

INDIANA DISTRICT BOARD POLICY CODE

Updated: March 31st, 2015

PART I: INTRODUCTION

SECTION A: PREAMBLE

The following is the Board Policy Code of the Indiana District of Circle K International as established by the Indiana District Board of Officers.

This Policy Code has been developed to better coordinate the activities of the District and to make the guidelines of Circle K International operations in the Indiana District accessible and clarified. The Policy Code has been developed to include brief, yet comprehensive discussion on every major aspect of the Indiana District of Circle K International.

This Policy Code also seeks to facilitate and encourage positive changes in the methods and operations of the District, recognizing the importance of positive change for the benefit of the District, the clubs and those whom we serve.

It is with these goals and aspirations that this Policy Code has been established.

The District Board of Officers
Indiana District
Circle K International

SECTION B: GENERAL PROVISIONS

1. All established procedures of the District Board of Officers shall be considered policy; and all decisions by the District Board of Officers shall be called an enactment.
2. All policies of the District Board of Officers shall be included in this Policy Code. All policies shall be binding on all clubs, members and officers of the Indiana District. This code shall in no way contradict any ruling, or any part of the Circle K International Constitution and Bylaws or the Indiana District Bylaws, but complement these documents for a smoother operation of the Indiana District.
3. All enactments and resolutions dealing with the Policy Code, and all amendments to the Code, shall require a majority vote of the District Board of Officers. This Policy Code supersedes any and all previous policies and rules adopted by the District Board of Officers.
4. The District Governor, District Administrator and District Secretary shall maintain a current copy of this Policy Code. Each club and District Board member shall possess a copy of the Policy Code and will be notified within thirty (30) days of any revisions. A current copy of the Policy Code is available upon request to any Circle K member in good standing with the Indiana District and Circle K International.

SECTION C: DIVISIONAL BOUNDARIES OF THE INDIANA DISTRICT

1. The LAKE REGION DIVISION shall contain within its boundaries the following institutions: Purdue University North Central, Saint Mary's College, Valparaiso University, and the University of Notre Dame. (See Division Map for other institutions)
2. The NORTHERN PLAINS DIVISION shall contain within its boundaries the following institutions: Grace College, Indiana University-Purdue University Fort Wayne, Manchester University, and Trine University. (See Division Map for other institutions)

3. The METRO-FIELDS DIVISION shall contain within its boundaries the following institutions: Ball State University, Butler University, DePauw University, Indiana University-Purdue University Indianapolis, Purdue University, and the University of Indianapolis. (See Division Map for other institutions)
4. The RIVER VALLEY DIVISION shall contain within its boundaries the following institutions: Hanover College, Indiana State University, Indiana University, Ivy Tech Southwest, Rose-Hulman Institute of Technology, and the University of Evansville. (See Division Map for other institutions)
5. The District Board of Officers may alter the boundaries of the divisions at any time. Altering the number of divisions must follow the procedure as stated in the Indiana District Bylaws. Adding an additional division could be considered upon the charter of a eighth (8th) club in an established division or when deemed necessary by the District Board of Officers. The District Board of Officers may consider dissolving an established division should the number of existing club charters fall to less than three (3).

PART II: DISTRICT BOARD OF OFFICERS AND OFFICER RESPONSIBILITIES

SECTION A: DISTRICT GOVERNOR

1. The District Governor shall be the executive officer of the district.
2. The District Governor shall preside at the annual District Convention and at all meetings of the District Board of Officers.
3. The District Governor shall attend the annual District Convention, the Circle K International Convention, the Indiana District Membership Development and Education Conference, the Kiwanis District Convention, the Kiwanis Mid-Year Conference, the Key Club District Convention, and all duly called meetings of the District Board of Officers.
4. The District Governor shall strive to build new clubs and to rebuild inactive clubs with an overall goal to increase the quality and quantity of service projects and membership in the district.
5. The District Governor shall work with the District Treasurer and District Administrator in preparing the annual district budget.
6. The District Governor shall make appointments to district committee positions and vacant positions on the District Board of Officers with the approval of the District Board of Officers.
7. The District Governor shall make as many club visitations and divisional meetings as possible.
8. The District Governor shall be responsible for the leadership training of all club and district officers. All district officers must receive formal training prior to May 1st of their term. The District Governor can perform the training him/herself for club officers, or work with the Lieutenant Governor's to provide materials to train by division.
9. The District Governor shall ensure that other district officers are satisfactorily performing their assigned duties with special emphasis on reporting, record keeping, and accounting of funds.
10. The District Governor shall communicate with the District Board of Officers, the District Administrator, and the CKI International Representative to keep them fully informed of district activities. He/She shall complete a monthly report as directed by Circle K International.
11. The District Governor shall ensure that all plans for district activities are made and executed.
12. The District Governor shall maintain a set of files of past district activities that can be passed on to the next administration.
13. The District Governor shall brief the incoming governor on the duties of the office and attend the District Officer Training Conference of the new administration, should the new administration so desire.
14. The District Governor shall attend the Governor Administrator Training Conference (GATC) for governors at the beginning of his/her term.

