylaws. Changes made to district bylaws through this process will not require approval by the district House of Delegates. (6/14)
4. District Strength
  - a. The District Strength Assessment is a non-punitive program that helps both districts and Circle K International officers determine the strength and weaknesses of districts from year to year. A Self-Assessment questionnaire



will be given and reviewed every year at the Governor's and Administrator's Training Conference including but not limited to the following categories: Service hours, Kiwanis Family Relations, Interclub events, District events, District membership, and District growth along with a midterm assessment given in October. (6/16)

## **Sub-Section B: Governor Reporting to International (2/11)**

### **1. Submission of Report**

By the 15<sup>th</sup> of every month, the governor will submit a monthly report form regarding their district to the international board.

#### **a. Purpose**

- i. These report forms serve as another way each governor can contact the international board.
- ii. These reports allow governors to reflect on their districts, request help as needed, and inform their international board of their needs.
- iii. These report forms are meant to be succinct but include information such as large upcoming events, service hours, board meetings, and contact from the international board.

#### **a. Review**

- i. The respective International Trustee, International President, and International Vice President will review these reports by the end of every month.
- ii. The International President and International Vice President may contact each governor as needed – focusing on administrative, communicative, and service aspects of the report. (6/14)
- iii. The International Trustee will holistically evaluate each monthly report form, contact their governors, and effectively adapt their actions to their districts' needs.

## Section 4: Clubs

### Sub-Section A: Operation

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 may be elected to active membership in said club, satellite club or multiple-school club. The minimum requirements for membership are 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. (10/20)
  - b. Membership shall become inactive when the above enrollment requirements are not met during the academic year. The member's host institution shall define an academic year. In the event of a member's graduation, membership will cease on September 30<sup>th</sup>. For members in Regions 1 and 2, the student must be enrolled for at least part time status to be eligible for membership. (10/19)
2. Transfer of Membership
  - a. When a student member from one CKI club transfers from one school to another with a CKI club in good standing, the individual may have the membership transferred upon the following conditions:
    - i. They are a member in good standing of the first club;
    - ii. They appear as a dues paid member on the roster of the first club;
    - iii. They have 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 twenty-one (21) days of the transfer:
      1. Name of the individual and member number
      2. Date of transfer
      3. Year of graduation
      4. Name and district of previous club
      5. Name and district of new club
      6. A statement that the individual is now a member of the new club, signed by the new club's president. (10/20)
3. Activities
  - a. 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. Clubs should complete elections no later than two weeks prior to the district convention. In the instance that there is no district convention, elections should be completed by March 15. If elections are completed before April 1, officers shall assume their official duties on the first day of April following their election. If elections occur after April 1, officers shall assume office the day following their election. (6/15)
  - 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 unless there is an emergency situation as determined by the club board of officers. (10/20)
  - 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 CKI club exists.
  - e. No CKI club shall engage directly or indirectly in any activity, which may impugn or reflect unfavorably on the good name of CKI or Kiwanis. Clubs violating these provisions may have their charter revoked or be otherwise disciplined as provided in the Circle K Bylaws. (12/20)
- 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 CKI club may be established at any institution of higher education that offers courses leading to an associate's degree, bachelors/baccalaureate degree or post-baccalaureate degree, or at

vocational or trade schools that have received a technical certification by their government or ministry of education. Clubs can also be multiple-school clubs, where a club consists of members from two or more institutions.

- b. New club building information, including a Petition for Charter form, shall be available online to any individual interested in forming a CKI club. The Petition for Charter shall be properly completed in accordance with the instructions on the form and approved by the sponsoring Kiwanis club president and secretary (if applicable), an administrative officer of the institution at which the prospective club would exist, if applicable, 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 submitted online or 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 CKI Club. (10/20)

#### 7. Club Status (10/06)

- a. Clubs shall provide payment of Circle K International and district per-member fees in a manner consistent with Article 21 of the CKI Bylaws. Clubs should report the names and membership information of each member using the format prescribed by Circle K International.
- b. Clubs shall pay Circle K International fees and, if applicable, district per-member fees between October 1 and November 30 in a given Kiwanis fiscal year. (1/19)
- c. A CKI club shall submit dues and membership information for a minimum of fifteen (15) members each year, except in the case of clubs comprising of students from multiple institutions, community college institutions, and with enrollments less than 5,000 students, for which (as defined by the most recent edition of *Peterson's Guide to Colleges*) a CKI club shall submit dues and membership information for a minimum of ten (10) members each year. (10/19)
- d. Any CKI 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 CKI 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," shall 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 inactive and retained to the following fiscal year.
  - v. Written notification shall be provided to a sponsoring Kiwanis club (if applicable) and/or the proper institution authority at the time any charter is suspended or no longer listed as active. (6/15)
  - f. Any CKI 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 affected Circle K club. (6/15)
  - h. Upon written request by a sponsoring Kiwanis club or a sponsoring institution, the Director of Circle K International may cancel a charter.
  - i. 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 consecutive 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 a sponsoring Kiwanis club (if applicable) should be present at every club and board meeting. Within school administration-approved policies, as applicable, 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 (if applicable). (10/19)
- b. Each CKI club can have up to 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. (6/15)
- 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 the 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.

## Sub-Section B: Non-Districted Clubs (10/20)

### 1. Definition

- a. A Kiwanis club outside the established CKI districts will be allowed to establish an active CKI 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. (1/19)
- b. Non-districted clubs will be administered by the sponsoring Kiwanis clubs and the servicing Regional Service Center with direction and support from the Circle K International Office. (3/16)
- c. Non-districted clubs must adhere to all rules and regulations of CKI and Kiwanis International. (6/15)
- d. Non-districted clubs must complete the non-districted club chartering materials (including the names of at least fifteen (15) 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)



## 2. Services to Non-Districted Clubs

- a. Clubs shall receive services provided by the servicing Regional Service Center based on their dues structure. (6/15)
- b. Resources shall be provided in the club's native language, when possible. (10/05)
- c. CKI will attempt to provide volunteer interpretation services at the Circle K International convention.
- d. In order to form a district, non-districted clubs must follow the procedures as determined by the CKI Director and Kiwanis district. (6/15)

### **Sub-Section C: Conduct**

#### 1. Conduct Unbecoming

Conduct unbecoming of a member of CKI is defined as any conduct that:

- a. Is unlawful; (2/11)
- b. Is incompatible with the best interests of public or of members of the Kiwanis family;
- c. Tends or threatens to harm the standing or reputation of the Kiwanis family in the local or global community.

