



DELEGATE

Packet

AMENDMENTS
2025 EDITION

CKI[®] Circle K
International

Circle K International House of Delegates Standing Rules

- Rule 1** The official language of this Convention shall be English.
- Rule 2** Only delegates with official delegate credentials may present or speak on motions and vote.
- Rule 3** Only delegates may be seated in the area designated for delegates. Access by non-delegates shall be limited to those designated by the Director of Circle K International.
- Rule 4** The House of Delegates shall remain open except when a vote is in progress. Delegates shall be allowed to leave and re-enter; however, ballots shall not leave the House.
- Rule 5** Delegates may not leave or enter the House of Delegates while any vote is being taken.
- Rule 6** The maker of a motion shall be entitled to speak first in support of such motion.
- Rule 7** No delegate may speak more than two minutes at a time unless allowed to do so by a majority vote of the delegates.
- Rule 8** No delegate may address the assembly a second time on the same question until all delegates who desire to speak on the topic have spoken.
- Rule 9** Debate shall alternate as much as possible between those speaking for and those speaking against a motion.
- Rule 10** Microphones shall be designated by number or simply by pro and con. Speakers shall use the appropriate microphone. The chair will recognize speakers at the microphones in rotating order.
- Rule 11** A delegate shall not speak for or against a motion and move to close debate on the same recognition.
- Rule 12** Debate on any proposed resolution or debatable question, including all amendments thereto, shall not exceed ten (10) minutes.
- Rule 13** A motion to move the previous question shall not be in order until five (5) minutes of debate has taken place or all microphones are clear.
- Rule 14** Anyone wishing to make a change to a proposed amendment (making an amendment to a motion) is required to submit the change in writing on the form that will be available in the front of the House of Delegates and submit it to the CKI Director before going to the microphone.

- Rule 15** A member of the Sergeant-at-Arms Committee shall be positioned at each microphone to relay to the chair priority motions, such as a point of order, a point of information, etc. The Committee member will utilize a red card to gain the attention of the Chair for priority motions.
- Rule 16** Candidates for the offices of President, Vice-President and trustee shall be allowed to address the House of Delegates as set forth below:
- President one (1) minute.
 - Vice-President one (1) minute.
 - Trustee one (1) minute.
- Rule 17** The use of cellular telephones, pagers, and other unauthorized personal digital assistant devices (PDAs) shall not be permitted in the House of Delegates at any point. Computers may be used for CKI business in the House of Delegates for the purpose of conserving the paper that would be used to print CKI documents, however any other uses will not be permitted. The Sergeant at Arms Committee shall be in charge of the enforcement of this rule and shall confiscate any of the prohibited items if found to be in use until the end of that day's session.
- Rule 18** Any of the above rules may be suspended by a two-thirds (2/3) vote.
- Rule 19** Roberts Rules of Order Newly Revised shall be the parliamentary authority for all matters of procedure not specifically covered by the Bylaws of Circle K International, the International Policies, Board Procedures, and these standing rules.
- Rule 20** Paper ballots will be used in voting in the trustee, president and vice president elections. A show of hands will be used in all business meetings as follows a) Voters will raise hands, b) At the request of the Chair, voters will stand for verification of votes, c) The Chair will direct any necessary change to this procedure, such as counted rising vote or paper ballot.

Amendments to the CKI House of Delegates must have been submitted in accordance with the Circle K International Bylaws, Article 26: Amendment of Bylaws.

All amendments require a two-thirds (2/3) vote of the House of Delegates to be approved.

Amendments that pass in the CKI House of Delegates must then be presented to the Kiwanis International Board of Trustees for final approval. Once approved, amendment changes are effective unless otherwise noted.

Parliamentary Procedures at a Glance

Parliamentary Procedure protects the rights of people to join together to accomplish common goals and enables them to debate and take action in a fair manner with the least amount of controversy.

How a Motion is Made and Acted Upon

1. A member requests the floor.
2. The floor is assigned.
3. The motion is made.
4. The motion is seconded.
5. The chair states the motion.
6. Debate is held.
7. The chair puts the question to a vote.
8. The chair announces the vote.

Putting a Motion on the Floor: To make a motion or an amendment to a motion, the maker should go to the microphone, be recognized by the presiding officer (CKI International President), state his/her name and club, then state the motion (or amendment to the motion). The motion or amendment is seconded from the floor. The presiding officer then places the motion before the House of Delegates for discussion. The club delegate may speak on the motion or amendment first. NOTE: Once the presiding officer places the motion before the House, it is under the control of the House and does not belong to the delegate making the motion. For example: it cannot be withdrawn later without the permission of the House.

