



# **CIRCLE K INTERNATIONAL BOARD OF TRUSTEES**

## **Candidate Information Packet**

2024-25 Edition

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## Introduction

This document has been prepared to let you know what is expected of you if you are elected to the CKI Board of Trustees (the board). It will answer questions about time requirements, expenses, travel, board meetings and training, as well as other topics. CKI board members are expected to fulfill the obligations and responsibilities outlined in this bulletin.

## A member of the CKI Board of Trustees...

- Is an unpaid, elected volunteer.
- Is an advisory role.
- Is an active member in good standing of a chartered club in good standing.
- Is elected by the voting delegates of the House of Delegates or Circle K International Council.

## What is the function of the board?

The board oversees CKI, interprets the bylaws when necessary and establishes the policies and procedures that govern the organization at all levels. While the board does not manage the day-to-day operations of CKI, it sets the organization's policies and general direction. The board is responsible for keeping CKI strong by implementing a strategic plan for the future and ultimately answers to the House of Delegates at international convention.

## How does the board operate?

Approximately one week before each board meeting, an agenda for the board meeting, as well as the board committee agendas and any necessary background information, is made available. Board members are expected to study the agenda and reports to familiarize themselves with the topics to be discussed.

At the first board meeting, board members will meet with CKI staff to conduct the business of the organization. This includes acting on the recommendations each board committee puts forth.

Within 14 days of the meeting, the vice president prepares minutes to be approved and then distributed to the membership.

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### **As a board member, what is my relationship with CKI staff?**

The Circle K International Board of Trustees works hand-in-hand with the CKI director, CKI program specialist and other Kiwanis team members to set the direction of the organization. The CKI director is responsible for helping guide the board, implement its decisions and manage the daily operations of the organization. The CKI director is a non-voting member of the board and managing officer of the CKI office. The CKI program specialist and other Kiwanis team members also serve as a resource on issues of concern to the board. If trustees have a matter that would require work by members of the Kiwanis International team, it should be brought to the attention of the CKI director who will then coordinate efforts with other team members, if necessary.

### **Assessing Your Candidacy for Office**

As you consider pursuing a position on the board, you must spend some time evaluating your motives, objectives, skills, training needs, past performance, future aspirations, time you can commit and level of moral support from your club, sponsoring Kiwanis club, and districts.

Consider the following questions to help you decide whether you have the time, energy and commitment to fulfill the position requirements of an officer and to prepare yourself for your campaign, should you decide to run for office.

1. What time constraints will you have during the academic year (other co-curricular activities, course load, personal and family obligations)?
2. How many hours will you be able to devote to CKI work on a weekly basis? How will you utilize this time?
3. Why are you interested in pursuing an officer position?
4. Review the position requirements for officers and identify the skills and personality characteristics necessary to be an effective officer. How will you compensate for any skills you do not currently have?
5. What have you gained personally and professionally through your involvement in CKI?
6. What past experiences qualify you for an officer position?
7. What do you hope to learn and gain through the experience of being an officer?
8. Toward what issues, programs, and needs do you believe CKI needs to direct attention (consider service needs, subregion district needs, and club needs)?
9. In what areas of organizational operation do you need further training?
10. What is the current state of your district and/or club? Would it be better for the organization if you took a leadership role in your district and/or for your club?

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### Time Required to Fulfill an Officer Position

Officers must be willing to commit up to **20 hours per week** to their CKI responsibilities. The time spent on CKI work will vary from week to week depending on travel, committee assignments and other personal and academic obligations; however, 15 to 20 hours per week is the average time spent on CKI work.

Refer to the [officer service agreements](#) for the minimum requirements of holding an office.

### Knowledge of the Organization

As an officer, you will be expected to be knowledgeable of all facets of CKI; therefore, you should be quite familiar with the club, division, district, and international levels of the organization as they relate to the governing documents. As an officer, you will make decisions that benefit the districts you represent.

### Resources Needed to Fulfill Officer Responsibilities

- Reliable cell phone with unlimited access and voicemail
- A reliable computer/laptop
- Reliable, consistent internet access
- Consistent email access with ability to send and receive Word, Excel, PowerPoint, Teams and PDF attachments

Access to a computer and cell phone will enable the officer to document records and correspond efficiently with districts and the CKI office. All reports submitted to the CKI office must be submitted electronically. The majority of correspondence is through the internet; therefore, it is essential that candidates have reliable access. It is recommended that each officer establish a separate email account dedicated to the board's work.