15. The District Governor shall be expected to communicate at least every month to club presidents and the District Board of Officers.
16. The District Governor shall make the agenda for all meetings of the District Board of Officers with consideration of input of the District Administrator and the District Board of Officers. The Governor shall distribute the agenda no less than seven (7) days prior to the meeting.
17. The District Governor shall strive to create and maintain a professional image of him/her self and the district at all times.
18. The District Governor shall work toward establishing and maintaining District Board of Officers unity.
19. The District Governor is inherently expected to actively participate in home club activities and attend at least 75% of his/her home club's meetings, unless visiting another Circle K Club.

SECTION B: DISTRICT SECRETARY

1. The District Secretary shall be the keeper of records for the District.
2. The District Secretary shall be responsible for collecting club officer information both for summer and fall/winter directories.
3. The District Secretary shall be responsible for the publication of a summer and a fall/winter directory. The summer directory shall be completed and distributed before June 10 of the secretary's term and shall be used to facilitate communication between school terms and to promote International Convention. The fall/winter directory shall be completed no later than the date of the Membership Development and Education Conference.
The summer directory and fall/winter directory shall be distributed to the Circle K District Board of Officers, District Administrator, district committee members, Circle K club presidents, Circle K club secretaries, Circle K International Office, Circle K International President, Kiwanis Governor, Key Club Governor, contact people for potential clubs, and the Indiana District Kiwanis Office.
4. The District Secretary shall be responsible for regular updates of district directory additions and corrections. These updates shall be sent to all those holding district directories.
5. The District Secretary shall be responsible for sending the information regarding secretary responsibilities and news from the District and International levels to the Bulletin Editor or appropriately designated person to include in the District newsletter. The District Secretary must include information in at least 7 publications to the District.
6. The District Secretary shall be responsible for informing the Circle K District Board of Officers, committee members, club presidents, administrators, Kiwanis Governor, and the Key Club Governor of all official district board meetings of the Indiana District no less than thirty (30) days prior to the meeting.
7. The District Secretary shall preside in the temporary absence of the Governor during an official Circle K District Board of Officers meeting.
8. The District Secretary shall monitor all mailings sent through the Kiwanis District Office in order to ensure the proper distribution.
9. The District Secretary shall within ten (10) days after meetings of the District Board of Officers provide a copy of the proceedings and/or minutes to the District Governor for review before sending said proceedings and/or minutes to the District Board of Officers no later than fourteen (14) days after the meeting.
10. The District Secretary shall, within fourteen (14) days after meetings of the District Board of Officers and after the District Convention (performed by the outgoing secretary), distribute copies of the proceedings and/or minutes to the District Board of Officers, committee members, club presidents, administrators, Key Club Governor, Kiwanis Governor, Circle K International Vice-President, and others upon request. This includes all meetings within the Circle K year from April 1st through March 31st.

11. The District Secretary shall maintain accurate and complete files on District activities, transfer them to the incoming secretary, and shall brief him/her on the duties of the office. The secretary shall attend the District Officer Training Conference of the new administration, should the new administration so desire.
12. The District Secretary shall be responsible for overseeing the training of club secretaries. The District Secretary can perform the training him/herself, or work with the Lieutenant Governor's to provide materials to train by division.
13. The District Secretary shall be required to provide a monthly report of activities submitted by the tenth of each month as well as a board meeting report at each District Board of Officers meeting.
14. The District Secretary shall attend all duly called meetings of the District Board of Officers and the District Convention. In addition, the District Secretary should attend International Convention if possible.
15. The District Secretary is inherently expected to attend at least 75% of his/her home club's meetings and actively participate in home club activities.
16. Copies of all correspondence should be sent to the District Governor.
17. The District Secretary shall be available to help in any other capacity as deemed necessary by the Governor.

SECTION C: DISTRICT TREASURER

1. The District Treasurer shall be responsible for all district funds.
2. The District Treasurer shall arrange for the transfer of records and funds to his/her successor.
3. The District Treasurer shall be in contact with the Kiwanis District Office to keep abreast of Kiwanis support funds coming into the account through the Key Club/Circle K Assistance Fund.
4. The District Treasurer shall disburse funds only upon authorization of the District Administrator.
5. The District Treasurer shall be responsible for the allocation of money raised by the annual Governor's Project, unless a chair has been designated by the approval of the Governor and district board of officers.
6. The District Treasurer shall be responsible for sending the information regarding treasurer responsibilities and news from the District and International levels to the Bulletin Editor or appropriately designated person to include in the District newsletter. The District Treasurer must include information in at least 7 publications to the District. This information should include how much, when, and where dues shall be paid and updates on district/club membership counts.
7. The District Treasurer shall have the books open at all times for inspection by the Circle K District Board of Officers, District Administrator, the Kiwanis District Governor, Kiwanis District Secretary/Treasurer and any authorized auditor.
8. The District Treasurer shall turn over the books to the successor on or before April 1.
9. The District Treasurer shall work with the chairpersons of any district conferences or events to obtain financial information on these events.
10. The District Treasurer shall assist the District Governor and the District Administrator in preparing the annual district budget.
11. The District Treasurer shall maintain accurate and complete files on District activities, transfer them to the incoming treasurer, and shall brief him/her on the duties of the office. The treasurer shall attend the District Officer Training Conference of the new administration, should the new administration so desire.
12. The District Treasurer shall be responsible for overseeing the training of club treasurers. The District Treasurer can perform the training him/herself, or work with the Lieutenant Governor's to provide materials to train by division.
13. The District Treasurer shall be required to provide a monthly report of activities submitted by the tenth of each month as well as a board meeting report at each District Board of Officers meeting.

