

PURDUE NORTHWEST CIRCLE K
Club Bylaws

Amended: March 5, 2021

ARTICLE I

Name

Section 1:

The name of this organization shall be, “The Circle K International Club of Purdue Northwest”.

ARTICLE II

Sponsorship and Organization

Section 1:

Its form of organization, its ideals and its purpose shall be similar to those of the Noon Kiwanis Club of Valparaiso and Kiwanis Club of LaPorte County.

Section 2:

It shall be sponsored by, work with, but not be apart of the Noon Kiwanis Club of Valparaiso and Kiwanis Club of LaPorte County.

Section 3:

The Noon Kiwanis Club of Valparaiso and Kiwanis Club of LaPorte County shall assume full responsibility of all chartering costs.

- a. The Noon Kiwanis Club of Valparaiso and Kiwanis Club of LaPorte County are not responsible for the fiscal responsibility of the CKI Club of Purdue Northwest but should be able to help in the role of advising the club regarding financial matters.
- b. The Noon Kiwanis Club of Valparaiso and Kiwanis Club of LaPorte County may make a monetary donation if it is helpful to the CKI club and with the approval of the Noon Kiwanis Club of Valparaiso and Kiwanis Club of LaPorte County and the CKI Club of Purdue Northwest.

ARTICLE III

Objects and Vision

Section 1:

The objects of this club shall be:

1. To develop college and university students into responsible citizens and leaders with a lifelong commitment to service;
2. To collaborate with all members of the Kiwanis family to achieve our common objectives;
3. To develop positive role models;
4. To enhance intercultural understanding and cooperation;
5. To increase our service potential;
6. To provide opportunities for fellowship, personal growth, professional development, and leadership skills;
7. To work towards a greater public recognition of the organization;
8. To emphasize the advantages of the democratic way of life;
9. To serve on the campus and in the community;

PNW Circle K Bylaws

10. To encourage participation in group activities;
11. To develop aggressive citizenship and the spirit of service for improvement of all human relationships;
12. To give primacy to the human and spiritual rather than to the material values of life;
13. To promote the adoption and the application of high social, business and professional standards;
14. To develop, by precept and example, a more intelligent, aggressive and serviceable citizenship;
15. To provide through CKI clubs a practical means to form enduring friendships, to render altruistic service and to build better communities;
16. To cooperate in creating and maintaining that sound public opinion and high idealism which makes possible the increase in righteousness, justice, patriotism and goodwill.

Section 2:

The vision of this club shall be:

To be the leading global community-service organization on college and university campuses that enriches the world one member, one child and one community at a time.

Section 3:

The mission of this club shall be:

CKI develops college and university students into a global network of responsible citizens and leaders with a lifelong commitment to service.

Section 4:

The Circle K member pledge shall be:

“I pledge to uphold the Objects of Circle K International, to foster compassion and goodwill toward others through service and leadership, to develop my abilities and the abilities of all people, and to dedicate myself to the realization of humankind’s potential”.

ARTICLE IV

Motto

Section 1:

The motto of this club and of Circle K shall be “Live to Serve, Love to Serve.”

ARTICLE V

Membership

Section 1:

Membership of this club shall be in accordance with the following:

1. Any student who is officially enrolled for at least part-time status, as defined by Purdue Northwest, may be granted active membership in said club.
 - a. Only those members who are currently registered Purdue Northwest students shall be given voting privileges.
2. There shall be at least three (3) active undergraduate members.
3. There shall be no discrimination on the basis of age, race, sex, gender, gender identity, gender expression, political affiliation, sexual orientation, veteran’s status, marital status, disability or religious affiliation within this organization.

PNW Circle K Bylaws

4. If a member has not graduated, he or she has thirty (30) days to meet enrollment, academic or minimum membership requirements before his or her membership will cease. In the event of a member's graduation, membership will cease on September 30 of the same CKI administrative year.
5. Any person, who holds membership (other than honorary) in any other CKI club, or other Kiwanis-family organizations, shall not be eligible for active membership in this club.

Section 2:

A member in good standing shall be in accordance with the following:

1. Complete at least 10 hours of community engagement per academic year.
 - a. An academic year shall be defined as: the month of fall classes starting (August) to the end of spring classes ending (May).
 - b. Only 5 hours of community engagement performed during the summer may be counted toward the next academic year.
2. Payment of the district and club per-member fee.
3. At least a part-time student at a college or university.
4. Part of a club that is considered "active."
5. Part of a district that is considered "active."

Section 3:

This club is open to all Purdue Northwest students meeting the above criteria. Students with Kiwanis (K-Kids, Builders Club, and Key Club) background are highly encouraged to join, but the fore mentioned background is not required.