Each officer will receive files from their predecessor. These files may contain past monthly reports from the districts, fall training conferences, and district convention programs, officer visit report forms, and additional information documented by the officer during their term. Each year, officers are required to submit this information at the end of their term; however, the CKI office only has available what is submitted. Follow-up conversations and correspondence with the predecessor may be necessary for gathering information.

It is the officer's responsibility to maintain orderly files and to document district activity and interactions. Officers must return **all files** to the CKI office prior to the start of convention. Receipt of convention reimbursement is dependent on the submission of all district information.

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### Required Travel and Meetings

The travel listed is **REQUIRED** for every board member. All costs associated with this travel will be paid by CKI. Additional travel is restricted and must be approved by the director and president. Dates are subject to change.

- **Board orientation and transition meeting** – Saturday, July 6, 2024, 8-9:30 a.m. – Denver, Colorado\*
- **Board training and board meeting** – July 28-August 1, 2024 – Indianapolis, Indiana
- **Fall district events** – as approved by the director and president
- **Winter board meeting** – January 2025–TBD
- **Spring district conventions and events** – as approved by the director and president
- **Summer board meeting** – Tuesday, June 24, 2025 – Pittsburg, Pennsylvania
- **2024 Circle K International Convention** – June 25-28, 2025 – Pittsburg, Pennsylvania

*\*Please note that this is the day after the conclusion of convention. If you are running for international office, don't plan on departing the hotel before 10:30 a.m. Newly elected officers are required to attend this meeting.*

Board members **MAY BE REQUIRED** to make the following trips, in addition to the ones mentioned previously:

- Kiwanis International board meetings – October 2024, January 2025, April 2025 – Indianapolis, Indiana
- GATC 2025 – if designated to attend in April 2025

In addition to CKI-related visits, the president and vice president may be invited to attend various Kiwanis International functions per the director or the Kiwanis International President.

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### **Trustee Responsibilities**

A trustee's primary responsibility will be to represent the clubs and members within the districts in which they are assigned. Trustees' primary source of communication will be with the clubs and members within their assigned districts.

### **Committees**

Trustees will have the opportunity to serve on committees. International committees will consist of CKI members in good standing from CKI clubs in good standing with Circle K International.

### **Expenses**

The board will be reimbursed for eligible travel expenses during official board work including district visits, board meetings, and convention. All board members will be required to turn in receipts and an expense report within two weeks after the event. Receipts not submitted within two weeks will not be paid. All travel must be booked through the CKI office.

### **CKI Budget**

The Kiwanis International Board will preliminarily approve the CKI budget at its June board meeting. The budget is available upon request. The CKI Board will review the budget for the following year at the April or June board meeting.

### **Fund Solicitation**

Officers are prohibited from soliciting funds from any Kiwanis sources to support their activities as an officer. This includes support from Kiwanis members and Kiwanis clubs.

### **Travel Documents**

Due to the nature of various meetings, trainings, conferences, and events officers are expected to attend, it is highly recommended you begin to obtain the appropriate travel documents (i.e., passport, photo identification, etc.) as you may be required to travel outside your home country should you be elected.

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### How do I conduct my campaign for office?

Please refer to [CKI Policy Code](#) for the full requirements and guidelines for campaigning. To truly be effective in your campaign, you must do research to determine the needs of the clubs and members within the organization and then use that information to develop your platform. You will need to rally your greatest supporters to be a part of your campaign team and design a strategy to make CKI members aware of your qualifications and platform.

You must be prepared to share information about yourself: your past experiences, skills, qualifications, and motivation for pursuing a Circle K International officer position.

### Candidate Meetings and Obligations at Convention

To enable a candidate's maximum exposure and education, it is recommended that candidates attend the following meetings and sessions in person or virtually. Dates/times are subject to change. This convention will **only** allow candidates to run in person. The 2024 international convention will be held July 3-5 in Denver, Colorado.

- [Virtual International Officer Candidates Meeting](#) (8 p.m. ET, June 18, 2024)
  - During this online meeting, you will become oriented to the officer positions, have the opportunity to ask questions of some members of the current CKI board, and submit the prescribed requirements to run for office (if not already submitted).
  - This is a required meeting. Staff and CKI board leadership will go over the rules of the election and expectations of office.
- NEW! [Virtual Caucus of the Whole](#) (8 p.m. ET, June 25, 2024): Each candidate will participate in the virtual Caucus of the Whole. This will occur via Zoom and may be attended by any CKI member. A recording of the event will then be posted online for members to view.
  - Presidential and vice presidential candidates will be permitted up to four minutes to speak, inclusive of up to one minute of candidate introduction (optional). Presidential and vice presidential candidates will then be asked the same pre-selected presidential or vice presidential questions, respectively, that were pre-submitted by the delegation. A maximum of three questions will be asked for up to three minutes, whichever limit is reached first.
  - Trustee candidates will be permitted up to three minutes to speak, inclusive of up to one minute of candidate introduction (optional). Candidates will then be asked the same pre-selected trustee questions that were pre-submitted by the delegation. A maximum of three questions will be asked for up to three minutes, whichever limit is reached first.

