

# **CIRCLE K INTERNATIONAL**

## *Indiana District Bylaws*

Updated: March 31<sup>st</sup>, 2015

### **ARTICLE I**

#### *Name and Territorial Limits*

Section 1. The name of this organization shall be the Indiana District of Circle K International, and shall also be known by its initials “INCKI”.

Section 2. The territorial limits, within which this district shall function, shall be co-extensive with the territorial limits of the Indiana District of Kiwanis International unless other territorial limits are petitioned by the Kiwanis and Circle K District Boards and such petition is approved by the Circle K International Board of Trustees and the Kiwanis International Board of Trustees.

### **ARTICLE II**

#### *Objects*

Section 1. The objects of this district shall be:

- To accept and promote the Objects of Circle K International as outlined in the Constitution;
- To coordinate the projects of member Circle K clubs;
- To strengthen and extend Circle K in the district;
- To increase the fellowship and cooperative efforts of the clubs within the district;
- To provide the goods and services necessary for the welfare of the clubs and individual members;
- To promote participation of the clubs within the district in the general objects, programs and policies of the district and of Circle K International; and
- To accept and promote the Constitution and Bylaws and Policy Code of Circle K International.

### **ARTICLE III**

#### *Divisions*

Section 1. The territory of this district shall be divided into divisions aligned with the boundaries of the divisions of Indiana District of Kiwanis International.

Section 2. The number of divisions and the territorial limits of these divisions, as approved by the Kiwanis District Board of trustees, shall be delineated from time to time by the District Board of officers.

### **ARTICLE IV**

#### *Membership*

Section 1. Each Circle K club situated within the territorial limits of this Circle K district shall be a member of the district.

Section 2. Any member club more than thirty (30) days in arrears for any indebtedness to Circle K International, its district or its sponsoring Kiwanis club shall be considered “not in good standing” and may have its charter and membership revoked as provided for in the Constitution and Bylaws.

## **ARTICLE V**

### *Officers*

- Section 1. The officers of the district shall be the governor, the secretary, the treasurer, the bulletin editor, and such lieutenant governors as deemed necessary by the Circle K District Board of Officers and the Kiwanis District Board of Trustees.
- Section 2. The officers of the district, as defined above, shall be elected at the annual District Convention.
- Section 3. All officers shall assume their official duties as outlined in the Constitution and Bylaws.
- Section 4. The duties of the officers shall be as follows:
- a. The governor shall have the duty of furthering the objects of Circle K International and promoting the interests of Circle K clubs within the district. The governor shall work closely with other International and district officers to strengthen and expand Circle K. The governor shall be the chief executive of the district, shall appoint all standing and special district committees, and shall preside at the District Convention and all meetings of the District Board of Officers. The governor shall attend the International Convention and all meetings of the International Council, except in extenuating circumstances upon designation of a representative as approved by the District Administrator. The governor shall be responsible for the leadership training of club officers, for workshops which will be held at the District Convention; and for developing all communication with clubs for the purpose of bringing administrative aid to such clubs. The governor shall develop and work within an established income and expense budget, and shall work closely with the Kiwanis district Circle K administrator on all matters dealing with the operation of the district.
  - b. The secretary shall keep all records of the District Convention and of all meetings of the District Board of officers. The secretary shall submit a report to the annual convention and at such other times as the governor and the District Board of officers may require. This person shall submit to the proper officials and committees all communications received from Circle K International. The secretary shall cooperate with the governor in forwarding all official reports required by Circle K International. This person shall also perform such other duties as may be assigned by the governor or the District Board of Officers.
  - c. The treasurer shall, under the supervision of the district administrator, receive all convention registration fees and other district income. The treasurer shall disperse these funds in the manner authorized by the board of officers. The accounts shall, at all times, be open to inspection by the governor, the board of officers, the district administrator, Kiwanis District Board of Trustees, and any authorized auditor. The treasurer shall submit a financial report at the annual convention and at such other times as the governor, the board of officers, or the Kiwanis District Board of Trustees may require. The treasurer shall also perform such other duties as may be assigned by the governor or the board of officers.
  - d. The bulletin editor/electronic publicist (hereafter will be referred to as BEEP) shall publish twelve (12) newsletters, which is to be distributed throughout the district. The BEEP shall also maintain and oversee the district web page along with all other social media outlets, including but not limited to Facebook, Instagram, and Twitter. This person shall also perform such other duties as may be assigned by the governor or the District Board of Officers.