Section 4:

Hazing in any form is strictly prohibited. Hazing is considered an interference with personal liberty, and includes, any act of domination by any student over others which may lead to physical or emotional injury and discomfort. Hazing involving forced consumption of alcohol or drugs for the purpose of initiation or affiliation with any organization is specifically prohibited.

Certain forms of hazing are criminal offenses in Indiana. All forms of hazing are prohibited by Purdue University Northwest both on and off campus.

Hazing includes any act that for the purposes of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization, or as part of any activity of Purdue Northwest Circle K:

1. Creates a substantial risk of physical harm;
2. Substantially or seriously demeans or degrades any person; or
3. Interferes with any person's scholastic activities.

Any hazing allegation against Purdue Northwest Circle K will be investigated by the University. If found guilty in a disciplinary action, Purdue Northwest Circle K may incur a disciplinary penalty as specified in "Violations of Rules and Regulations." University action occurs whether or not civil or criminal actions take place.

In addition to action taken against Purdue Northwest Circle K, the University may take action against individual students for hazing when their conduct falls within "Regulations Governing Student Conduct, Disciplinary Proceedings and Appeals," 7 section B-2.

PNW Circle K Bylaws

Any person suffering or witnessing a hazing activity is strongly encouraged to report the incident to the staff of the Office of the Dean of Students.

It will be the duty of the President of Purdue Northwest Circle K to educate membership, affiliates, and guests of this policy.

Section 5:

The serving or possession of alcoholic beverages or illegal substances at any Circle K function on or off campus is prohibited. Individuals or groups violating the University policy will have all compensation withheld for their services.

Section 6:

Members of Purdue Northwest Circle K are required to abide by the laws of the state of Indiana, the United States, or the community and the state or country in which the organization's activities occur. In addition to a violation of the above-mentioned laws, a violation of any University rules or regulations by any member of Purdue Northwest Circle K will result in a referral to the Office of the Dean of Students. The organization and/or its members may then be subject to disciplinary action by the Dean of Students.

ARTICLE VI

Officers

Section 1:

The elected officers of this club shall be a president, one or more vice president(s), secretary, treasurer, and a BEEP. All officers shall be active members in good standing with this club. They shall serve for one (1) year or until their successors are elected and are qualified.

Section 2:

The duties of the officers shall be as follows:

- a. The president shall be the executive officer of this club and shall preside over all meetings of the club and the Board of Officers. The president shall appoint committee members with the board officers. The president shall be an ex-officio member of all standing and special committees. The president shall present the views of the club to the district in relation to the club. As the official representative of the club, the president shall promote the growth of CKI on campus and within the community. The president shall cooperate with his/her sponsoring Kiwanis club and promote Kiwanis-family relations. He/she shall act as one of the delegates of the club at district convention, and it shall be this person's responsibility to have this club represented at both the district and international convention by two voting delegates. The outgoing president, in conjunction with the Kiwanis and advisors, shall make provisions for the training of the new Board of Officers prior to their installation. The president shall perform such other duties as usually pertain to the office of president or may be assigned by the Board of Officers.
- b. The vice president of service shall be the executive vice president and shall preside at all meetings of this club and of the board of officers. They shall be the main contact for members from their home campus as on file with the registrar's office. The vice president of service shall be directly responsible to the president for all committee activities. The vice president of service shall work with the president and other committee members as necessary to coordinate all service projects of the club. The vice president of service shall

PNW Circle K Bylaws

also perform such other duties as usually pertain to the office, or as may be assigned by the president or the Board of Officers.

- c. The vice president of marketing and membership and shall be the secondary vice president. They shall be the main contact for members from the other campus that the vice president of service is not the main contact of. The vice president of marketing and membership in the absence of the president and vice president of service, shall preside at all meetings of this club and of the Board of Officers, and shall be responsible to the president for all marketing materials for club meetings, service projects, socials, and any other activities deemed necessary by the club president or by the Board of Officers. The vice president of marketing and membership shall also be responsible for coordinating all membership recruiting, including but not limited to campus wide student activity call out fairs for both the fall and spring semesters. The vice president of marketing and membership shall also perform such other duties as usually pertain to the office, or as may be assigned by the president or the Board of Officers.
- d. The secretary shall record accurate minutes of the meeting; shall maintain the club's permanent records; shall update all addresses; shall publish the club bulletin; and shall perform such other duties as pertains to this office or as may be assigned by the club president or the Board of Officers.
- e. The treasurer shall collect and disburse member dues; shall prepare as adhere to an approved budget; shall maintain accurate records; shall transact business through a bank or school account; shall keep the Board of Officers informed of financial strengths and weaknesses of the club; shall order club supplies; shall have the books audited; shall communicate with the district officers; shall file appropriate forms with the IRS if necessary; shall inform the sponsoring Kiwanis club of this club's financial status; and shall perform such other duties as pertains to this office or as may be assigned by the club president or the Board of Officers.
- f. The Bulletin Editor and Electronic Publicist (BEEP) shall be responsible for all communications with the general club membership. The BEEP shall be responsible for creating a monthly newsletter that highlights past club activities for the month and other information deemed necessary by the Board of Officers. The BEEP shall also be responsible for all social media accounts of the club including but not limited to Facebook and Instagram accounts. The BEEP will also be responsible for creating the club scrapbook prior to the annual district convention and shall perform such other duties as pertains to this office or as may be assigned by the club president of the Board of Officers.