#### 2. Violations

A violation of the policy defining conduct unbecoming of a member of CKI 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. For any action other than a private reprimand to be taken, the offending party is entitled to a written justification of why the conduct is considered unbecoming as defined above. (10/20)

#### 3. Process

Any individual receiving written notice, as provided in the applicable bylaws, shall be permitted to hear all evidence against themselves and be afforded the opportunity to provide evidence in their 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. Event Attendance (2/11)

- a. Any member of CKI is said to be "in attendance" at an event from the moment of arrival or event check-in start time, whichever is later. (03/16)
- b. A member is said to be departed from the event following the closing session, unless leaving on free-will prior to closing session. (10/20)
- c. 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, a district, or a club of Circle K International (i.e., a planned meal or district tour), such activities are bound by this policy. (06/14)

## 5. CKI Alcohol Policy

CKI Alcohol Policy for CKI sponsored conventions, events, and/or special programs. (2/11)

- a. No CKI member that is under the age of drinking defined by law will be allowed to possess, sell, distribute, or consume alcohol.
- b. The possession, sale, distribution, or consumption of alcoholic beverages during any event or situation sponsored or promoted by one CKI district, or promoted by CKI clubs in one district, will be determined by that CKI district's policy code and by that CKI district's Kiwanis District Board. CKI Members are to abide by their home district's alcohol policy at their home district's CKI events.
- c. Guests, alumni, and Kiwanis-family members in attendance of said district events are asked to observe this policy in terms of their consumption of alcohol at all CKI events.
- d. CKI Members are to abide by the host district's alcohol policy when attending an event outside of their home district.
- e. CKI Members may or may not be allowed to drink at their home district's Kiwanis events as outlined by the applicable Kiwanis and CKI club and district policy codes, as long as no other Kiwanis Service Leadership Program members are in attendance. (6/14)
- f. The possession, sale, distribution, or consumption of alcoholic beverages during any event or situation sponsored or promoted by more than one CKI district or by the international level of CKI (ie. CKI International ConventionCKIx, Spark!), or any other Kiwanis service leadership program event will not be allowed or tolerated. (4/19)

## 6. Drugs

Illegal drugs, and misuse of prescription and over the counter drugs policy for CKI sponsored Conventions, Events, and/or Special Programs. (2/11)

- a. The possession, sale, distribution, or consumption of 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)
- 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 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 illegal drug and misuse of prescription and over the counter drug awareness education as part of the membership development and

education program.

7. Violations

Alcohol, illegal drug, and misuse of prescription and over the counter drugs policy violations for CKI Sponsored Conventions, Events, and/or Special Programs. (2/11)


- 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 the CKI Board and the Kiwanis International Board of Trustees have obtained approval of the action.
- b. Enforcement of disciplinary action will be carried out by the parties specified herein.
- c. Individual Level Violation: The individual must have engaged in at least one of the following activities to be considered in violation of the policy. They must have either had in their possession, consumed, distributed, and/or participated in the sale of illegal drugs, or misused prescription or over the counter drugs, or an alcoholic beverage, when not permitted by the CKI policy code or by the CKI district-in-question's policy code while in attendance (as defined above) at a CKI sponsored convention, event and/or special program. (2/09)
  - i. Designated Assessors: Designated assessors for an individual violation shall be the District Administrator and the Kiwanis district governor of the member's home district in consultation with the CKI Director. (10/20)
  - ii. Notification of alleged violations must be reported in writing to the CKI and Kiwanis district governor to be considered for review.
  - iii. Once the assessors have received notification of a violation, they will contact the CKI district governor, as well as the club president, and instruct them as to their responsibilities.
  - iv. 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.
  - v. 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.
  - vi. Sanctions:
    1. First Violation: 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 of 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 individual(s) 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. Further Violations: 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 they wish to regain membership and affirms that they 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 individual(s) 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)
- vii. 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 their 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)
- 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.
- d. District Level Violation: A district will be in violation of the 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 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. Designated Assessors: Designated assessors for a district level violation shall be the CKI Executive committee, in consultation with the CKI director and the Trustee representing that district. (1/19)
- 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. Assessment Procedures: 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 scheduled within two weeks of the notification, the CKI executive committee will call a special session. 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. First Violation: 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 International Convention following the letter outlining the violation. In addition, individuals found in violation will also be held to the sanctions in 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 International Convention. (2/09)
  2. Further Violations: 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 Trustees 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.

## 8. 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 will be enforced at all times during the event. (2/11)
- 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. No campaign material will be allowed to be posted on any walls, windows, or doors. The candidate will be responsible should this occur.
- e. Room assignment changes must be made by Circle K International staff members or their associates.
- f. 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.
- g. Care shall be taken not to deface or destroy any property. Any damages will be paid for by the individual responsible.
- h. All CKI members are expected to conduct themselves as responsible, professional men and women and are required to attend all sessions and



activities.

- i. Coat, tie, dresses, suits, skirts and blouses, or other professional attire 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. (1/19)
- j. Every attendee will respect the authority of the Circle K International Director and the Sergeant-at-Arms Committee.
- k. 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.
- l. The code of conduct is in effect from the moment an attendee arrives at the event until the moment he or she departs.