14. The District Treasurer shall attend all duly called meetings of the District Board of Officers and the District Convention. In addition, the District Treasurer should attend International Convention if possible.
15. The District Treasurer is inherently expected to attend at least 75% of his/her home club's meetings and actively participate in home club activities.
16. Copies of all correspondence should be sent to the District Governor.
17. The District Treasurer shall be available to help in any other capacity as deemed necessary by the Governor.

SECTION D: DISTRICT BULLETIN EDITOR/ELECTRONIC PUBLICIST

1. The District Bulletin Editor/Electronic Publicist shall be responsible for the publication of at least 12 issues of the Indiana District newsletter. The name of this publication will be determined annually by the Governor, with approval by the BEEP. The issues should be sent to the Governor for approval, before officially emailing them out at a set time each month.
2. The District Bulletin Editor/Electronic Publicist shall be responsible for the accurate distribution of the Indiana newsletter to clubs in good standing, the District Board of Officers, district committee members, District Administrator, Kiwanis Governor, Key Club Governor, and others as deemed necessary by the District Board of Officers.
3. The District Bulletin Editor/Electronic Publicist shall be expected to encourage club articles to be sent for publication in the Indiana newsletter.
4. The District Bulletin Editor/Electronic Publicist shall work with the Governor to and publicize the deadlines for the publication of the Indiana newsletter.
5. The District Bulletin Editor/Electronic Publicist shall be responsible for maintaining and overseeing the district website and other social media accounts which include, but are not limited to Facebook, Instagram, and Twitter.
6. The District Bulletin Editor/Electronic Publicist shall maintain accurate and complete files on District activities, transfer them to the incoming Bulletin Editor/Electronic Publicist, and shall brief him/her on the duties of the office. The Bulletin Editor/Electronic Publicist shall attend the District Officer Training Conference of the new administration, should the new administration so desire.
7. The District Bulletin Editor/Electronic Publicist shall be responsible for overseeing the training of club Bulletin Editor/Electronic Publicists. The District BEEP can perform the training him/herself, or work with the Lieutenant Governor's to provide materials to train by division.
8. The District Bulletin Editor/Electronic Publicist shall be required to provide a monthly report of activities submitted by the tenth of each month as well as a board meeting report at each District Board of Officers meeting.
9. The District Bulletin Editor/Electronic Publicist shall be expected to attend all duly called District Board of Officers meetings. In addition, the District Bulletin Editor/Electronic Publicist should attend International Convention if possible.
10. The District Bulletin Editor/Electronic Publicist is inherently expected to attend at least 75% of his/her home club's meetings and actively participate in home club activities.
11. Copies of all correspondence should be sent to the District Governor.
12. The District Bulletin Editor/Electronic Publicist shall be available to help in any other capacity as deemed necessary by the Governor.

SECTION E: LIEUTENANT GOVERNOR

1. There shall be one Lieutenant Governor for each of the divisions of the Indiana District.
2. The Lieutenant Governor is required make at least one official visits to each club. However, the Lieutenant Governor is strongly encouraged to make at least two visits to each club.

3. The Lieutenant Governor shall submit a report on their division at all duly called District Board of Officers meetings.
4. Copies of all correspondence should be sent to the District Governor.
5. The Lieutenant Governor shall assist in keeping clubs informed about the collection of District and International Dues.
6. The Lieutenant Governor shall assist Kiwanis in building or reactivating Circle K clubs within the division.
7. The Lieutenant Governor shall establish communication with Kiwanis and Key Club district officers within the division.
8. The Lieutenant Governor shall assist the Circle K club presidents when requested and keep clubs informed of all district and international news.
9. The Lieutenant Governor shall be responsible for the growth of membership, service projects, and Circle K education within the division.
10. The Lieutenant Governor shall publish a divisional newsletter at least twelve (12) times during the year.
11. The Lieutenant Governor shall hold at least two (2) divisional rallies during his/her term, preferably not in the same semester.
12. The Lieutenant Governor must have contact with all clubs in the division at least once per month.
13. The Lieutenant Governor shall maintain complete divisional files, transfer them to his/her successor, brief that person on the duties of the office, and attend the District Officer Training Conference conducted by the new administration, should the new administration so desire.
14. The Lieutenant Governor shall be required to provide a monthly report of activities submitted by the tenth of each month as well as a board meeting report of activities submitted.
15. The Lieutenant Governor shall attend all duly called meetings of the District Board of Officers and the District Convention. In addition, the Lieutenant Governor should attend International Convention if possible.
16. The District Lieutenant Governor is inherently expected to actively participate in home club activities and attend at least 75% of his/her home club's meetings, unless visiting another Circle K Club.
17. The Lieutenant Governor shall perform other duties, as requested by the Governor, in order to better the functioning of the district.

SECTION G: STANDING COMMITTEE-DCON Coordinator

1. The DCON Coordinator, who is appointed by the Governor with input from the District Board of Officers, shall be responsible for coordinating Conferences and Conventions for the District along with the District Board of Officers and in direct consultation with the District Administrator and Governor.
2. The DCON Coordinator shall be in charge of securing a date and site for each Conference or Convention, in direct consultation with the District Administrator, and understanding that all contractual arrangements must be made by the District Administrator.
3. The DCON Coordinator shall be in charge of registration for each Conference and Convention.
4. The DCON Coordinator shall be in charge of theme development and creating a promotional plan for each Conference and Convention.
5. The DCON Coordinator shall work closely with the District Board in creating the schedule for each Conference and Convention and in assigning responsibilities for the workshops of those Conferences and Conventions.
6. The DCON Coordinator shall be in charge of ensuring that requirements outlined in the District Bylaws are met for District Convention.