Section 3:

Qualifications for each office include:

- a. President: Should have Key club experience or at least one year of Circle K membership.¹
- b. Vice Presidents: Should have Key club experience or at least one year of Circle K membership.¹
- c. Secretary: Key club experience or at least one year of Circle K membership preferred, but not required. Must be able to take handwritten or typed notes at each meeting.¹

¹ If in the case no current member meets the stated requirements, the outgoing officer and/or President may nominate a qualified candidate for the position.

PNW Circle K Bylaws

- d. Treasurer: Key club experience or at least one year of Circle K membership preferred, but not required. Must excel at math. ¹
- e. BEEP: Key club experience or at least one year of Circle K membership preferred, but not required. ¹

Section 4:

Any member may recommend the removal of a club officer to the Board of Officers. The Board of Officers shall hold a meeting at which the officer in question shall be heard. The Board of Officers will then present their findings to the club at which time a vote by 2/3 of the quorum is required to remove the officer in questions. In the event any officer should be removed from office, the officer shall be notified in writing by the secretary.

- a. If in the case of the secretary being removed, the president shall inform the secretary of their removal.

Section 5:

In the event of a vacancy in the office of president, the vice president shall succeed to the office. If two or more vice presidents hold office in this club, one of them shall be elected to fill the vacancy by a majority vote of the entire active club membership of this club at the next regularly scheduled meeting. In the event of a vacancy in any other office, a majority vote of the active membership of this club present and voting at the next regularly scheduled meeting shall elect a member in good standing to serve for the remainder of the unexpired term.

Section 6:

No elected club officer may hold an elected district or international office in addition to their club office.

Section 7:

The officer agreement created by the president each year is required to be written or edited by the date of the officer retreat. The agreement must be agreed on by the entire Board of Officers with a 2/3 vote and edits can be made with such vote. Ultimately, it is up to the standing officer for that agreement on whether the terms are fair. If the terms are considered “irrational,” then it can be proposed first to the Board of Officers to change, followed by the general membership, and finally the District Board of Officers for the state of Indiana.

Officer agreements must be signed and dated by the first executive board meeting of the term.

Section 8:

Any officer can be sentenced to a “probationary” period that lasts fourteen (14) days if they do not uphold the standards and roles lined out in the officer agreement created by the president. The probationary period can be enacted by a vote by any general member, officer, or chair proposed at an executive board meeting. The Board of Officers will then vote on whether the officer meets their qualifications, with a 2/3 vote from the board is required for the probationary period to be enacted. The Board is required to then create a set of terms for the officer to accomplish before the end of the fourteen (14) days. At the end of the fourteen (14) days, if the officer has not met the terms set forth by the Board of Officers, the vote as stated above in Section 4 will be enacted.

PNW Circle K Bylaws

ARTICLE VII
Board of Officers

The elected officers, in addition to the faculty advisor, the Kiwanis advisors and if applicable the immediate past club president shall constitute the Board of Officers (Executive Board) for this club. The faculty advisor and the Kiwanis advisors shall be non-voting, ex-officio members of the Board of Officers.

Section 1:

The Board of Officers of this club shall consist of the elected officers, the faculty advisor, the Kiwanis advisor (if one exists) and if applicable the immediate past club president. The faculty advisor, the Kiwanis advisor (if one exists) and the immediate past club president shall be nonvoting, ex-officio members of the Board of Officers.

Section 2:

The Board of Officers shall approve the budget, approve all bills, take counsel with committees, discipline members, review and report to Kiwanis the performance of the club officers, set membership requirements, and perform such other duties as shall be referred to it by the club, in compliance with these Bylaws and the requirements of CKI.

Section 3:

The Board of Officers shall meet at least twice per month during the school year, and at least once during the summer term, at a time and place that it shall determine, and at such other times as the president or a majority of its voting members deem necessary.