## 9. 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 CKI 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 International 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 (if applicable) and appropriate school officials. In the event that the governor is involved in the alleged violation, then they 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:  
(6/15)

1. First Violation: 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. The club must sponsor a campus and club hazing awareness program for the duration of the suspension
    - ii. The club becomes ineligible for any district or international awards during any year in which the club has been suspended
    - iii. The club cannot seat delegates at any convention during the period of their suspension but may attend the convention
  - b. Within two (2) weeks of the sanction, the district administrator shall send a letter to the International Director with copies to the sponsoring Kiwanis club (if applicable), 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. (6/15)
2. Second Violation: 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, the district administrator, the Kiwanis district governor, the sponsoring Kiwanis club (if applicable), and the appropriate school officials. (6/15)
  3. Further Violations: 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 to uphold or alter the previous sanction.
- iii. 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. First Violation: Within two weeks of notification, a



denouncement of the violation shall be issued by the International Director to the Kiwanis district governor with a copy forwarded to the district governor and administrator.  
(6/15)

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 CKI International Convention following the conclusion of the administrative year in which the violation occurred.
4. Further Violations: If a violation occurs within twenty-four (24) months of the last violation, the following actions shall be taken:
  - a. All sanctions as outlined for a district's first violation shall occur.
  - b. 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 CKI 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 report 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
  - 3. 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 applies.
  - 4. During the hearing, individuals assessing the situation shall hear all involved parties and evaluate any pertinent evidence.
  - 5. The individuals assessing the situation must render their decision after appropriate review of the evidence but no later than 24 hours following the hearing.
  - 6. 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.

## Governing Documents & Awards Committee Amendments (1/7/21)

### **Amendment #1:** Section B Paragraph 2b

Reasoning: This gives the International Council the opportunity to help shape the vision of Circle K International. It is the hope that this will allow decisions to better reflect clubs and their members.

#### Amendment:

1. Duties and Responsibilities of the CKI Board of Trustees
  - a. The CKI Board, **who may receive input from the international Council**, 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.

### **Amendment #2:** Section B Paragraph 3c

Reasoning: This tells us who actually decides when a material needs to be translated and provides firmer wording. This will allow for further resource accessibility to clubs whose first language isn't english.

#### Amendment:

- c. English shall be the official language of CKI for literature, printed materials, and communications to all clubs. Communications and resources **should** ~~may~~ also be issued in other languages when ~~needed~~ **deemed necessary by the CKI Board**.

### **Amendment 13:** Section I Paragraph 1a ii2

Reasoning: To clarify the responsibility of the task. This also ensures that the board member in violation will be called, which should increase the likelihood of the board member in violation becoming aware of their status.

#### Amendment:

2. ~~It is suggested, but not required, that~~ The Board Member in violation **shall** also be contacted via telephone **by the International President or International Vice President**.

### **Amendment 24:** Section O

Reasoning: It allows for more flexibility and keeps this section more concise.

Amendment: This wording allows the International Board to remove or create new awards. As new awards are often created every year this allows for that without listing every award in the Policy Code.

#### ~~1. Purpose~~

~~Circle K International shall sponsor contests and recognition programs for~~

~~citizens, members, clubs, CKI district officers, CKI districts, Kiwanis districts, Kiwanis district governors, and sponsoring Kiwanis clubs~~

Circle K International shall sponsor recognition programs. Awards may be changed, removed, or added by the discretion of the Circle K International Board.

## Appendix VI

### Jeff Harris Proposed Amendment (1/7/21)

#### Section P: Conduct

##### 1. Conduct Unbecoming

Conduct unbecoming of a member of CKI is defined as any conduct that:

- a. Is unlawful; (2/11)
- b. Is incompatible with the best interests of public or of members of the Kiwanis family; or
- c. Tends or threatens to harm the standing or reputation of the Kiwanis family in the local or global community.
- d. Is in conflict with the code of conduct outlined in the Circle K International policy code.**

##### 2. Violations

A violation of the policy defining conduct unbecoming of a member of CKI 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. For any action other than a private reprimand to be taken, the offending party is entitled to a written justification of why the conduct is considered unbecoming as defined above. (10/20)

##### 3. Process

Any individual receiving written notice, as provided in the applicable bylaws, shall be permitted to hear all evidence against them and be afforded the opportunity to provide 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. Event Attendance (2/11)

- a. Any member of CKI is said to be "in attendance" at an event from the moment of arrival or event check-in start time, whichever is later. (03/16)
- ~~b.~~ A member is said to be departed from the event following the closing session, unless leaving on free-will prior to closing session.

(10/20)

- c. 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, a district, or a club of Circle K International (i.e., a planned meal or district tour), such activities are bound by this policy. (06/14)

## 5. CKI Alcohol Policy

CKI Alcohol Policy for CKI sponsored conventions, events, and/or special programs. (2/11)

- a. No CKI member that is under the age of drinking defined by law will be allowed to possess, sell, distribute, or consume alcohol
- b. The possession, sale, distribution, or consumption of alcoholic beverages by any CKI member, regardless of age, on the premises of an event hosted, sponsored or promoted by Circle K International is strictly prohibited**
- c. The possession, sale, distribution, or consumption of alcoholic beverages during any event or situation sponsored or promoted by one CKI district, or promoted by CKI clubs in one district, will be determined by that CKI district's policy code and by that CKI district's Kiwanis District Board. CKI Members are to abide by their home district's alcohol policy at their home district's CKI events.
- d. Guests, alumni, and Kiwanis-family members in attendance of said district events are asked to observe this policy in terms of their consumption of alcohol at all CKI events.
- e. CKI Members are to abide by the host district's alcohol policy when attending an event outside of their home district.
- f. CKI Members may or may not be allowed to drink at their home district's Kiwanis events as outlined by the applicable Kiwanis and CKI club and district policy codes, as long as no other Kiwanis Service Leadership Program members are in attendance. (6/14)
- ~~g. The possession, sale, distribution, or consumption of alcoholic beverages during any event or situation sponsored or promoted by more than one CKI district or by the international level of CKI (ie. CKIx, Spark!), or any other Kiwanis service leadership program event will not be allowed or tolerated. (4/19)~~

## 6. Drugs

Illegal drugs, and misuse of prescription and over the counter drugs policy for CKI sponsored Conventions, Events, and/or Special Programs. (2/11)

- a. The possession, sale, distribution, or consumption of 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)


- 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 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 illegal drug and misuse of prescription and over the counter drug awareness education as part of the membership development and education program.