Seconds to Motions: It is not necessary to agree with a motion to second it. A second only implies that there is more than one person who wishes to discuss the motion. Therefore, if a motion is coming from the International Board or a committee, it does not need a second from the floor.

Amendments to the Motions: A motion that is on the floor may have two amendments pending at one time. However, the first amendment must relate to the main motion and the second amendment must relate to the first amendment to the motion.

Refer or Postpone: A motion to postpone or refer to a committee can be made while a main motion or an amendment to a main motion is pending.

Close Debate or Call the Question (same motion): A delegate must go to a microphone and move to close debate or call the question. The motion needs a second. There is no discussion and it takes two-thirds (2/3) vote of the delegates present and voting to pass. After the motion to close debate or call the question is approved, there will be an immediate vote on the pending motion.

Table a Motion: A motion to table is used only in an emergency. A motion to table ("lay on the table") should not be used to kill the motion on the floor or to postpone consideration of the motion. If a delegate does not like the motion, he/she should vote against it. If a delegate wishes to discuss the motion at another time, he/she can move to postpone or refer the motion to a committee (see above). There is no motion such as "table until xxx time." (Instead, the correct motion would be

“postpone until xxx time.”)

Point of Order: If a delegate believes there was a breach of parliamentary procedure, he/she may rise to a point of order. If the point of order refers to an action made by someone other than the presiding officer, the delegate should give the presiding officer time to correct the problem before interrupting with the point of order. If the delegate cannot reach a microphone in a timely manner, he/she may shout out “point of order” from their place while approaching a microphone.

Questions: If a delegate wishes to make a motion and is not sure how to proceed, the delegate should ask the presiding officer.

Point of Information/Inquiry: If a delegate is seeking information and/or clarification on a motion, he/she may rise to a point of information. Once recognized by the presiding officer, the delegate must ask a question regarding the information he/she is seeking. Point of information is not to be used to state opinion or make statements for or against a motion.

Rank: A motion of higher rank can be made at the time that a motion of lower rank is on the floor or pending. A motion of higher rank takes precedence over a motion of lower rank.

PROPOSED AMENDMENTS

2025 Circle K International House of Delegates

proposed bylaw amendment

Amendment: 1 Submitted by: International Board Effective date: October 2025 Amend: Article 19, Section 1 Purpose: To align with Kiwanis dues tiers by merging CKI tiers B and C, which would simplify dues structure and provide further subsidy for current Tier B countries. Vote required: Two-thirds (2/3)	<input type="checkbox"/> Adopted <input type="checkbox"/> Amended then adopted <input type="checkbox"/> Not adopted <input type="checkbox"/> Not brought to the floor <input type="checkbox"/> Referred to a committee <input type="checkbox"/> Other
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Article 19. Revenue

Section 1. International Dues.

Each Circle K International club shall submit to Circle K International or its designated fiscal agent, annual dues as stated below for each member, with the exception of honorary members. All members and clubs are encouraged to send dues electronically or via traceable means, i.e. certified mail. Payment must be submitted by check, money order or credit card; cash will not be accepted. Club roster information and dues invoice must be submitted at time of payment. Clubs that fail to follow the guidelines for dues payment will be placed into a special handling group that will delay the processing of dues.

The Circle K International Board shall be responsible to analyze all budgetary matters on an ongoing basis and may recommend adjustments in dues, subject to a vote by the Circle K International House of Delegates.

The Amount of Circle K International fees shall be determined according to the per capita gross national income defined by the World Bank for the nation of the CKI club, as follows:

- Tier ~~A~~**1**: Clubs in countries with per capita income US\$10,000 or more shall pay CKI international dues per member of:
- € US\$36 for administrative year 2025-26
 - € US\$44 for administrative year 2026-27 and beyond
- ~~Tier B: Clubs in countries with per capita income US\$5,000 to US \$9,999 shall pay CKI international dues per member of:~~
- ~~€ US\$15 for administrative year 2025-26~~
 - ~~€ US\$18 for administrative year 2026-27 and beyond~~
- Tier ~~C~~**2**: Clubs in countries with per capita income US\$~~4~~**2**,999 or less shall pay CKI international dues per member of:
- € US\$~~12~~**8** for administrative year 2025-26
 - € US\$~~14~~**9** for administrative year 2026-27 and beyond

2025 Circle K International House of Delegates
proposed bylaw amendment

Amendment: 2 Submitted by: International Board Effective date: October 2025 Amend: Article 13, Section 3 and Article 18, Sections 2 & 3. Purpose: To specify the duties of international trustees, reduce redundancies, create more specialized roles, and ensure accountability and implementation of international strategy. Vote required: Two-thirds (2/3)	<input type="checkbox"/> Adopted <input type="checkbox"/> Amended then adopted <input type="checkbox"/> Not adopted <input type="checkbox"/> Not brought to the floor <input type="checkbox"/> Referred to a committee <input type="checkbox"/> Other
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Article 13. Duties of Officers

Section 3. Duties of International Trustees.

