



# DELEGATE

## *Packet*

AMENDMENTS  
2026 EDITION

CKI<sup>®</sup> 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 or electronic voting devices 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**

# 2026 Circle K International House of Delegates

proposed bylaw amendment

**Amendment: 1**

**Submitted by:** International Board

**Effective date:** October 2026

**Amend:** Article 19, Section 1

**Purpose:** Incentivize membership growth by providing a multi-year dues option. Encourage first year college students, Key Club graduates and other SLP alumni to join CKI by providing a multiple year, comprehensive membership at a reduced rate. Incentivize CKI members to be active within the program for longer.

**Vote required:** Two-thirds (2/3)

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

## 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:

#### Annual Dues.

Tier 1: Clubs in countries with per capita income US\$10,000 or more shall pay CKI international dues per member of US\$44, annually.

Tier 2: Clubs in countries with per capita income US\$9,999 or less shall pay CKI international dues per member of US\$14, annually.

All international annual dues, except in the cases of "lifetime dues," shall be payable during a period of at least sixty (60) days after billing according to a schedule set forth in Circle K International policies. There shall be no other fees or assessments of clubs by Circle K International.

#### Lifetime Dues.

As an alternative to the option of paying international dues annually, individuals may opt into making a one-time payment for international membership dues in the form of "lifetime" dues. Lifetime dues count towards international membership throughout an individual's entire collegiate career, including grad school, and would

only expire once the individual graduated into the professional workforce. Individuals who pay for, or are gifted, lifetime dues are exempt from paying any additional international annual dues. Any pertinent district and/or club annual dues would still apply.

Tier 1: Lifetime dues are US\$120 for individuals in countries with per capita income US\$10,000 or more.

Tier 2: Lifetime dues are US\$40 for individuals in countries with per capita income US\$9,999 or less.

## **Section 2. District Dues.**

Each Circle K International club shall pay Circle K International, or its designated fiscal agent, annual district dues per member as defined within the district's bylaws. District fees shall not exceed the Circle K International dues stated in Section 1. District dues shall be submitted to Circle K International along with International dues, and CKI shall remit the district dues payments to the districts. There shall be no other district fees or assessments of clubs by Circle K International districts.

# 2026 Circle K International House of Delegates

proposed bylaw amendment

**Amendment: 2**

**Submitted by:** International Board

**Effective date:** January 2027

**Amend:** Article 10, Sections 7, 10, 12-13

**Purpose:** Make accurate and simplify the language in requirements for district officers.

**Vote required:** Two-thirds (2/3)

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

## Section 7. District Officers.

The district board shall consist of the district governor, secretary-treasurer, and the bulletin editor. The position of secretary-treasurer may be split into two positions as deemed necessary by the district board. ~~The Officers shall consist of the district governor, the district secretary treasurer (or the district secretary and the district treasurer), the bulletin editor, lieutenant governors, and other elected district officers, all of whom shall comprise the District Board of Officers.~~ A CKI district board may also include lieutenant governors, or ~~create~~ ~~new~~ create another ~~new~~ elected position if deemed necessary and approved by the CKI District Board of Officers and the Kiwanis District Board(s). District officers will serve under the membership requirements as outlined in the governing documents considered active at the time of election or appointment.

Instead of electing a bulletin editor, the position may be an appointed committee chair position if a district deems appropriate. Instead of electing lieutenant governors, a district may choose to operate under a council of representatives system, subject to the approval of the House of Delegates of said district by a two-thirds (2/3) vote and as deemed essential by the CKI District Board of Officers and the sponsoring Kiwanis District Board(s). In this system, each club shall have one representative with one vote.

## Section 8. Election of Officers.

a. The officers of a district, as defined in these Bylaws, shall be elected at the annual district convention. Each district officer shall be an active member of a CKI club, which is in good standing with both said district and International. The basis nomination and election shall be their eligibility, then demonstration of leadership ability.

b. In the event that the District Board of Officers and district administrator in conjunction with the CKI Director agree that the holding of such annual district convention would be inadvisable or a district would be unable to hold a district convention, clubs shall be notified immediately. If practical, the convention shall be rescheduled to another date and/or location. If not practical, the District shall follow their District Bylaws in electing the next Board of Officers. If such policy is not in place, the District Board of Officers for the upcoming terms of office shall be elected in a special House of Delegates to conduct the business of the district in a way prescribed by the acting District Board of Officers and district administrator.

c. If the district bylaws so prescribe and provided that more than half of the clubs within the division have voting delegates present, lieutenant governors may be elected at divisional caucuses held prior to the annual

district House of Delegates.