## 7. Violations

Alcohol, illegal drug, and misuse of prescription and over the counter drugs policy violations for CKI Sponsored Conventions, Events, and/or Special Programs. (2/11)

- 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 the CKI Board and the Kiwanis International Board of Trustees have obtained approval of the action.
- b. Enforcement of disciplinary action will be carried out by the parties specified herein.
- c. Individual Level Violation: The individual must have engaged in at least one of the following activities to be considered in violation of the policy. They must have either had in their possession, consumed, distributed, and/or participated in the sale of illegal drugs, or misused prescription or over the counter drugs, or an alcoholic beverage, when not permitted by the CKI policy code or by the CKI district-in-question's policy code while in attendance (as defined above) at a CKI sponsored convention, event and/or special program. (2/09)
  - i. Designated Assessors: Designated assessors for an individual violation shall be the District Administrator and the Kiwanis district governor of the member's home district in consultation




- 
- with the CKI Director. (10/20)
- ii. Notification of alleged violations must be reported in writing to the CKI and Kiwanis district governor to be considered for review.
  - iii. Once the assessors have received notification of a violation, they will contact the CKI district governor, as well as the club president, and instruct them as to their responsibilities.
  - iv. 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.
  - v. 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.
  - vi. Sanctions:
    - 1. First Violation: 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 of 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 individual(s) 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. Further Violations: 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 they wished to regain membership and affirms that they 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



individual(s) 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)

- vii. 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 their 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)
- viii. 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. District Level Violation: A district will be in violation of the 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 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. Designated Assessors: Designated assessors for a district level violation shall be the CKI Executive committee, in consultation with the CKI director and the Trustee representing that district. (1/19)
  - 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. Assessment Procedures: 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 scheduled within two weeks of the notification, the CKI executive committee will call a special session. 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. First Violation: 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. In addition, individuals found in violation will also be held to the sanctions in 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. (2/09)
    - 2. Further Violations: 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 Trustees 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.


## 8. Code of Conduct

The following CKI International Code of Conduct will be in effect at all CKI conventions ~~and~~ ,events, meetings, **online gatherings and official activities:**

- 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 will be enforced at all times during the event. (2/11).
- c. **Subject to the discretion of the CKI director, any member, adult volunteer or guest may be disciplined up to and including removal from the event for the appearance of being under the influence of alcohol, drugs or other illegal substances, for being disruptive or for conducting oneself in a disorderly manner.**
- d. Sexual harassment is defined as behavior marked by aggressive or harassing remarks, unwanted physical **or online** contact or sexual advances, requests for sexual favors, or other **online**, 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. **Any member experiencing or witnessing this behavior is required to report it to the CKI director or the Youth Protection Hotline immediately.**
- e. **Members acknowledges that they are responsible, legally and morally, for what you say and post online. Members should not post any items:**
  - i. That promote, endorse, or condone violence;

- ii. **That promote, endorse, or condone discrimination on the basis of race, color, creed, national origin, age or sex, including sexual orientation and gender identity;**
- iii. **That impugns the character or integrity of another member, Kiwanis volunteer or staff member.**


- f. No campaign material will be allowed to be posted on any walls, windows, or doors. The candidate will be responsible should this occur.
  - g. Room assignment changes must be made by Circle K International staff members or their associates.
  - h. 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.
  - i. Care shall be taken not to deface or destroy any property. Any damages will be paid for by the individual responsible.
  - j. All CKI members are expected to conduct themselves as responsible, professional men and women and are required to attend all sessions and activities.
  - k. Coat, tie, dresses, suits, skirts and blouses, or other professional attire 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. (1/19)
  - l. Every attendee will respect the authority of the Circle K International Director and the Sergeant-at-Arms Committee.
  - m. 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.
  - n. The code of conduct is in effect from the moment an attendee arrives at the event until the moment he or she departs.
9. 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 CKI 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 (if applicable) and appropriate school officials. In the event that the governor is involved in the alleged violation, then they 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: (6/15)

1. First Violation: 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. The club must sponsor a campus and club hazing awareness program for the duration of the suspension
    - ii. The club becomes ineligible for any district or international awards during any year in which the club has been suspended
    - iii. The club cannot seat delegates at any convention during the period of their suspension but may attend the convention
  - b. Within two (2) weeks of the sanction, the district administrator shall send a letter to the International Director with copies to the sponsoring Kiwanis club (if applicable), 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. (6/15)
2. Second Violation: 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, the district administrator, the Kiwanis district governor, the sponsoring Kiwanis club (if applicable), and the appropriate school officials. (6/15)
  3. Further Violations: 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 to uphold or alter the previous sanction.
- iii. 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. First Violation: Within two weeks of notification, a denouncement of the violation shall be issued by the International Director to the Kiwanis district governor with a copy forwarded to the district governor and administrator. (6/15)
  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. Further Violations: If a violation occurs within twenty-four (24) months of the last violation, the following actions shall be taken:
    - a. All sanctions as outlined for a district's first violation shall occur.
    - b. 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 CKI 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 report 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
  3. 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 applies.
  4. During the hearing, individuals assessing the situation shall hear all involved parties and evaluate any pertinent evidence.
  5. The individuals assessing the situation must render their decision after appropriate review of the evidence but no later than 24 hours following the hearing.
  6. 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 Q: Fiscal Policy and Responsibility**

1. Assessment of 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 on at the next feasible International Convention, allowing for proper education of CKI members in regards to a dues adjustment. (10/04)

## Appendix VII

### January 2021 International Council Meeting Proposed Amendments (1/23/21)

Unblocked:

- **Amendment #1**

Proposed Block #1- formatting changes

- **Amendment #4**
- **Amendment #5**
- **Amendment #7**
- **Amendment #8**
- **Amendment #9**
- **Amendment #12**
- **Amendment #18**
- **Amendment #21**
- **Amendment #22**