7. The DCON Coordinator shall communicate with the Host Club Committee, if applicable, for District to ensure that they establish entertainment and fulfill other duties of the Host Club.
8. The DCON Coordinator shall be appointed before or on the official starting date of the District Officer Training Conference.
9. The DCON Coordinator shall be required to provide a monthly report of activities submitted by the tenth of each month as well as a board meeting report at each District Board of Officers meeting.
10. The DCON Coordinator shall be expected to attend all duly called District Board of Officers meetings. In addition, the DCON Coordinator should attend International Convention if possible.
11. The DCON Coordinator is inherently expected to attend at least 75% of his/her home club's meetings and actively participate in home club activities.
12. The DCON Coordinator shall be available to help in any other capacity as deemed necessary by the Governor.

SECTION H: STANDING COMMITTEE-MDEC COORDINATOR

1. The MDEC Coordinator, who is appointed by the Governor with the input from the District Board of Officers, shall be responsible for maintaining any Membership Development and Education Program for the members of the Indiana District.
2. The MDEC Coordinator shall serve as a resource of information about, and ideas on, member development and education for the clubs in the Indiana District.
3. The MDEC Coordinator shall update the Indiana District Member Handbook by the Membership Development and Education Conference each year.
4. The MDEC Coordinator shall develop a comprehensive workshop for the Fall Membership Development and Education Conference and for District Convention that will enable members who attend to learn how to educate the members of their individual clubs about Circle K.
5. The MDEC Coordinator may establish a committee of members from the District with whom he or she can obtain information and disseminate information to throughout his or her term, pertaining to membership recruitment, retention, and development and education.
6. The MDEC Coordinator shall help to coordinate the educational portions of the Club Officer Training Conference.
7. The MDEC Coordinator shall work closely with the Governor and District Board on projects pertaining to membership development and education and use the District Certified Trainer as a resource.
8. The MDEC Coordinator shall be appointed before or on the official starting date of by the District Officer Training Conference.
9. The MDEC Coordinator shall be required to provide a monthly report of activities submitted by the tenth of each month as well as a board meeting report at each District Board of Officers meeting.
10. The MDEC Coordinator shall be expected to attend all duly called District Board of Officers meetings. In addition, the MDEC Coordinator should attend International Convention if possible.
11. The MDEC Coordinator is inherently expected to attend at least 75% of his/her home club's meetings and actively participate in home club activities.
12. The MDEC Coordinator shall be available to help in any other capacity as deemed necessary by the Governor.

SECTION I: STANDING COMMITTEE- ON TO INTERNATIONAL CONVENTION CHAIRPERSON

1. The On To International Convention Chairperson shall be responsible for researching all possible travel options for the district at International Convention and Large Scale Service Project (LSSP). Further, the chairperson shall present these options to the District Board of Officers before the District Convention.
2. The On To International Convention Chairperson shall also search for stickers, pins, etc. relating to the Indiana District to identify members of the district at International Convention, and to distribute to others in attendance at the convention.
3. Upon approval of the District Board of Officers by January 31 of the administrative year, the On To International Convention Chairperson will be responsible for securing transportation to LSSP and International Convention and for following up on all details concerning travel arrangements, including having an invoice sent out within thirty (30) days of the conclusion of both events.
4. The On To International Convention Chairperson shall be responsible for publicizing the International Convention, LSSP, and the Indiana District tour through emails, social media, and other forms of contact.
5. The On To International Convention Chairperson shall, with the Circle K International Board Counselor and the District Board of Officers, promote the International Convention and LSSP at the Indiana District Convention.
6. The On To International Convention Chairperson shall work with the District Governor and District Treasurer to determine the cost of the District Package. The District Package should include the following items:
 - a. Hotel Cost (4 people to a room)
 - b. Hotel Taxes Cost
 - c. District Dinner (\$20-\$25 per person typically)
 - d. District T-Shirt
7. The On To International Convention Chairperson shall, with approval from the District Board of Officers, create and send out the District Package registration form.
8. The On To International Convention Chairperson is responsible for making sure that all fees are paid in a timely manner from all members taking advantage of the District Package.

SECTION J: DISTRICT OFFICER TRAINING

1. The outgoing and incoming District Governors shall both be responsible for the training of the District Board of Officers.
2. Following the election of the new district board, a brief training session should be held at the convention site immediately after the farewell session. At that time, a date, time, and place should be selected for the District Officer Training Conference.
3. The District Board Training Conference should be held no later than May 1st.
4. All newly elected District Board of Officers members should be in attendance at the training session.
5. The District Governor shall see to it that all district board members receive the necessary literature and materials from the Indiana District and Circle K International.
6. Items to be covered in board training are to include: Circle K education, officer duties, Kiwanis Family education, leadership skills, goal setting, problem solving, information on International, board finances, and an update on the current status of the district.
7. The District Governor shall invite any immediate past district officers to the training session whom he/she deems helpful in the effective training of the new district board.
8. The District Governor-elect shall send out an application for any vacant elected District Board of Officers positions and any other desired appointed positions no less than seven (7) days after the conclusion of District Convention. This application should be sent to club officers for them to distribute to all club members of Indiana District, and preferably have a deadline and appointment before the District Officer Training Conference to invite the new district officers to

be trained together at once. Otherwise, the District Governor shall be responsible to train district officers not attending the District Officer Training Conference.