- a. They shall be from a club in good standing within Circle K International and act as an official counselor to their assigned districts.
- b. In the event of the inability of the vice-president to perform the duties of the office of vice-president, the CKI Board of Trustees shall elect one of the trustees to perform the duties of and have the same authority as the vice-president.
- c. The trustee shall communicate by correspondence throughout the year with the governors and districts they are assigned to and shall relieve the president of routine detail related to the administration with the governors and other district officers they serve as a trustee for, as is agreed upon with the district governors.
- d. They shall attend the annual convention of Circle K International, as well as meetings of the CKI Board of Trustees and the International Council. They shall represent the CKI Board of Trustees at the district conventions, for the districts they serve as a trustee for when practical, but as assigned by the president. The trustee shall assist the governor and other district officers in establishing and maintaining tangible involvement of the clubs within the district in the affairs of this organization and shall evaluate the overall effectiveness of the programs of the clubs in those districts. They shall be responsible for the collection of program sharing materials from the districts they serve as a trustee for, and they shall serve as the official trustee of this organization at such functions as the president may determine.
- e. Trustees shall also serve as chair on one or more of the committees as described in ~~listed in Article 20 of~~ these Bylaws. Each trustee shall have such other duties as usually pertain to the office or as may be assigned by the CKI Board of Trustees.
- f. The Trustee shall adhere to all responsibilities as set forth by the signed service agreement.

Article 18. Committees

Section 2. Standing Committees.

The President and Vice-President, in consultation with the ~~Circle K~~ CKI International Director, may appoint other committees, Committees shall serve concurrently with the President's term. The President and Vice-President shall appoint committee chairs from the board of trustees and shall consult the chairs to determine committee members. Committee Members shall be in good standing with their clubs. All committees, duties, chairs, and members are subject to approval by the CKI Board. The President and Vice President shall be responsible for ensuring that the committees remain on task.

Section 3. Chair Assignment and Responsibilities.

- a. The International President and International Vice President shall assign a chairperson ~~or facilitator~~ from the international board and with the advice and consent of the Board, for each Board and Ad-hoc committee and Task Force.
- b. All Committee Chairs will convene in no less than four (4) meetings per CKI year to be overseen by the International Vice President.
- c. All other duties of the International Committee Chairs will be assigned by the International President and Vice President in consultation with the CKI Director and International Board of Trustees and outlined in the application agreement.

2025 Circle K International House of Delegates

proposed bylaw amendment

Amendment: 3

Submitted by: New York District

Effective date: October 2025

Amend: Article 13, Section 3.

Purpose: To redefine trustee roles, adding a specialty to cover international needs and better support districts.

Vote required: Two-thirds (2/3)

- ☐ Adopted
- ☐ Amended then adopted
- ☐ Not adopted
- ☐ Not brought to the floor
- ☐ Referred to a committee
- ☐ Other

Article 13: Duties of Officers

Section 3. Duties of International Trustees.

- a. They shall be from a club in good standing within Circle K International and act as an official counselor to their assigned districts.
- b. In the event of the inability of the vice-president to perform the duties of the office of vice-president, the CKI Board of Trustees shall elect one of the trustees to perform the duties of and have the same authority as the vice-president.
- c. The trustee shall communicate by correspondence throughout the year with the governors and districts they are assigned to and shall relieve the president of routine detail related to the administration with the governors and other district officers they serve as a trustee for, as is agreed upon with the district governors.
- d. They shall attend the annual convention of Circle K International, as well as meetings of the CKI Board of Trustees and the International Council. They shall represent the CKI Board of Trustees at the district conventions, for the districts they serve as a trustee for when practical, but as assigned by the president. The trustee shall assist the governor and other district officers in establishing and maintaining tangible involvement of the clubs within the district in the affairs of this organization and shall evaluate the overall effectiveness of the programs of the clubs in those districts. They shall be responsible for the collection of program sharing materials from the districts they serve as a trustee for, and they shall serve as the official trustee of this organization at such functions as the president may determine.
- e. Trustees shall ~~also serve on one or more of the committees listed in Article 20~~ as a specialist on the committees as described in of these Bylaws. Each trustee shall have such other duties as usually pertain to the office or as may be assigned by the CKI Board of Trustees.