Proposed Block #2- small changes

- **Amendment #2**
- **Amendment #3**
- **Amendment #10**
- **Amendment #11**
- **Amendment #13**
- **Amendment #14**
- **Amendment #15**
- **Amendment #16**
- **Amendment #17**
- **Amendment #19**
- **Amendment #20**
- **Amendment #23**

Unblocked

- **Amendment #6**
- **Amendment #24**
- **Amendment #25**
- **Amendment #26**

## **Amendment #1:** Structure

**Reasoning:** Restructuring the entire policy code will make the document as a whole more accessible to members and easier to navigate. It was the conclusion of the Governing Documents & Awards Committee that the sheer amount of sections of varying length was confusing and led to a document structure that made it near impossible to navigate by looking at the table of contents. This amendment proposal suggests a structure that is based upon the levels of our organization: Administration, International, District, and Club. This amendment will change no content of the Policy Code, just where everything is located.

### **Amendment:**

See document:

[https://docs.google.com/document/d/1Mlo7MBqZXp1eIQJM2QZbUybB6Z85ggA8beHiMz\\_6tL0/edit?usp=sharing](https://docs.google.com/document/d/1Mlo7MBqZXp1eIQJM2QZbUybB6Z85ggA8beHiMz_6tL0/edit?usp=sharing)

## **Amendment #2:** Section B Paragraph 2b

**Reasoning:** This gives the International Council the opportunity to help shape the vision of Circle K International. It is the hope that this will allow decisions to better reflect clubs and their members.

### **Amendment:**

1. Duties and Responsibilities of the CKI Board of Trustees
  - a. The CKI Board, **who may receive input from the International Council**, 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.

## **Amendment #3:** Section B Paragraph 3c

**Reasoning:** This tells us who actually decides when a material needs to be translated and provides firmer wording. This will allow for further resource accessibility to clubs whose first language isn't english.

### **Amendment:**

- c. English shall be the official language of CKI for literature, printed materials, and communications to all clubs. Communications and resources **should** ~~may~~ also be issued in other languages when ~~needed~~ **deemed necessary by the CKI Board.**

## **Amendment #4:** Section C Paragraph 1a

**Reasoning:** In order to make the Policy Code easier to read we reformatted the section below to a list format.

### **Amendment:**

- a. ~~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, the 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.~~

- a. **A district of CKI shall be governed by:**
  - i. **the CKI Bylaws;**
  - ii. **the CKI Standard Form for District Bylaws;**
  - iii. **the District Bylaws and official policies of said district;**
  - iv. **the District Bylaws and official Kiwanis policies of equivalent Kiwanis district;**
  - v. **the official policies and procedures of Kiwanis International.**

**Amendment #5:** Section C Paragraph 1b

**Reasoning:** Currently both this and the documents a CKI District are governed by are in one paragraph. This amendment serves to separate those two so that it can be more easily seen. The wording is the same as previously mentioned; it has just been moved so it is Section C Paragraph 1b instead of a part of Section C Paragraph 1a.

**Amendment:**

- b. **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.**

**Amendment #6:** Section C Paragraph 2a

**Reasoning:** In order to make the Policy Code easier to read we reformatted the section below to a list format.

**Amendment:**

~~a. The CKI district board shall study ways and suggest means for building and strengthening CKI clubs saw in the district. Relevant CKI club activity and administrative suggestions should be disseminated in various forms to all CKI clubs in the district as a service of the CKI district. The development, distribution, and control of the CKI district directory are the responsibility of the CKI district board.~~

- a. **The CKI district board shall be responsible for the following:**
  - i. **to coordinate the projects of member CKI clubs;**
  - ii. **to strengthen and extend CKI in the district;**
  - iii. **to increase the fellowship and cooperative efforts of the clubs within the district;**
  - iv. **to provide the goods and services necessary for the welfare of the clubs and individual members;**
  - v. **to promote participation of the clubs within the district in the general objects, programs and policies of the district and of CKI;**  
**and**
  - vi. **to study ways and suggest means for building and strengthening CKI clubs in the district;**
  - vii. **to disseminate relevant CKI club activity and administrative**

- suggestions in various forms to all CKI clubs in the district:**
- viii. **to organize the development, distribution, and control of the CKI district directory are the responsibility of the CKI district board.**
    - 1. **The CKI district directory is a list of all club leadership and advisors within the district.**

**Amendment #7:** Section C Paragraph 3a and Section C Paragraph 3b

**Reasoning:** In order to make the Policy Code easier to read we reformatted the section below to a list format.

**Amendment:**

**Amendments to District Bylaws**

~~The process for approval of amendments to district bylaws shall be as follows:~~

- ~~a. Amendments approved by the delegates of a House of Delegates should be submitted to the CKI office, with verification of the approval of the Kiwanis District Board of Officers. (10/20)~~
- ~~b. All amendments approved by the delegates of a district House of Delegates and the Kiwanis District Board of Officers, upon submission to the CKI Office, shall first be reviewed by the International Director. (10/20)~~
  - ~~i. The amendments shall then be submitted to the CKI Board for review and action at the next available meeting. Amendments submitted 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 the board meeting. (10/20)~~
- ~~e. The CKI Executive Committee shall modify the Standard Form for CKI District Bylaws (as necessary) to conform to amendments to the Bylaws and Policy Code of Circle K International, along with amendments approved by the CKI Board. Such changes shall be reported to the CKI Board at the next available meeting. Each district shall be notified of the changes and given sixty (60) days after notification to incorporate the changes into its district bylaws. Changes made to district bylaws through this process will not require approval by the district House of Delegates.~~

- a. **The process for approval of amendments to district bylaws shall be as follows:**
  - i. **Amendments approved by the delegates of a District House of Delegates should be submitted to the CKI office, with verification of the approval of the Kiwanis District Board of Officers. (10/20)**
  - ii. **All amendments approved by the delegates of a District House of Delegates and the Kiwanis District Board of Officers, upon submission to the CKI Office, shall first be reviewed by the International Director. (10/20)**
    - 1. **The amendments shall then be submitted to the CKI Board for review and action at the next available meeting. Amendments submitted 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 the board meeting. (10/20)

**b. Standard Form for CKI District Bylaws**

- i. The CKI Executive Committee shall modify the Standard Form for CKI District Bylaws (as necessary) to conform to amendments to the Bylaws and Policy Code of Circle K International, along with amendments approved by the CKI Board.
- ii. Such changes shall be reported to the CKI Board at the next available meeting. Each district shall be notified of the changes and given sixty (60) days after notification to incorporate the changes into its district bylaws.
- iii. Changes made to district bylaws through this process will not require approval by the district House of Delegates. (6/14)

**Amendment #8:** Section C Paragraph 4

Reasoning: In order to make the Policy Code easier to read we reformatted the section below to a list format.