SECTION K: AD-HOC COMMITTEES

1. The following ad-hoc committees may be used, as decided by the governor and approved by the District Board of Officers: Preferred Charities, Kiwanis Family (K-Fam), Social Media (SOMCOM), Club Building Reactivation and Chartering, President's Retreat, District Large Scale Service Project (DLSSP), and Fall Service Kick Off (FSKO). These committees, by direction of the District Governor and with the approval of the District Board of Officers, may be created on a non-permanent basis (see Article VII, Section 1-3 of the Bylaws).
2. The District Governor, with the approval of the District Board of Officers, may form additional committees on a non-permanent basis.
3. The District Governor, with the approval of the District Board of Officers, shall make all standing committee appointments no later than the District Board Training Conference.
4. Each committee member should receive directives from the District Governor at the Training Conference and periodically after that time. These directives should include the areas and projects that the District Governor would like to see the committee concentrate on during the administrative year. The committee will be expected to follow these directives, but also undertake projects, or implement other programs, as they see fit.
5. The committee will be expected to submit a progress report whenever requested by the District Governor or District Board of Officers.
6. Committee members may be requested to attend meetings of the District Board of Officers. Committee members who are not elected district officers shall serve as non-voting members of the board.
7. Any member of the Indiana District in good standing may serve on a district committee. They may also simultaneously hold a club office or serve on another district committee.
8. Arrangements should be made to reimburse committee members for legitimate expenses incurred for committee work. Normal district reimbursement procedures will be followed.
9. The number of communications that each committee is required to send out shall be determined by the District Governor and District Board of Officers.

SECTION L: FULL BOARD MEETINGS

1. At least five (5) meetings of the District Board of Officers of the Indiana District shall be held during the administrative year (April 1 to March 31) in order to transact the business of the District. There may be more board meetings scheduled if the District Governor deems it necessary. Suggested times for board meetings are as follows: post-election (District Convention), District Officer Training Conference, International Convention, Membership Development and Education Conference, Winter Board Meeting, and Indiana Circle K Pre-Con.
2. The District Secretary shall notify the following in writing as to the time, place, and date of the meeting at least seven (7) days in advance: District Board of Officers, Circle K International Office, Kiwanis District Governor, Key Club District Governor, club presidents, and all others deemed appropriate.
3. A tentative agenda shall be sent by the District Governor to the District Board of Officers no less than seven (7) days prior to the meeting. The agenda will be made available to all club members seven (7) days prior to the meeting.
4. Verbal reports shall be presented by all members of the District Board of Officers at each district board meeting, updating the board members of the officer's Circle K activities since the last board meeting.

5. Any guest of the District who is invited by a member of the District Board of Officers may attend district board meetings. However, the District Board of Officers reserves the right to enter into closed sessions if it is deemed necessary.
6. The District Secretary shall send out the minutes of each meeting to the District Board of Officers and club presidents within fourteen (14) days of each regular and special board meeting.
7. The site, date, time, and accommodation for the next meeting of the District Board of Officers shall be set, by a majority vote of the District Board of Officers, at least one (1) month in advance, or preferably at the previous board meeting.

SECTION M: COPYING OF CORRESPONDENCE

1. All letters, emails, and other communication on the part of the District Board of Officers and committees shall have copies mailed to the District Governor, District Secretary, District Administrator, and any other appropriate individuals.
2. The District Governor and District Administrator shall receive copies of all correspondence.
3. Correspondence not mentioned above should be copied according to the decision made by the District Governor and District Secretary.

SECTION N: DISTRICT COUNCIL

1. The district council will serve solely as a recommending body to the Indiana District Board of Officers.
2. The district council will be composed of all voting district board members and club presidents of the Indiana District. They shall have speaking and voting privileges in the council.
3. Non-voting district board members shall have speaking privileges during all district council meetings, but they shall not be allowed voting privileges.
4. In the event a club has co-presidents, both shall be allowed to attend the meeting with speaking privileges, but they shall have only one (1) vote between them.
5. All members of the Indiana District may attend the district council meetings as observers only, unless district council members vote to close the meeting.
6. The District Governor shall call all district council meetings, informing all council members of the time and place of the meeting not less than thirty (30) days prior to the meeting. At least two (2) council meetings should be held per year (one at Membership Development and Education Conference and one at District Convention).
7. The District Governor shall be responsible for developing an agenda for each district council meeting. Each agenda must include an open forum in which any topic pertaining to the Indiana District may be discussed. A tentative agenda should be distributed by the District Governor no less than seven (7) days prior to the meeting.
8. The District Board of Officers shall have final approval of district council operation after district council input has been carefully considered.
9. All votes taken during a district council meeting shall be used solely to determine the opinions of club presidents and the District Board of Officers. The District Board of Officers shall carefully consider all recommendations from the district council.
10. The District Governor shall chair all meetings of the district council.