- e. The lieutenant governor shall assist the governor in the work of the district. This person shall represent the governor and have full responsibility under the direction of the governor in supervising the district executive work in his/her respective division. The lieutenant governor shall be charged with encouraging clubs within the division to increase membership, complete worthwhile service projects, and remain up-to-date on the condition of the clubs.

The lieutenant governor shall also work with the governor, district administrator, Kiwanis lieutenant governors and area Kiwanis clubs on the building of new clubs and the rebuilding of inactive clubs. This person shall also perform such other duties as may be assigned by the governor or the District Board of Officers.

Section 5. A district officer may be removed from office for just cause by a vote of two-thirds (2/3) of all members of the board of officers duly elected and serving at the time. Whenever there appears to be sufficient cause for such action, the governor shall give said officer immediate notice of the scheduled meeting of the board of officers. Consideration shall be given to the facts and reasons why the office should be declared vacant. The officer shall be afforded the opportunity at that meeting to explain or refute the allegations. In the event that the board of officers shall find the alleged facts to be true, by a vote of two-thirds (2/3), the board of officers shall have the power to declare such office, vacant, and the vacancy will be filled in accordance with the provisions contained in these Bylaws.

Section 6. No elected district officer may hold an elected International or club office in addition to his/her district office. And no elected district officer may hold more than one elected district office simultaneously unless appointed.

Section 7. In the election of all positions the following procedure should be followed:

- a. The ballots for each position shall contain the names of all candidates running for the position.
- b. Each delegate should vote for the candidate he/she believes will be most capable of successfully performing the duties of the position as defined by the Indiana District Policy Code and Bylaws.
- c. In order for a candidate to be elected to any position they must receive a majority of the votes cast.
- d. In the case of more than two (2) candidates running for a given office, then the election shall be conducted via Instant Run-Off voting as defined here:
  - 1. One ballot, with all candidates listed, will be issued to each voter.
  - 2. Each voter will rank the candidates in their order of preference, with one (1) being the most preferred candidate and with increasing numbers for less preferred candidates.
  - 3. In the event that there is not a majority found based on the voters' first preference, the candidate with the fewest votes is eliminated and each of that candidate's votes will be redistributed according to the next preference marked on the ballot. This redistribution process repeats until a majority is found.
  - 4. In the event of a tie, the tie breaking vote will be determined based on the relative ordering of the candidates on the presiding chair's ballot.
  - 5. In the event of a tie between candidates with the fewest votes, all candidates involved the tie will be removed and those candidates' votes will be redistributed as previously stated.

## ARTICLE VI

## *Board of Officers*

- Section 1. The board of officers of this district shall consist of the officers defined in Article V. The district administrator shall serve as a non-voting ex-officio member of the board. District committee chairs shall be non-voting members of the board of officers of this district.
- Section 2. The management and control of the affairs of the district not otherwise provided for in these bylaws shall be vested in the board of officers, subject to the direction and approval of the Kiwanis District Board of trustees, through the district administrator, and the Circle K International Board of Trustees.
- Section 3. The District Board of Officers shall hold a minimum of five (5) meetings annually, one of which is to be held during the period between academic years.
- Section 4. The secretary shall notify each member of the board of officers, the Kiwanis governor, the district administrator, members of the Kiwanis District Committee on Circle K, and the presidents of all Circle K clubs in the district of the time, place, and the date of all meetings of the board of officers not less than (30) days prior to each meeting.
- Section 5. A special meeting of the board of officers may be called by the governor, the secretary or two-thirds (2/3) of the members of the board of officers.
- Section 6. The governor shall be responsible for preparing and sending a tentative agenda for these meetings to each member of the board of officers, the Kiwanis governor, the Kiwanis district secretary, the district administrator, and members of the Kiwanis district Committee on Circle K no less than seven (7) days prior to each meeting.
- Section 7. In the absence of the governor from a meeting, the board of officers shall designate a member of the board of officers to act as chairperson for that meeting upon recommendation of the governor and/or the district administrator.
- Section 8. A majority of the voting members of the board of officers shall constitute a quorum, and a majority vote of those present shall decide on any questions, with the exception of those questions for which a greater proportion is specifically required by these Bylaws.
- Section 9. Within fourteen (14) days after any special or regular meeting of the board of officers, the secretary shall make a report of the proceedings of the meeting, comprising a complete synopsis of all actions taken, and shall distribute said report to members of the board of officers, the Circle K International Director, the Circle K International Trustee, the Kiwanis governor, Kiwanis district secretary, and the presidents of the clubs in the district.