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- *Convention Opening Session: (July 3, 2024)*
  - During the opening session of the convention, candidates must be nominated for the position they are seeking. Please designate a CKI member to nominate you and another to second your nomination.
- *District Caucuses: (July 3, 2024)*
  - Each candidate will participate in caucuses by district. Candidates will visit rooms where CKI members (from multiple districts) will be able to ask direct questions of them. Time limits will be set for each caucus visit.
- *House Of Delegates: (July 5, 2024)*
  - At this session, eligible delegates will debate and vote on proposed amendments to CKI's bylaws and on candidates for the Circle K International Board of Trustees. During this session, the following will occur:
  - Candidates for office will be allowed 1 minute to speak to the entire body.
  - When not speaking, candidates will be kept in a separate space.
  - Nominations for president, vice president and trustee from the floor will be accepted. Any member interested in running from the floor must meet the requirements outlined in CKI's governing documents and in the Candidate's Packet and must submit their information to the CKI specialist no later than 4pm central time on Wednesday, July 3, 2024 before convention check-in closes.
  - Votes will be tabulated, and all parties will be notified of the results immediately. The results of the election will be announced at the conclusion of the meeting.
- *Closing Session Rehearsal (TBD)*
  - Those elected to the 2024-25 CKI Board of Trustees are required to rehearse for the closing session.
- *Closing Session Friday, July 5, 2024)*
  - The 2023-24 CKI Board of Trustees will be retired and the 2024-25 CKI Board of Trustees will be inducted into office.
- *Old/New Board Transition & New Board Member Orientation (Saturday, July 6, 2024)\**
  - Preparations for board training in Indianapolis will be reviewed.

*\*Please note this will be held the morning following the conclusion of convention. Those elected are required to attend. Please plan on departing the hotel no earlier than 10:30 am MST.*



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### **Candidate & Board Member Eligibility Requirements**

CKI Bylaws & Policy Code establishes requirements that all officers must meet in order to run for and serve as an officer. Please refer to CKI Policy Code: Officers (listed below for quick reference).

#### **Section 2 International, Sub-Section C: International Officers**

##### **1. Requirements of International Officers**

*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 2.50 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,*
- f. Must abide by their completed officer service agreement.*

##### **2. Requirements of Candidates**

*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;*
- b. Must have served for at least five months in at least one club, divisional, or district officer position (either elected or appointed) or as a member of an international committee.*
- 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.*
- e. Must have engaged in a minimum of one (1) round of formal caucusing at CKI Convention. Note: Candidates need not be nominated for the office for which they caucused.;*
- f. Must submit a completed officer service agreement.*

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### **Verification**

Every candidate is required to submit proof of their meeting the established eligibility requirements to be verified by the CKI specialist prior to being able to run for office. In addition, at the beginning of each semester, all officers will be required to submit proof of their meeting the established eligibility requirements to the CKI specialist for verification. At any time, should a candidate or officer have a change of status and/or fail to meet any of the eligibility requirements, they must notify the CKI specialist as soon as possible for review. Should there be any additional questions or concerns regarding your academic eligibility, the CKI director may request additional documentation and/or official transcripts.

### **Endorsement**

The CKI Policy Code establishes specific requirements to receive an endorsement to run for the board. 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 office, and it wishes them the best of luck. Note: the delegates from said district are not bound by this endorsement to vote for that candidate at the CKI convention.

Please refer to CKI Policy Code, Section 2: International Officers (listed below for quick reference) for more information on endorsements:

### **Endorsement Guidelines**

*A candidate shall be officially endorsed by his/her home club, home club board, home district, and/or home district House of Delegates.*

- 1. Candidates requesting endorsement from a club, club board, or district board must do so in writing. This request must include, but not be limited to, the candidate's goals for the office they are seeking, goals for CKI, and past leadership experiences. To give the entity time to review the candidate's written request for endorsement, all requests must be sent out at least two (2) weeks prior to the meeting at which the endorsement is to be considered.*
- 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 trustee or for the general endorsement of CKI office.*
- 5. Seeking an endorsement from any of the above said bodies shall not be considered a form of campaigning.*

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## Granting Endorsement

1. An official endorsement for CKI 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.

## Candidate Materials: Candidate Information Form

In order to be considered for the board you must complete this [Online Candidate Form](#) by **noon ET, Wednesday, April 3, 2024**, to be reviewed and verified to be a candidate for office. The online form covers the established eligibility requirements that will be reviewed and verified by the CKI director. No late submissions will be accepted.