SECTION O: DISTRICT BUDGET

1. The District Treasurer, with assistance from the District Administrator, the District Governor, and the rest of the district board, shall be expected to produce an operating budget for his/her administrative year. This budget must be approved under the guidelines established in the Indiana District Bylaws.

2. The District Treasurer is encouraged to refer back to previous budgets of the Indiana District for guidance. He/She shall not be required to follow these budgets, but should note their merits and drawbacks.
3. The District Board of Officers should recognize district income primarily coming from the following sources: starting balance, membership dues for the district, Key Club/Circle K Assistance Fund, profits from conferences, and miscellaneous.
4. The Indiana District Board of Officers and District Treasurer are encouraged to use the following format in determining expenses for the district: (Additional categories may be added to existing categories based on the decisions of the district board.) District Governor, District Secretary, District Treasurer, Lieutenant Governors, District Editor, International Convention (CKIx), Committees, and Miscellaneous.
5. The annual District Convention, Membership Development and Education Conference and any other District sponsored events shall operate on separate budgets with any profit going as income for the District.

SECTION P: PROOF OF ENROLLMENT

All members of the District Board of Officers, whether elected or appointed, shall submit to the district administrator an official proof of enrollment letter from their respective college or university no later than forty-five (45) days after taking office.

PART III: CLUB INFORMATION

SECTION A: CLUB GUIDELINES

1. In order for a club to remain in good standing, the club must hold regular meetings, pay District and International dues for each member, and attend the District Convention.
2. The Indiana District makes the following recommendations to each of the clubs within its boundaries in order to establish and maintain strong communications with the District:
 - complete monthly reports of club activity, submitting copies to the District Governor, District Secretary, Lieutenant Governor, Kiwanis Advisor, District Administrator, and a file copy.
 - have representatives at the Indiana District Membership Development and Education Conference
 - hold regular club and board of officer meetings
 - have representatives at International Convention
 - have representatives at divisional rallies
 - submit officer addresses, club information and any corrections to the District Secretary when requested
 - complete a regular club newsletter or update for members and prospective members
 - keep a complete and accurate club filing system
 - have representatives attend the District Convention

SECTION B: CLUB FILES

1. The Indiana District Board of Officers strongly recommends that each club of the Indiana District have in their files the following:
 - From the individual clubs:
 - minutes from the previous year(s) and/or a record of projects completed
 - completed standard form for club bylaws
 - past club monthly reports from previous years

-general history of the club

From the District:

-district directory

-copy of the Indiana District Bylaws and Policy Code

-blank monthly report forms

-Indiana District club secretary's manual

-Indiana District club treasurer's manual

-monthly mailings sent to the president

-past issues of the Inckspot

- instructions and passwords for using the online membership roster to generate dues invoice

From International:

-copy of the International Constitution, Bylaws, and Policy Code

-club information and dues forms

-past copies of Circle K magazine

-International Service Initiative Program manual

-club training manuals (Kiwaniis Family Relations manual, Club Finance manual, Club Officer manuals, Club Member Handbook, supply catalog, CK Series (set of 15), Advisors Manual)

2. The Indiana District Board of Officers encourages all clubs to keep files up to date, adding any missing material from the list above. The club officers will be expected to contact the proper sources in order to have a complete club filing system.

PART IV: DISTRICT CONVENTION MATTERS

SECTION A: DISTRICT CONVENTION WEEKEND

1. The location and dates of each District Convention shall be selected by the District Board of Officers at the District Officer Training Conference, based on received bids. Bids should include the following:
 - a) place of accommodations, address and phone number
 - b) current and projected costs for meals and rooms
 - c) three possible dates for the convention
 - d) extra benefits of the site (i.e. pool, rec center, etc.)
2. The District Board shall choose a host club and chairperson who understand their responsibilities.
3. The DCON Coordinator shall be in charge of preparing general convention mailings and registration forms to be sent no later than two months prior to the convention. In the event of this position being vacant at December 1, planning duties will be divided amongst the board at the discretion of the District Governor and District Administrator.
4. The tentative convention program shall be set sixty (60) days prior to convention.
5. The District Governor, Administrator, District Treasurer, DCON Coordinator and host club chairperson shall discuss financial considerations for the convention and present to the board if requested to do so.
6. The official convention program shall include the following:
 - a) an address by the Kiwanis District Governor or representative
 - b) an address by the Key Club District Governor or representative
 - c) workshops for the purpose of stimulating interaction and increasing service activities

- d) a maximum of two (2) House of Delegates sessions, to include a presentation of the State of the District by the District Governor, the election of new district officers, and consideration of proposed resolutions and amendments to the District Bylaws
 - e) a farewell address by the District Governor
 - f) installation of the new District Board of Officers, and retirement of the old District Board of Officers
 - g) a presentation on CKIx, Large Scale Service Project, and Leadership Academy
7. The location and the date for the following administrative year's District Convention must be set at or before the District Officer Training Conference (DOTC).