### **Section 9. Term of Office.**

All officers shall assume their official duties the first day of April following the annual convention at which they are elected and shall serve until March 31<sup>st</sup> of the following year.

### **Section 10. Officer Transfers to a New School.**

When a district officer transfers to a school inside or outside the district in which they serve, or has graduated, said district officer may finish their term by approval of the district board and district administrator until they are no longer a member of their CKI district as outlined in ~~Article 7~~ these bylaws.

### **Section 11. Standing Committees.**

The Standing Committees of the district, the procedures regarding Standing Committees, and the duties of the Standing Committees, shall be prescribed in the district bylaws.

### **Section 12. Ad-hoc Help with Administrative Responsibilities.**

The governors may appoint assistants, individuals, or special committees, to serve at the governor's discretion in helping in the governor's administrative responsibilities where it will improve the operation of the district in accordance with Article 10, Section 8 of these Bylaws and their district Bylaws. It will be the responsibility of the governor to outline the areas of work of such assistants or committees and their term shall expire at the end of each administrative year or at such time as the governor determines, for that year, their responsibilities have been fulfilled.

### **Section 13. Annual District Convention.**

a. Time, Place, and Official Call. Each district shall hold an annual convention ~~after the first weekend in February~~ between January 1 and March 31 ~~and before the first full weekend in April~~, unless inadvisable as prescribed in ~~Section 8~~ these bylaws. The exact time and place of which shall be determined by the District Board of Officers in consultation with the district administrator. A district may petition the CKI Director to hold their annual convention at a later date; however, no convention shall be held after April 15 in any given year. If, in any year, the District Board of Officers and District Administrator, shall determine that participation in a regional meeting shall be more beneficial for any district, such regional meeting shall be held serving the same purposes of the district convention. The secretary or secretary/treasurer will send to each club, and to the Kiwanis CKI district administrator, an official call to the annual convention at least thirty (30) days prior to the dates of said convention.

b. Approval of Dates and Site. The annual convention of each district shall be held at the time and place mutually agreed upon by the Board of Officers of the CKI district, the sponsoring Kiwanis District Board(s) of Trustees, and the CKI Board of Trustees. At the request from the district and so far as it is practical and purposeful, the president shall assign official trustees to attend official district events. The dates and site of the convention shall be submitted to the Director of Circle K International not less than sixty (60) days prior to the proposed convention dates, and the Director, acting for the CKI Board of Trustees, may approve the dates and site.

c. Convention Rules. Before the official opening of each district convention, the CKI District Board of Officers, with Kiwanis counsel, shall adopt and publicize rules of convention discipline. Infractions of convention rules shall be adjudicated by the CKI District Board of Officers, with the advice of the district CKI administrator.

d. Delegates to District House of Delegates. Each member club of a district, in good standing, shall be entitled to two (2) or three (3) delegates and alternates in any House of Delegates of said district. The number of delegates a district decides to utilize must be determined by the district bylaws. The governor and other elected district officers shall be delegates-at-large. International officers shall not be considered delegates unless certified as representing their home club. Elections Committee, and such other committees as may be necessary for the conduct of said convention, each to consist of active members in CKI clubs of the district.

e. Report of Official Action. Within fourteen (14) days of the completion of the annual district convention, the District Governor or District Administrator of said district at the time of convention shall send a report containing all official action taken at the district convention to the Director and to the officer of Circle K International assigned by the president to represent said district. In the event that no district convention is held, the report shall follow completion of the special district House of Delegates as prescribed in ~~Section 8~~ these bylaws.

# 2026 Circle K International House of Delegates

proposed bylaw amendment

## Amendment: 3

**Submitted by:** International Board

**Effective date:** January 2027

**Amend:** Article 10, Sections 4-8

**Purpose:** Promote equity for members and clubs from all geographic areas, regardless of the number of clubs in their proximity. Continue to allow for, and encourage, the creation of districts as club numbers grow.

**Vote required:** Two-thirds (2/3)

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

## ARTICLE 10. DISTRICTS

### Section 1. Purposes.

The CKI Board of Trustees, for the purposes of promoting the best interests of Circle K International, shall create, supervise, and assist CKI districts.

### Section 2. District Formation.

- a. In order to be formed a district shall include a minimum of 5 clubs in good standing within an established boundary.
- b. The member clubs of the district information shall vote to adopt governing documents and elect officers at a meeting of the member clubs.
- c. The district, and its governing documents shall be subject to the approval of the sponsoring district of Kiwanis International, Kiwanis International Board, Circle K International Board.
- d. Districts in formation will have the right to counsel by a representative of the International Board or Global Development Committee as determined by the International President and Vice President.