Amendment:

**4. District Strength**

~~a. The District Strength Assessment is a non-punitive program that helps both districts and Circle K International officers determine the strength and weaknesses of districts from year to year. A Self-Assessment questionnaire will be given and reviewed every year at the Governor's and Administrator's Training Conference including but not limited to the following categories: Service hours, Kiwanis Family Relations, Interclub events, District events, District membership, and District growth along with a midterm assessment given in October. (6/16)~~

**1. District Strength**

- a. The District Strength Assessment is a non-punitive program that helps both districts and Circle K International officers determine the strength and weaknesses of districts from year to year.
- b. A Self-Assessment questionnaire will be given and reviewed every year at the Governor's and Administrator's Training Conference
- c. along with a midterm assessment given in October.
- d. Categories to be included in the District Strength Assessment may include but are not limited to the following:
  - i. Service hours;
  - ii. Kiwanis Family Relations;
  - iii. Interclub events;
  - iv. District membership;
  - v. District growth

**Amendment #9:** Section D Paragraph 1

Reasoning: In order to make the Policy Code easier to read we reformatted the section

below to a list format.

Amendment:

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 may be elected to active membership in said club, satellite club or multiple school club. The minimum requirements for membership are 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. (10/20)~~
- b. ~~Membership shall become inactive when the above enrollment requirements are not met during the academic year. The member's host institution shall define an academic year. In the event of a member's graduation, membership will cease on September 30th. For members in Regions 1 and 2, the student must be enrolled for at least part time status to be eligible for membership. (10/19)~~

1. **Membership in Clubs**

- a. **Any student that can uphold the objects of Circle K International and and who is officially enrolled in a college, university, vocational, or trade school, may be elected to active membership in said club, satellite club or multiple-school club.**
  - i. **The minimum requirements for membership are set by the CKI Bylaws and in the bylaws of the respective club. In no instance shall a local club place a "maximum" limit on its membership. (10/20)**
- b. **Membership shall become inactive when the above enrollment requirements are not met during the academic year. The member's host institution shall define an academic year. In the event of a member's graduation, membership will cease on September 30<sup>th</sup>. For members in Regions 1 and 2, the student must be enrolled for at least part time status to be eligible for membership. (10/19)**

**Amendment #10:** Section D Paragraph 2a

Reasoning: The word student is not a necessary addition as the word member would mean they meet all membership requirements needed.

Amendment:

1. Transfer of Membership

- a. When a ~~student~~ member from one CKI club transfers **between institutions** ~~from one school to another~~ with **another** CKI club, in good standing, the individual may have the membership transferred upon the following conditions:

**Amendment #11:** Section G Paragraph Fi1

Reasoning: The intention of this change is to not change the purpose of endorsement but to delete unneeded words and simply wording.

Amendment:



i. Purpose of Endorsement 1. An official endorsement is an acknowledgement that a club, club board, district board, and/or district House of Delegates believes the candidate is qualified to hold the position they are seeking. The said body supports the candidate's goals, ideas, and campaign for International Office., ~~and it wishes them the best of luck.~~

**Amendment #12:** Section H Paragraph 1

Reasoning: To clarify this section and make it more succinct. The intention of this change is not to relieve any responsibilities of the officers, but to make the document easier to navigate.

Amendment:

1. Submission of Report

By the 15<sup>th</sup> of every month, the governor will submit a monthly report form regarding his/her district to the international board.

a. Purpose

- i. ~~These report forms serve as another way each governor can contact the international board.~~
- ii. ~~These reports allow governors to reflect on their districts, request help as needed, and inform their international board of their needs.~~
- iii. ~~These report forms are meant to be succinct but include information such as large upcoming events, service hours, board meetings, and contact from the international board.~~

a. Review

- i. ~~The respective International Trustee, International President, and International Vice President will review these reports by the end of every month.~~
- ii. ~~The International President and International Vice President may contact each governor as needed focusing on administrative, communicative, and service aspects of the report. (6/14)~~
- iii. The International Trustee will holistically evaluate each monthly report form, contact his/her governors, and effectively adapt his/her actions to his/her districts' needs.

**Amendment #13:** Section I Paragraph 1aii2

Reasoning: To clarify the responsibility of the task. This also ensures that the board member in violation will be called, which should increase the likelihood of the board member in violation becoming aware of their status.

Amendment:

- 2. ~~It is suggested, but not required, that~~ The Board Member in violation **shall** also be contacted via telephone **by the International President or International Vice President.**

**Amendment #14:** Section I Paragraph 1ai

Reasoning: All CKI Board Members should be members of good standing.

Amendment:

- 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.

**Amendment #15:** Section I Paragraph 6ai

Reasoning: All CKI Board Members should be members of good standing.

Amendment:

- ii. 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.

**Amendment #16:** Section I Paragraph 6bi

Reasoning: To clarify the intent of the section, which is titled: "Notification Process Notification of the International President, International Vice President, and International Director:"

Amendment:

- i. In a timely manner, the International President, International Vice President, and International Director shall be sent, via electronic mail or facsimile, **of** any official complaints. If the notification is sent and it is determined that the **International President, International Vice President, and International Director** ~~candidate in question~~ did not receive such communication, then ~~they~~ **person in violation** will be sent a notification through certified mail within three (3) days.  
(6/15)

**Amendment #17:** Section J Paragraph 4f and g

Reasoning: To ensure that the language allows for a situation where the International President's position is under question.