SECTION B: DISTRICT OFFICER ELECTION PROCEDURES

1. Candidates must be nominated during an official session of District Convention. A candidate must receive a nomination from a Circle K member in good standing, followed by a second from a Circle K member in good standing, and then accept the nomination. Candidates seeking the position of Lieutenant Governor must be nominated and seconded by a member in their respective division.
2. Once a candidate has accepted their nomination, they will be allowed a 1 minute introduction and 2 minutes to answer a fishbowl question. Candidates for Governor will be allowed a 3 minute introduction and 2 minutes to answer a fishbowl question.
3. Divisional caucus sessions shall be held at the convention at which time candidates shall be introduced, present their platforms, and answer questions. Candidates are in each caucus room for 7 minutes total. Candidates have up to 4 minutes for a speech and the remainder of the time up to 7 minutes will be for questioning. The number and time of caucuses shall be up to the discretion of the District Board of Officers.
4. A maximum of two (2) House of Delegates sessions shall be held at the convention, one on Saturday and one on Sunday.
 - a) The Saturday session shall review the minutes of the previous conventions House of Delegates, consider proposed Bylaws amendments, accept nominations for district office, and consider other business that the District Board of Officers decides should properly come before the House of Delegates.
 - b) The Sunday session will feature a report on the State of the District, the election of district officers, and consideration of resolutions.
 - c) Each Indiana District Circle K club in good standing is entitled to two (2) voting delegates, from a list of certified delegates and alternates, who may vote on any issue brought before the House.
 - d) The voting members of the District Board of Officers and the Immediate Past District Governor are delegates-at-large for the House of Delegates. Refer to the Bylaws for more specific voting information.
 - e) The Saturday and Sunday sessions may be combined into one session to be held at an appropriate time during District Convention.
3. A committee on elections shall be in charge of the distribution and collection of ballots. A committee consisting of the Administrator and Circle K members appointed by the Governor shall count the ballots.
4. A committee on credentials shall be in charge of certifying and admitting voting delegates and shall present a report to the House of Delegates at the start of each session and at other times as deemed necessary by the Governor.
5. All candidates must be active members of a club in good standing with the district. All nominees shall be allowed to give a one minute speech in the House of Delegates, with the exception of the Governor candidates who shall be allowed a three minute speech.

6. Number of caucuses and procedure shall be determined by the District Board of Officers prior to the beginning of caucuses. They shall also determine Division selection (whether two or more divisions should be combined).
7. The election procedure used shall be defined in the Indiana District Bylaws.
8. There shall be a meeting for all declared candidates to discuss the election procedure and position specifications. If candidate is unable to attend the meeting, they may meet individually with District Governor and/or District Administrator to discuss election procedure.
9. The District Offices voted on will be Governor, Secretary, Treasurer, Bulletin Editor/Electronic Publicist, and Lieutenant Governor, in that order. A candidate who loses an election for one office may run for another office that has not yet been elected.

SECTION C: CAMPAIGNING FOR A DISTRICT OFFICE

1. All candidates for district office must complete the District Officer Declaration of Candidacy prior to the delegates' voting.
2. All candidates' clubs must be in good standing with the Indiana District of Circle K and Circle K International.
3. All candidates must be in attendance at all sessions of the House of Delegates of the District Convention.
4. All candidates must be nominated when nominations are called for at the District Convention.
5. Candidates should contact the District Governor prior to District Convention to learn the process of elections as well as the requirements of the office that they are seeking. The officer currently serving in the position they seek should also be contacted.
6. Caucus procedure shall be determined by the District Board of Officers prior to the beginning of caucuses. They shall also determine Division selection (whether two or more divisions should be combined).
7. No candidate may spend more than \$75 retail on campaign materials. Receipts must be submitted upon request.
8. There shall be a meeting for all declared candidates to discuss the election procedure and position specifications prior to, or immediately following, the official call to order of the District Convention.

SECTION D: DISTRICT AWARDS

1. The following awards shall be given at the District Board of Officers Discretion at the annual District Convention of the Indiana District:
 - Governor's Achievement Award
 - Platinum Division (40 + members) - one award
 - Gold Division (10 - 40 members) - one award
 - Marge Crouch Award – one award given at Kiwanis District Convention
 - Club Scrapbook Award - one major and multiple minor awards
 - Single Service Award - one major and multiple minor awards
 - Kiwanis Family Interclub Award - one to club with most interclubs
 - Kiwanis Family Relations Award - given out to clubs who have excelled in Kiwanis Family Relations though the administrative year. The number awarded is up to the discretion of the District Board of Officers.
 - Circle of Service Award - one award (optional)
 - Early Bird Dues Award - all clubs submitting dues by date specified by District Treasurer
 - Governor's Project Award - all clubs participating in Governor's project
 - Indiana Distinguished Club Officer - to all club officers who meet the specified criteria for his/her respective office