## **ARTICLE VII**

### *Committees*

- Section 1. There will be two categories of committee's in Indiana District of Circle K. (1) Standing committees will be required from year to year. (2) Ad-Hoc committees are subject to change each year. Ad-Hoc committees will be recommended from the Governor to the District Board of Officer for approval.
- Section 2.
- a. Standing committees required each year include:
1. Membership Development and Education Conference (MDEC)
  2. District Convention (DCON)
  3. CKIx/LSSP (OTIC)

- b. Membership Development and Education Conference and District Convention may be combined into an Events Committee with the recommendation from the Governor and approval by the District Board of Officers.
- c. All standing committees must be created with chairs appointed before the end of the District Officer Training Conference or by May 1<sup>st</sup>, whichever is earlier.

Section 3. Ad-Hoc committee's that can be considered each year, but are not limited to include:

1. Preferred Charities
2. Kiwanis Family (K-Fam)
3. Social Media (SOMCOM)
4. Club Building (Reactivation and Charter)
5. President's Retreat
6. District Large Scale Service Project (DLSSP)
7. Fall Service Kick-Off (FSKO)

## **ARTICLE VIII**

### *Conventions*

Section 1. The annual convention of this district shall be held at the time and place mutually agreed upon by the board of officers of the Circle K district, the sponsoring Kiwanis District Board of Trustees and the Board of Trustees of Circle K International. 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 Circle K International Director, acting for the Circle K International Board of Trustees, may approve the dates and site.

Section 2. The governor shall appoint convention committees as outlined in the Policy Code and Bylaws.

Section 3. The secretary shall distribute to each club, the District Board of officers, the Circle K International Director, the Kiwanis governor, and the Kiwanis district secretary an official call to the annual convention not less than thirty (30) days prior to the dates of the convention.

Section 4. The board of officers shall have full supervision and management of all conventions, in consultation with the district administrator. The district administrator, or representative of the administrator selected by the Kiwanis District Board of trustees, shall handle any contractual arrangements necessary for the District Convention.

Section 5. Each member club in good standing shall be entitled to two (2) voting delegates and two (2) alternates at the District Convention. The delegates and their alternates shall be active members in good standing of the chartered clubs they represent. The governor, immediate past governor, and other voting district officers shall be delegates-at-large at the District Convention. International officers shall not be considered delegates unless certified as representatives of their home club in the Indiana District, except in the case of them being the immediate Indiana past governor.

Section 6. All delegates vote for their divisional Lieutenant Governor, District BEEP, District Treasurer, District Secretary, District Governor, and any International Endorsements if applicable. All delegates-at-large vote in the same manner. The Governor will place their vote in an envelope to be counted only in the case of a tie-breaker. Since the Governor's vote is a tie-breaker, the Governor votes for every single position with candidates seeking office which includes each Lieutenant Governor, District BEEP, District Treasurer, District Secretary, District Governor, and any International Endorsements. In the instance the

District Governor runs for a second term against another candidate, the presiding District Secretary will cast the tie-breaking vote.

Section 7. Each accredited delegate shall be entitled to vote on each question submitted at any convention. There shall be no voting by proxy.

Section 8. In the absence of the governor from any District Convention, the board of officers shall designate a member of the board of officers to act as presiding officer of the convention.

Section 9. A quorum for any District Convention shall be the official delegates present and representing not less than one-half (1/2) of the total member clubs in good standing with the district.