PROVISO 1: If the number of trustees is determined to be 7, the specialist roles would be defined as the following:

Membership: Two trustees would be assigned to the role of Membership Specialist. In addition to their role as trustee, they would provide support in membership and engagement. They would also oversee committees related to their specialist role.

Events: One trustee would be assigned to the role of Events Specialist. In addition to their role as trustee, they would assist in the planning of the International Convention and shall plan other virtual events as seen fit by the International Board. They would also oversee committees related to their specialist role.

Service Initiatives and Partnerships: One trustee would be assigned to the role of Service Initiatives and Partnerships Specialist. In addition to their role as trustee, they would promote CKI Initiatives and Partnerships. They would also oversee committees related to their specialist role.

District Building: Two trustees would be assigned to the role of District Building Specialist. In addition to their role as trustee, they would provide support for struggling and provisional districts and promote global development. They would also oversee committees related to their specialist role.

Provisional Growth: One trustee would be assigned to the role of Provisional Growth Specialist District Building Specialist. In addition to their role as trustee, they would provide support for provisional districts and non-districted areas. In the event there are no provisional districts, they would serve as a third District Building Trustee with a focus on global development. They would also oversee committees related to their specialist role.

PROVISO 2: If the number of trustees is determined to be 5, the specialist roles would be defined as the following:

Membership: One trustee would be assigned to the role of Membership Specialist. In addition to their role as trustee, they would provide support in membership and engagement. They would also oversee committees related to their specialist role.

Events: One trustee would be assigned to the role of Events Specialist. In addition to their role as trustee, they would assist in the planning of the International Convention and shall plan other virtual events as seen fit by the International Board. They would also oversee committees related to their specialist role.

Service Initiatives and Partnerships: One trustee would be assigned to the role of Service Initiatives and Partnerships Specialist. In addition to their role as trustee, they would promote CKI Initiatives and Partnerships. They would also oversee committees related to their specialist role.

District Building: One trustee would be assigned to the role of District Building Specialist. In addition to their role as trustee, they would provide support for struggling and provisional districts and promote global development. They would also oversee committees related to their specialist role.

Provisional Growth: One trustee would be assigned to the role of Provisional Growth Specialist. In addition to their role as trustee, they would provide support for provisional districts and non-districted areas. In the event there are no provisional districts, they would serve as a second District Building Trustee with a focus on global development. They would also oversee committees related to their specialist role.

PROVISO 3: If the number of trustees is determined to be 3, the specialist roles would be defined as the following:

Membership and Initiatives: One trustee would be assigned to the role of Membership and Initiatives Specialist. In addition to their role as trustee, they would provide support in membership and engagement and promote CKI Initiatives and Partnerships. They would also oversee committees related to their specialist role.

Events: One trustee would be assigned to the role of Events Specialist. In addition to their role as trustee, they would assist in the planning of the International Convention and shall plan other virtual events as seen fit by the International Board. They would also oversee committees related to their specialist role.

District Building: One trustee would be assigned to the role of District Building Specialist. In addition to their role as trustee, they would provide support for struggling and provisional districts and and non-districted areas. They would also oversee committees related to their specialist role.

- f. The Trustee shall adhere to all responsibilities as set forth by the signed service agreement.

2025 Circle K International House of Delegates
proposed bylaw amendment

<p>Amendment: 4</p> <p>Submitted by: International Board</p> <p>Effective date: October 2025</p> <p>Amend: Article 12, Section 9</p> <p>Purpose: To provide flexibility in the event of an international board vacancy by giving the international board the power to determine whether to fill a trustee vacancy based on time of year and other factors.</p> <p>Vote required: Two-thirds (2/3)</p>	<p><input type="checkbox"/> Adopted</p> <p><input type="checkbox"/> Amended then adopted</p> <p><input type="checkbox"/> Not adopted</p> <p><input type="checkbox"/> Not brought to the floor</p> <p><input type="checkbox"/> Referred to a committee</p> <p><input type="checkbox"/> Other</p>
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Article 12: Nomination and Election of Officers

Section 9. Vacancy in Office of Trustee or Vice-President.