To prepare to complete the online form, please have the following information/documentation ready at the time you begin the online form. Note: you will need to upload several documents into the form.

- **Office running for:** president, vice President, trustee
- **First & last name**
- **CKI member ID#** (if you do not know your number, contact Member Services at 1-800-549-2647, ext. 411)
- **CKI home club** (full name of college/university)
- **CKI home district**
- **Address** (street, city, state/province, postal code)
- **Phone number** (cell phone number preferred)
- **Email** (one that you check frequently, as this will be used for any candidate correspondence)
- **Date of birth** (MM/DD/YYYY)
- **Current class standing** (freshman, sophomore, junior, senior, graduate student, other)
- **Expected graduation date** (MM/YYYY)
- **Major(s) and minor(s)**
- **Current cumulative GPA\*** (must have a 2.50 GPA on a 4.0 scale [or the equivalent])
- **Current college/university transcript\*** (PDF format)
- **Current class schedule\*** (PDF format)
- **Completed officer service agreement(s)** (see page 16 for details)
- **Candidate questionnaire\*\*** (see page 12 for details)
- **Campaign literature** (PDF format, see page 12 for details)

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Please submit the most updated academic information you have available at the time of your submission. Candidates who meet the eligibility requirements at the time of submission will be conditionally verified to run and will be required to provide updated/completed academic materials prior to Circle K International Convention to complete the verification process. Completed verification is contingent upon successful submission of your:

- Updated cumulative GPA, reflective of your completed spring 2024 semester, meeting the minimum 2.50 on a 4 scale (or the equivalent) requirement\*
- Updated transcript, reflective of your completed spring 2024 semester\*
- Fall 2024 class schedule

*\*Updated transcript with spring 2024 grades and fall 2024 schedule must be emailed to Samantha Wagner no later than June 15.*

### **Candidate Materials: Literature & Questionnaire**

Candidates are only allowed to submit campaign materials to the CKI office for distribution.

All completed campaign literature must be submitted with your [Online Candidate Form](#) by **Wednesday, April 3, 2024 at Noon Eastern Time**. *No late submissions will be accepted.*

Campaign literature must be submitted in portrait (vertical) as a **PDF file** (no larger than 5 MB in size) and be no longer than two (2) 8 ½ x 11 pages. Use common fonts to ensure readability and compatibility.

### **Candidate Questionnaire Submission**

Candidates will submit responses to five (5) questions as a part of the Online Candidate Form. Each response may not be more than 125 words. Questionnaire responses will be made available to delegates in conjunction with the campaign literature.

The questions you need to respond to in the candidate questionnaire are:

1. What have you learned from your previous experiences that you plan to implement in this role?
2. How do you plan to promote CKI's major service initiatives (food and housing insecurity, environmental justice, etc.) in this role?
3. What strategies would you use to grow CKI membership at the international level?
4. Why do you feel like this is the best position for you?
5. If you could only accomplish one thing during your term, what would you accomplish and why?

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Important reminders for Candidate Literature and Candidate Questionnaire Submissions:

- The Candidate Literature & Candidate Questionnaire will be made available in on circlek.org once the verification process has been completed.
- Literature & Questionnaires will be published as they are submitted.
- No editing (i.e., grammatical, spelling, formatting) will be done to candidate materials.
- Literature submissions longer than two (2) pages will only have the first two (2) pages included, regardless of content.
- Responses to questionnaire questions longer than 125 words (per question) will only have the first 125 words included (per question), regardless of content.

### **Candidate Video Submission**

Before campaigning begins at Circle K International Convention, we are asking all candidates to record a short video. Candidates for president and vice president may submit a video no longer than 2 minutes in length. Candidates for trustee will be allotted 1 minute each. This video should be completed and included with your online candidate form no later than **noon Eastern Time on Wednesday, April 3, 2024**. They will be posted and shared with CKI members along with candidate literature. The videos should:

- Be filmed horizontally
- Should only include the candidate and no one else
- May not feature music, props or other audio-visual aids
- CKI clothing or backdrop (available at [CKI.org/resources](http://CKI.org/resources)) are permitted
- All other campaign rules apply to this video; speak only about your candidacy and your agenda. No mentions of other candidates are permitted. Please refer to the candidate packet or CKI governing documents if you have additional questions.