Section 10. Each District Convention program shall include, but not be limited to, the following:

- a. An address by the governor of the sponsoring Kiwanis district or a representative of the governor;
- b. An address by the governor of the Key Club district or a representative of the governor;
- c. An address by the Circle K International Trustee in attendance, or written correspondence if not in attendance;
- d. Workshops for the purpose of stimulating enthusiasm, motivating and educating membership, developing leadership potential, increasing awareness for International theme and emphasis areas, and increasing service activities;
- e. Nomination and election of officers for the upcoming year;
- f. Installation of the newly-elected district officers;
- g. A presentation promoting attendance at the upcoming International Convention; and.
- h. Presentation of club and district awards.

Section 11. The Secretary shall submit a report of the convention as outlined in the Constitution and Bylaws.

## **ARTICLE IX**

### *Vacancies in Offices between Conventions*

Section 1. In the event of a vacancy in the office of governor, a qualified member of a club in good standing with the district and Circle K International, shall be elected by the board of officers to serve for the remainder of the unexpired term. Such action shall be communicated by the secretary in writing to the Circle K International Director. In any year in which the District Convention is not held, the board of officers shall elect a qualified member of a club in good standing to serve for the upcoming administrative year.

Section 2. In the event of a vacancy in the office of secretary, treasurer, or bulletin editor, the governor shall, with approval of the board of officers, appoint a qualified member of a club in good standing with the district and Circle K International to serve for the remainder of the unexpired term. Such approval from the board of officers must be documented with the Kiwanis District Office within fourteen (14) days of the appointment.

Section 3. In the event of a vacancy in the office of lieutenant governor, the governor shall, with approval of the board of officers, appoint a qualified member of a club in good standing, in the same division, to serve for the remainder of the unexpired term. Such approval from the board of officers must be documented with the Kiwanis District Office within fourteen (14) days of the appointment.

## **ARTICLE X**

## *Revenue*

- Section 1. Each member club shall pay to the district for every active member an annual due of \$8.00 for the 2014-2015 administrative year, effective October 1, 2014. Annual dues will increase to \$9.00 for 2015-2016, and to \$10.00 for 2016-2017 and all years thereafter. In no case shall the district dues exceed ten dollars (\$10.00 US) per year.
- Section 2. Assessments in excess of the annual dues may be made only upon a two-thirds (2/3) vote of all delegates attending the District Convention or a two-thirds (2/3) vote of all clubs in good standing in the district between conventions and must be approved by the Kiwanis District Board and the Circle K International Board.
- Section 3. The Kiwanis District Board of Officers shall determine the official depository for the Circle K District.
- Section 4. Each check shall carry the signature of the district administrator, or other individual designated by the Kiwanis District Board, and the treasurer, or other individual designated by the board of officers.
- Section 5. Revenue may be derived from other sources in such a manner as may be determined by the board of officers. The district shall never sponsor or participate in any manner in a lottery, raffle, drawing or game of chance in connection with any fundraising activity unless the district has received the prior approval of the sponsoring Kiwanis District Board of Trustees. Such approval so granted does not constitute official endorsement of such activities by Circle K International or by Kiwanis International. 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 fundraising activity is to be held. The district shall not directly or indirectly engage in any activity, which may impugn or reflect unfavorably on the good name of Circle K or of Kiwanis.

## **ARTICLE XI**

### *Parliamentary Authority*

- Section 1. The current edition of "Robert's Rules of Order Newly Revised" shall be the parliamentary authority for all matters of procedure not specifically outlined in these Bylaws or in the Constitution and Bylaws of Circle K International.

## **ARTICLE XII**

### *Amendments*

- Section 1. The Bylaws of this district may be amended by a two-thirds (2/3) majority of the House of Delegates at the District Convention, after being disseminated to all of the clubs at least thirty (30) days prior.

## **ARTICLE XIII**

### *House Keeping*

- Section 1. The District Board of Officers may make necessary housekeeping and grammatical corrections to the Bylaws and approved amendments

## **CERTIFICATION**

District Date of Adoption: \_\_\_\_\_

\_\_\_\_\_  
Circle-K Governor

\_\_\_\_\_  
Circle K District Secretary

Date of Kiwanis District Approval: \_\_\_\_\_

\_\_\_\_\_  
Kiwanis Governor

\_\_\_\_\_  
Kiwanis District Secretary

Date of Circle K International Approval: \_\_\_\_\_

\_\_\_\_\_  
International Director