- Distinguished Member Award – one award
 - Distinguished New Member – one award
 - Club Newsletter – one major and multiple minor awards
 - Distinguished Club
 - Platinum Division (40 + members) - one award
 - Gold Division (10 - 40 members) - one award
 - Monthly Report On-Time Award - all Monthly Reports on time (for club)
 - Diamond Award - distinguished district officer chosen by governor
 - Club Growth Award
 - Club Web Site Award
 - Outstanding Advisor Award
 - Super Early Bird Dues Award
 - Outstanding Sponsoring Kiwanis Club Award
 - All MRF's submitted on Time Award
 - Senior Awards
2. If there are insufficient entries (as determined by the District Board of Officers) in any of the award categories, a minimal number of awards or no award at all will be given in that category.
 3. The criteria for each award shall follow the rules currently set in each category. The District Board of Officers may alter the rules, but this must be done no less than sixty (60) days before the District Convention.
 4. The Awards Committee of the Indiana District shall be responsible for the update of all district awards criteria. Awards Committee shall also be responsible for the distribution/publication of all necessary criteria and awards forms, which must be done not less than sixty (60) days prior to district convention. The awards mailing should be mailed to all club presidents, district board members, committee members, district administrators, and Kiwanis Governor, and posted on the Indiana District website, if available.
 5. All awards entries by clubs of the Indiana District must meet the specifications as set by the District Board of Officers in order to be considered for judging. In addition, all entries must be submitted by the stated deadline for each category in order to be considered for judging. There will be no exceptions.
 6. The Indiana District Board of Officers shall designate judges for each of the award contests. These judges shall meet at the specified time and shall continue meeting until a decision is made. One district board member will be assigned to monitor the judging and ensure the fairness of any decisions made. All decisions by the judges and the District Board of Officers shall be final. Judges and District Board of Officers members shall not discuss the winners or any specifics of the judging before the winners are announced.
 7. The District Board of Officers may choose to judge the Indiana Distinguished Club Officer awards themselves.
 8. Judges with any past or present association to a specific club in the Indiana District shall not judge his/her club's entry in that category.
 9. Questions raised during the judging should be directed to the chairperson of the awards committee, the District Governor, and/or the District Administrator.

SECTION E: DISTRICT PROTOCOL

1. The following people should be invited to district activities or informed of the general happenings of the District:
 - the members of the Indiana District of Circle K
 - the District Administrator and Assistant Administrator(s)
 - all club advisors and sponsoring Kiwanis clubs
 - Key Club District Governor and District Administrator
 - Circle K International office

- neighboring district members
 - Kiwanis District Governor
2. Also, the following people may be invited to certain district activities:
 - past District Governors of the Indiana District
 - past International officers from the Indiana District
 - other Kiwanis Family dignitaries or special guests
 3. The following points should be remembered for a district convention:
 - the District Governor shall preside at all district sponsored functions unless the Governor and Administrator decide that another person should preside
 - spouses (life partners) should sit with head table guests, if room permits
 - past district officers should be seated as a group in an honored position
 - guests visiting from other districts should be seated as a group and in an honored position
 - the following, when present, should be seated at the head table: District Board of Officers, Administrator, Kiwanis Governor, International Officers, immediate past governor, the master of ceremonies, any speakers, invocator, and benedictor; district committee members should sit at the head table, if room permits.
 4. There is never just one correct approach to protocol. Common sense and the specific occasion at hand should dictate the decisions one makes in administering protocol at a district function.

PART V: DISTRICT EVENTS AND PROGRAMS

SECTION A: GOVERNOR'S PROJECT

1. The Governor may designate a specific activity or charitable organization as the Governor's Project for his/her term. The selection should be made before the date of the District Officer Training Conference.
2. The Governor may request the cooperation of the District Board of Officers and the clubs within the district in assisting the charitable organization by providing a specific service.
3. The Governor should publicize the project through newsletters and the district mailing and through the help of the District Board of Officers members.

SECTION B: GUIDELINES FOR HOST CLUBS, IF APPLICABLE

1. Each host club shall be responsible for setting the agenda for that convention.
2. The District Board of Officers shall be responsible for determining the workshops.
3. The Host Club shall suggest two or more dates for District Convention and the District Board of Officers shall approve one.
4. The District Board of Officers will select, with a majority vote, the Host Club for District Convention.
5. The Lieutenant Governor for the Host division, along with the DCON Coordinator and the District Governor, shall keep in contact with the Host Club chair for the convention to determine his/her progress.
6. The District Board of Officers will give the Host Club an outline of what the District Board of Officers would like to see at that convention.
7. All logistics for the convention shall be approved at the following board meetings: for the International Convention (CKIx) District Tour, the deadline is District Officer Training Conference; for the Membership Development and Education Conference, the deadline is International Convention; and for District Convention, the deadline is the Membership Development and Education Conference.

8. The Host Club will be responsible for developing the theme for District Convention and for obtaining a service project if possible.
9. The Host Club will work with the DCON Coordinator in planning the convention.

SECTION C: MEMBERSHIP DEVELOPMENT AND EDUCATION CONFERENCE

1. The location and dates of each Membership Development and Education Conference (hereafter referred to by its acronym, MDEC) shall be selected by the District Board of Officers at the February Board Meeting, based on received bids. Bids should include the following:
 - a) place of accommodations, address and phone number
 - b) current and projected costs for meals and rooms
 - c) extra benefits of the site (i.e. service opportunities, special group accommodations, distance to surrounding cities.)
 - d) any extra costs of provisions stipulated by those providing accommodations
2. The MDEC Coordinator shall be in charge of preparing general convention mailings and registration forms to be sent no later than two months prior to the conference.
3. The tentative conference program shall be set sixty (60) days prior to the conference.
4. The District Governor, Administrator, District Treasurer, and DCON Events Coordinator shall discuss financial considerations for the convention and present to the board if requested to do so.
5. The official MDEC program shall include but is not limited to:
 - a) workshops for the purpose of educating members on the operations and programs of Circle K International and the Indiana District. One said workshop shall cover the Governor's Project for the administrative year, and one shall be a meeting of club treasurers to cover dues
 - b) a district council meeting consisting of all voting members of the District Board of Officers and either the President or a representative of each club in good standing
 - c) fellowship activities designed to highlight that tenet of Circle K International