Amendment:

- f. 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~~ **chair of the elections committee** may break the tie.
- g. For two candidates: The ~~president~~ **chair of the elections committee** may break a tie.

**Amendment #18:** Section K Paragraph 1 and Paragraph 2

Reasoning: To clarify the meaning of advocacy in relation to service projects.

Amendment:

1. Service Project Definitions
  - a. A voluntary act is one for which no payment is received for a service rendered.

- b. A fund-raising activity is one for which payment, profit, or donations are received.
  - c. 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).
  - d. A service project shall be defined as a voluntary act by at least one CKI member in good standing that will aid the local or global community, directly or indirectly. (10/20)
  - e. A sustainable service project is a voluntary act that addresses the roots of an issue in a community to create a long-term or systemic impact.
  - f. **An advocacy service project is a voluntary act in support of a particular social cause or policy.**
  - g. Service administration shall be defined as the preparation time spent coordinating a particular service project. (10/20)
  - h. A Kiwanis family function is any project, meeting, banquet, rally, conference, or convention of CKI, Kiwanis, Key Club, Builders Club, Aktion 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.
2. Advocacy (10/20)
- ~~a. Advocacy is a voluntary act in support of a particular social cause or policy.~~
  - b. Advocacy directly supporting a specific political party or candidate shall not be associated with Circle K International.

**Amendment #19:** Section M Paragraph 3

**Reasoning:** To clarify the paragraph.

**Amendment:**

3. Recognition for Participation
- CKI Clubs that participate in CKI Week ~~as determined by the International Board and/or appropriate committee(s)~~ shall be recognized at the annual International Convention. **The definition of a participating club shall be determined by the International Board and/or appropriate committee(s).** (10/19)

**Amendment #20:** Section O

**Reasoning:** It allows for more flexibility and keeps this section more concise.

**Amendment:** This wording allows the International Board to remove or create new awards. As new awards are often created every year this allows for that without listing every award in the Policy Code.

**1. Purpose**

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

**Circle K International shall sponsor recognition programs. Awards may be changed, removed, or added by the discretion of the Circle K International Board.**

**Amendment #21:** Section O Paragraph 4

**Reasoning:** Adds several awards from the "Club Contests" section since these awards better fit the club recognition category. These awards honor more than one club without one sole winner, so "contest" represents them inaccurately.

**Amendment:**

1. CKI Club Recognition Programs
  - a. The Growth Enhances Membership (G.E.M.) Awards Program was instituted to recognize clubs which achieve success in membership growth as compared to their previous year's paid membership total.
  - b. **The Outstanding Kiwanis-Family Relations Award is designed to recognize and honor those CKI clubs who have participated in activities and events to enhance Kiwanis Family relations.**
  - c. **The Single Service Award is designed to recognize and honor those CKI clubs, through dedication and unselfish efforts, producing the best single project or service during the year.**
  - d. **The Club Achievement Award is designed to recognize and honor those CKI clubs that have excelled in all aspects of club operation.**
  - e. **The Circle K International Service Initiative Award is designed to recognize clubs who organize and perform an outstanding project relating to the CKI Service Initiative. (10/20)**

**Amendment #22:** Section O Paragraph 5

**Reasoning:** Removes repeated language to allow for a more concise list of awards.

**Amendment:**

**5. CKI District Officer Recognition Programs**

- ~~a. The Hodges and Rodehorst Distinguished District Award recognizes the CKI districts which, during an administrative year, have excelled to a high degree of achievement.~~
- ~~b. The Frank B. Fulton Distinguished Governor Award is designed to recognize governors who have excelled in their CKI endeavors and service to their districts.~~
- ~~c. The R.P. "Reg" Merridew Distinguished Secretary Award recognizes district secretaries who have excelled in their CKI endeavors and service to their districts.~~
- ~~d. The R.P. "Reg" Merridew Distinguished District Treasurer Award was created to recognize treasurers who have excelled in their CKI endeavors and service to their districts.~~
- ~~e. The R.P. "Reg" Merridew Distinguished District Secretary Treasurer Award recognizes secretary treasurers who have excelled in their CKI endeavors and service to their districts.~~
- ~~f. The Jay N. Emerson Distinguished Lieutenant Governor Award was established to recognize lieutenant governors who have excelled in their CKI endeavors and service to their CKI divisions.~~

- ~~g. The George H. "Dad" Gray District Editor Award 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.~~
- ~~h. The A. Doug Wasson Distinguished District Administrator Award is designed to recognize district administrators who have excelled in their service to their CKI districts.~~
- ~~i. The Distinguished Kiwanis District Committee Member Award recognizes Kiwanis district committee members who have excelled in their service to their CKI districts.~~
- ~~j. The Circle K International Hall of Fame recognizes distinguished members of Circle K International who, through years of dedication, commitment, and service, have exemplified the tenet principles, and motto of the organization, and have made significant contributions to Circle K International as a whole. (10/20)~~
- ~~k. The Distinguished District Committee Chair Award recognizes district committee chairs who have excelled in their CKI endeavors and service to their district.~~

#### **4. CKI Distinguished Awards**

- a. The Distinguished Awards are designed to recognize the District Officers who have excelled in their CKI endeavors and service to their districts. The Distinguished Awards include but are not limited to:**
- i. The Hodges and Rodehorst Distinguished District Award**
  - ii. The Frank B. Fulton Distinguished Governor Award**
  - iii. The R.P. "Reg" Merridew Distinguished Secretary Award**
  - iv. The R.P. "Reg" Merridew Distinguished Treasurer Award**
  - v. The R.P. "Reg Merridew Distinguished Secretary-Treasurer Award**
  - vi. The George H. "Dad" Gray Distinguished Editor Award**
  - vii. The Jay N. Emerson Distinguished Lieutenant Governor Award**
  - viii. The Distinguished Committee Chair Award**
  - ix. The A. Doug Wasson Distinguished Administrator Award**
  - x. The Distinguished Kiwanis Committee Member Award**

#### **Amendment #23:** Section P Paragraph 6d

Reasoning: This clause is currently not in practice and the policy code should either be enforced or reflect the organization.