### Section 3. Responsibilities.

The responsibilities of a district are as follows:

- To promote the Objects of CKI;
- To coordinate the projects of member CKI clubs;
- To strengthen and extend CKI in the districts and Subregions;
- To increase membership and cooperative efforts of the clubs in the district to provide necessary resources, services, and information to the clubs;
- To promote greater awareness of CKI among the district Kiwanis family counterparts; and
- To promote the participation of clubs within the general objectives, programs and policies of the district and of Circle K International to accept and promote the objectives of CKI.

### Section 4. Alignment with Kiwanis International Districts.

- a. ~~The CKI district shall be co-extensive with one or more of the districts of Kiwanis International and may~~

- ~~be divided into divisions as approved by the sponsoring Kiwanis district(s).~~
- ~~b. At the request of the sponsoring Kiwanis district and with the approval of the Board of Trustees of Kiwanis International, more than one CKI district may be created within the boundaries of the sponsoring Kiwanis district. Each district must have its own CKI administrator.~~
- ~~c. Each CKI district may be divided into divisions as determined by the district Board of Officers.~~
- ~~d. A change in the territorial limits of a district of Kiwanis International shall automatically, and to the same extent, change the territorial limits of the corresponding CKI district(s), unless other territorial limits are petitioned by the corresponding district board(s) to the CKI Board of Trustees and approved by the Board of Trustees of Kiwanis International.~~

#### **Section 45. Club's Membership in District.**

Each club situated within the defined territorial limits of a CKI district shall be a member of said district, so long as such club continues to comply with the Bylaws of Circle K International and the district Bylaws, as adopted and amended.

#### **Section 5. Global District.**

CKI clubs within geographic areas that do not meet the requirements to attain district or provisional district status are automatically considered members of the CKI Global District. This global district functions as a provisional district, and shall elect provisional officers, hold annual district convention, and have non-voting representation at the CKI international council and house of delegates.

Clubs that belong to the global district may separate from the Global District to create their own independent district if they meet the metrics for district status described in these bylaws.

#### **Section 6. Sponsoring Kiwanis District.**

CKI districts may have multiple sponsoring Kiwanis districts. CKI and its sponsoring Kiwanis districts(s) may or may not overlap geographically. The sponsoring Kiwanis district(s) shall be responsible for the proper operation and functioning of its CKI clubs. Sponsoring Kiwanis district(s) must appoint one (1) collective CKI district administrator.

#### **Section 7. Divisions.**

CKI districts may be organized into divisions as determined by the district Board of Officers, with approval from the sponsoring Kiwanis district(s). The CKI global district shall have one division for each unique geographic region, each represented at the district level by a lieutenant governor, elected at that district's annual house of delegates.

#### **Section 78. District Officers.**

The Officers shall consist of the district governor, the district secretary-treasurer (or the district secretary and the district treasurer), the bulletin editor, lieutenant governors, and other elected district officers, all of whom shall comprise the District Board of Officers. A CKI district board may also include lieutenant governors, or create another new elected position if deemed necessary and approved by the CKI District Board of Officers and the Kiwanis District Board(s). District officers will serve under the membership requirements as outlined in the governing documents considered active at the time of election or appointment. The global district board shall have one elected lieutenant governor for each division within the district.

Instead of electing a bulletin editor, the position may be an appointed committee chair position if a district

deems appropriate. Instead of electing lieutenant governors, a district may choose to operate under a council of representatives system, subject to the approval of the House of Delegates of said district by a two-thirds (2/3) vote and as deemed essential by the CKI District Board of Officers and the sponsoring Kiwanis District Board(s). In this system, each club shall have one representative with one vote.

**Section 89. Election of Officers.**

a. The officers of a district, as defined in these Bylaws, shall be elected at the annual district convention. Each district officer shall be an active member of a CKI club, which is in good standing with both said district and International. The basis nomination and election shall be their eligibility, then demonstration of leadership ability.

b. In the event that the District Board of Officers and district administrator in conjunction with the CKI Director agree that the holding of such annual district convention would be inadvisable or a district would be unable to hold a district convention, clubs shall be notified immediately. If practical, the convention shall be rescheduled to another date and/or location. If not practical, the District shall follow their District Bylaws in electing the next Board of Officers. If such policy is not in place, the District Board of Officers for the upcoming terms of office shall be elected in a special House of Delegates to conduct the business of the district in a way prescribed by the acting District Board of Officers and district administrator.

c. If the district bylaws so prescribe and provided that more than half of the clubs within the division have voting delegates present, lieutenant governors may be elected at divisional caucuses held prior to the annual district House of Delegates.

*\*further sections will be renumbered accordingly.*

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