In the event of a vacancy in one of the offices of trustees or the office of vice-president ~~between conventions and before April 1~~, the CKI Board of Trustees shall elect an active member in good standing of a club within a district ~~as soon as possible after the creation of the vacancy~~, to serve in that capacity for the unexpired term. ~~In the event a vacancy occurs after April 1, the CKI Board of Trustees may vote to leave the office vacant until the next succeeding convention of Circle K International or International Council meeting should an International Convention not be held that year.~~

2025 Circle K International House of Delegates
proposed bylaw amendment

Amendment: 5 Submitted by: Florida District Effective date: October 2025 Amend: Article 12, Section 8-9 Purpose: Mandates the vice president to become president in the event of a presidential vacancy. Vote required: Two-thirds (2/3)	<input type="checkbox"/> Adopted <input type="checkbox"/> Amended then adopted <input type="checkbox"/> Not adopted <input type="checkbox"/> Not brought to the floor <input type="checkbox"/> Referred to a committee <input type="checkbox"/> Other
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Article 12: Nomination and Election of Officers

Section 8. Vacancy in Office of President.

In the event of a vacancy in the office of president between conventions, ~~the CKI Board of Trustees shall elect one of the trustees to serve in the capacity for the unexpired term,~~ the Circle K International Vice President shall become president, if there is no Vice President, then a Trustee shall be chosen. ~~except that in~~ In any year in which no annual convention is held, the International Council shall elect a qualified member of a club to serve for the remainder of the term.

Section 9. Vacancy in Office of Trustee or Vice-President.

In the event of a vacancy in one of the offices of trustees ~~or the office of vice-president~~ between conventions and before April 1, the CKI Board of Trustees shall elect an active member in good standing of a club within a district as soon as possible after the creation of the vacancy, to serve in that capacity for the unexpired term. In the event a vacancy occurs after April 1, the CKI Board of Trustees may vote to leave the office vacant until the next succeeding convention of Circle K International of International Council meeting should an International Convention not be held that year. In the event of a vacancy in the Office of Vice-President, a Trustee shall be chosen by the board to fill the vacancy. If no Trustee chooses to serve, the CKI Board of Trustees shall elect an active member in good standing of a club within a district as soon as possible after the creation of the vacancy, to serve in that capacity for the unexpired term.

2025 Circle K International House of Delegates
proposed bylaw amendment

Amendment: 6 Submitted by: Florida District Effective date: October 2025 Amend: Article 12, Section 11 Purpose: Every Board Member should be held accountable. There should be language in our international bylaws to ensure this happens. Vote required: Two-thirds (2/3)	<input type="checkbox"/> Adopted <input type="checkbox"/> Amended then adopted <input type="checkbox"/> Not adopted <input type="checkbox"/> Not brought to the floor <input type="checkbox"/> Referred to a committee <input type="checkbox"/> Other
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Article 12: Nomination and Election of Officers

Section 11. Removal from Office.

An International officer may be removed from office for just cause by affirmative vote of two- thirds (2/3) of all members of the International CKI Board of Trustees duly elected and serving at the time, with the exception of the member in question. Whenever there appears to be sufficient cause for such action, the president or, when appropriate, the vice president or Kiwanis International staff) shall give such officer of the CKI Board of Trustees immediate notice of said cause and shall indicate that consideration shall be given to such facts and reasons why the office should be declared vacant. The officer shall be afforded the opportunity to explain or refute the allegations.

2025 Circle K International House of Delegates
proposed bylaw amendment

<p>Amendment: 7 Submitted by: Florida District Effective date: October 2025 Amend: Article 15, Section 3. Purpose: The Governor's, representing their Districts, should be entitled to a full budget briefing so that they know the true financial situation of Circle K International. Vote required: Two-thirds (2/3)</p>	<p><input type="checkbox"/> Adopted <input type="checkbox"/> Amended then adopted <input type="checkbox"/> Not adopted <input type="checkbox"/> Not brought to the floor <input type="checkbox"/> Referred to a committee <input type="checkbox"/> Other</p>
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Article 15: International Council

Section 3. Meetings & Notice of Meeting.

A meeting of the International Council shall be held in any year in which no International convention is held. In years in which an International convention is held, the International Council shall meet at International convention before the beginning of the House of Delegates, before December 1st to receive a budget briefing by the Director of Circle K International, and at such other times and places as determined by the CKI Board of Trustees, with the concurrence of the Board of Trustees of Kiwanis International. For all meetings of the International Council, notice shall be sent to each member of the Council at least fourteen (14) days prior to the beginning of the meeting.