### **A Guide to Caucusing: Caucus of the Whole & Caucus by Trustee**

These are opportunities for CKI members to seriously evaluate candidates' qualifications for office. Questions should focus on candidates' skills, past experience, their platforms, qualifications, and knowledge and perceptions of the organization.

#### **Caucus of the Whole**

- Presidential and vice presidential candidates will be permitted four minutes to speak, inclusive of up to one minute of candidate introduction (optional). Presidential and vice presidential candidates will then be asked the same pre-selected presidential or vice presidential questions, respectively, that were pre-submitted by the delegation. A maximum of three questions will be asked for up to three minutes, whichever limit is reached first.

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- Trustee candidates will be permitted up to three minutes to speak, inclusive of up to one minute of candidate introduction (optional). Candidates will then be asked the same pre-selected trustee questions that were pre-submitted by the delegation. A maximum of three questions will be asked for up to three minutes, whichever limit is reached first.
- Candidates will be sequestered during the Caucus of the Whole to ensure fairness.

### **District Caucuses**

- All candidates will have the opportunity to visit caucuses to answer questions directly from members. Members will be joined together based on their district's size. Caucuses will last approximately 60 minutes and candidates will move from room to room answering questions. Time limits will be imposed on each candidate, but those will be determined once we know the total number of candidates running.

During these experiences, members and candidates are encouraged to focus on:

- Past performance and experience. Past behavior is the best predictor of future behavior.
  - Outline the skills and qualities necessary to be an effective officer. Then develop questions that will target these qualifications.
  - Goals and objectives for the future of the organization.
  - Outline perceptions of the needs within the organization.
  - Outline their personal philosophy of a service organization and how that matches CKI's vision, motto, tenets and objects.
- Knowledge of the organization.
  - Detail the structure of the organization and the ways in which the board works with the sister district and club levels.
- District and club needs.
  - Provide information on what can be done to support and meet club and member needs.

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### Sample Candidate Questions

Questions should focus on getting information from the candidates which illustrates they are qualified for the position. Nonsense and irrelevant questions, along with hazing, are not appropriate behaviors.

1. Why are you seeking this office?
2. What are your qualifications for this position?
3. Why do you believe you are the best person for this office?
4. If elected, what will your priorities be?
5. What are three adjectives that describe yourself?
6. What are your greatest strengths? Weakness?
7. What qualities should a successful officer possess? Which of these qualities do you possess?
8. What do you hope to gain from your experience as an officer?
9. What accomplishments are you especially proud of?
10. What do you see as the main priority of the board next year?
11. Who is the most important person in CKI?
12. How can the board better support club and district needs?
13. What have you done to improve your club this year?
14. How have you benefited from involvement in CKI?
15. What is your CKI experience? Why did you join CKI?
16. What other school activities are you involved in?
17. How will you be able to manage both your school and board responsibilities?
18. If someone who knew nothing about CKI asked you what it is, how would you respond?

### For presidential candidates

1. What do you view as the most important priority of the board next year?
2. What steps will you take to ensure continuity and a smooth transition between the 2023-24 board and the 2024-25 board?
3. What strengths and weaknesses do you see within CKI?
4. What does leading with integrity mean to you?
5. Describe your leadership style.
6. How do you manage conflict?
7. What experiences do you have in consensus building?
8. How would you manage competing priorities?



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### Officer Service Agreements

The Officer Service Agreements outline the expectations, responsibilities, and all members of CKI who wish to serve as an officer agree to their respective officer agreement. It is understood that failure to observe the agreement will result in disciplinary action and possible removal from office in accordance with the CKI Bylaws and Policy Code. These agreements outline the minimum expectations and responsibilities that each officer must do to remain on the board.

To access the respective agreements, click on the link to download. Please be sure to read the agreement in its entirety prior to signing. The agreement also requires your District Administrator and club president's signatures verifying your standing in your home club and district.

After you complete your agreement and get the required signatures, be sure to scan the form to be able to upload it into the online candidate form.

- [Candidate Service Agreement](#)

### Questions?

If you have any questions, please contact Circle K International Specialist Samantha Wagner at [swagner@kiwanis.org](mailto:swagner@kiwanis.org).

As a final reminder, you must complete the [Online Candidate Form](#) **by noon ET, April 3, 2024**, to be reviewed and verified to be a candidate for CKI office. No late submissions will be accepted.