#### **Amendment:**

- ~~d. Each club, under the leadership of the club president and/or membership development and education chairperson, is encouraged to include illegal drug and misuse of prescription and over the counter drug awareness education as part of the membership development and education program.~~

#### **Amendment #24:** Section D Paragraph 6a

Reasoning: This allows for the establishment of community clubs, which are more conducive to many non-US schools.

Amendment:

- a. Consistent with the CKI Bylaws, following certain conditions as outlined in this Policy Code, a CKI club may be established at any institution of higher education that offers courses leading to an associate's degree, bachelors/baccalaureate degree or post-baccalaureate degree, or at vocational or trade schools that have received a technical certification by their government or ministry of education. Clubs can also be multiple-school clubs, where a club consists of members from two or more institutions. **Clubs within Regions 3-7 who are unable to establish a club within an institution, may establish community-based clubs. The membership of this club should coincide with the outlines of Policy Code Section D, Subsection 1.**

**Amendment #25:** Section D Paragraph 7f

Reasoning: This prioritizes the membership of non-districted clubs, which are not currently reflected in CKI membership reporting.

Amendment:

- f. Any CKI 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. **Any CKI club within a non-districted region that is unable to submit the annual membership into the Membership Update Center shall be required to submit their club roster directly to the CKI Director and International President by February 1st to maintain active club status. The CKI Director shall verify:**
  - i. **the non-districted clubs have been counted in all Circle K International membership reports;**
  - ii. **the club members have been included on international mailing lists.**

**Amendment #26:** Section P, Paragraphs 1d; 2; 4b; 5b, g; 8c, d, e; section Q

1. Conduct Unbecoming

Conduct unbecoming of a member of CKI is defined as any conduct that:

- a. Is unlawful; (2/11)
- b. Is incompatible with the best interests of public or of members of the Kiwanis family; or
- c. Tends or threatens to harm the standing or reputation of the Kiwanis family in the local or global community.
- d. **Is in conflict with the code of conduct outlined in the Circle K International policy code.**

2. Violations

A violation of the policy defining conduct unbecoming of a member of CKI 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 **and the district administrator** 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. For any action other than a private reprimand to be taken, the offending party is entitled to a written justification of why the conduct is considered unbecoming as defined above. (10/20)

4. Event Attendance (2/11)

a. \_\_\_\_ Any member of CKI is said to be "in attendance" at an event from the moment of arrival or event check-in start time, whichever is later.

(03/16)

b. A member is said to be departed from the event **upon departure from the premise hosting the event following the closing session, unless leaving on free will prior to closing session.** (10/20)

c. 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, a district, or a club of Circle K International (i.e., a planned meal or district tour), such activities are bound by this policy. (06/14)

5. CKI Alcohol Policy

CKI Alcohol Policy for CKI sponsored conventions, events, and/or special programs. (2/11)

a. No CKI member that is under the age of drinking defined by law will be allowed to possess, sell, distribute, or consume alcohol

**b. The possession, sale, distribution, or consumption of alcoholic beverages by any CKI member, regardless of age, on the premises of an event hosted, sponsored or promoted by Circle K International is strictly prohibited**

c. The possession, sale, distribution, or consumption of alcoholic beverages during any event or situation sponsored or promoted by one CKI district, or promoted by CKI clubs in one district, will be determined by that CKI district's policy code and by that CKI district's Kiwanis District Board. CKI Members are to abide by their home district's alcohol policy at their home district's CKI events.

d. Guests, alumni, and Kiwanis-family members in attendance of said district events are asked to observe this policy in terms of their consumption of alcohol at all CKI events.



- e. CKI Members are to abide by the host district's alcohol policy when attending an event outside of their home district.
- f. CKI Members may or may not be allowed to drink at their home district's Kiwanis events as outlined by the applicable Kiwanis and CKI club and district policy codes, as long as no other Kiwanis Service Leadership Program members are in attendance. (6/14)
- g. ~~The possession, sale, distribution, or consumption of alcoholic beverages during any event or situation sponsored or promoted by more than one CKI district or by the international level of CKI (ie. CKIx, Spark!), or any other Kiwanis service leadership program event will not be allowed or tolerated. (4/19)~~

## 8. Code of Conduct

The following CKI International Code of Conduct will be in effect at all CKI conventions and events, meetings, **online gatherings and official activities:**

- 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 will be enforced at all times during the event. (2/11).
- c. **Subject to the discretion of the CKI director, any member, adult volunteer or guest may be disciplined up to and including removal from the event for the appearance of being under the influence of alcohol, drugs or other illegal substances, for being disruptive or for conducting oneself in a disorderly manner.**
- d. **Sexual harassment is defined as behavior marked by aggressive or harassing remarks, unwanted physical or online contact or sexual advances, requests for sexual favors, or other online, 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. Any member experiencing or witnessing this behavior is highly recommended to report it to the CKI director or the Youth Protection Hotline immediately.**
- e. **Members acknowledge that they are responsible, legally and morally, for what you say and post online. Members should not post any items including but not limited those that:**
  - i. **Promote, endorse, or condone violence;**
  - ii. **Promote, endorse, or condone discrimination on the basis of race, color, creed, national origin, age or sex, including sexual orientation and gender identity;**



**iii. Impugns the character or integrity of another member, Kiwanis volunteer or staff member.**

**Section Q: Fiscal Policy and Responsibility**

1. Assessment of 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 on at the next feasible International Convention, allowing for proper education of CKI members in regards to a dues adjustment. (10/04)

Thank you for reading! Please feel free to reach out to me with any questions:  
[vicepresident@circlek.org](mailto:vicepresident@circlek.org).

Yours in Service,

**Joey Cain**

Circle K International Vice President