ARTICLE VIII
Election of Club Officers

Section 1:

Election of officers shall be held at a regularly scheduled meeting at least two (2) weeks prior to district convention. All officers shall assume their official duties on April 1 following their election. If the district convention is held later than March 31 in any given year, all officers shall assume their official duties on April 15. They shall serve for one (1) year or until their successors are duly elected and installed.

Section 2:

All officers who are members in good standing are eligible for re-election.

Section 3:

Officers shall be nominated by any member of the club at least one week prior to the election date.

Section 4:

Election of officers shall be conducted by ballot. A member shall be voted in when a majority of the quorum present is obtained.

Section 5:

All candidates seeking office shall be given seven minutes total to present their platform. The first four (4) minutes shall be given to present the candidates platform, and the remaining three (3) minutes shall be used for questions by the general membership. If there are no questions, then candidate will choose from questions from a prepared set of questions determined by the Board

PNW Circle K Bylaws

of Officers. In the case that the candidate does not use the entirety of the four (4) minutes to present his/her platform the candidate may yield remaining time to questions.

Section 6:

In the event of a tie for any of the offices, the remaining candidates will be removed from the ballot and the two candidates shall be voted on again.

- a. In the event that only two candidates are running for an office and the vote results in a tie then each candidate will be given one and a half (1.5) minutes to speak to the membership and another vote will be taken. In the event of another tie, the club president shall cast a tie breaking vote.

ARTICLE IX

Club Meetings

Section 1:

During the school year the club shall hold bi-weekly meetings on such day and at such place as shall be determined by the club officers and the club members. It may hold such other meetings as the officers or the membership may desire. In the event that unusual conditions prevent a bi-weekly meeting, this club may hold a minimum of two meetings per month, with the officers meeting on all other weeks.

Section 2:

Quorum at a club meeting shall be considered a majority (50 percent plus one) of the active club membership and is required for business to be legally transacted.

ARTICLE X

Committees

Section 1:

The president and vice president(s) shall appoint committee chairs and members to the following standing committees:

- a. Membership Development and Education
- b. Kiwanis Family Relations
- c. Service
- d. Public Relations
- e. Social

Section 2:

The duties of the standing committees shall be as follows:

- a. The Membership Development and Education Committee shall devise effective plans to obtain new members on a regular basis and educating members about the organization.
- b. The Kiwanis Family Relations Committee shall educate the membership about the other branches of the Kiwanis family and plan projects and activities that involve the CKI club with other branches of the Kiwanis family.
- c. The Service Committee shall plan projects and activities promoting and supporting the club's service initiatives and/or CKI's Preferred Charities and Service Partners.
- d. The Public Relations Committee shall be responsible for informing the campus and local community of the CKI's activities and goals through various forms of communications.

PNW Circle K Bylaws

- e. The Social Committee shall plan activities that will promote fellowship and strengthen friendships within the club and throughout the entire Kiwanis Family.

Section 3:

The club president has the right to form any special committee deemed necessary for normal club function.

ARTICLE XI

Kiwanis and Advisor

Section 1:

This club shall have at least one (1) advisor which the club shall turn to when in need of advising from the college or faculty level. An advisor to the Circle K club will be appointed by the unanimous decision of the officers of the club and with consent of the nominee. The advisor shall be invited and encouraged to attend all meetings.

- A. The Advisor duties are suggested to include:
 - 1. Provide stability
 - 2. Meeting with the club officers on a regular basis.
 - 3. Attending club meetings and club activities.
 - 4. Attend monthly advisor meetings held by the Office of Student Life.
 - 5. Keeping updated on club issues and intentions.
 - 6. Meeting with the President and Treasurer on a monthly basis to review account balances and financial transactions.
- B. The Advisor has veto power over any decision made by the club which is in direct violation of University policy.
- C. The members of the organization can remove the advisor from duties at any time if duties are not being upheld.

Section 2:

This club shall have two (2) Kiwanis advisors which the club shall turn to when in need of advising from the local Kiwanis level. The Kiwanis advisors should be from each of the sponsoring Kiwanis Clubs. The Kiwanis advisor shall be invited and encouraged to attend all meetings.

- a. Each Kiwanis advisor shall be appointed by the sponsoring Kiwanis club from which they are a member of.

ARTICLE XII

Fees and Dues

Section 1:

The district per-member fee shall be \$10 as dictated by the district bylaws, \$600 for International fees, and \$5 for individual club dues. Each Member shall pay \$15 per academic year.

ARTICLE XIII

Disbursement of Funds

Section 1:

All disbursements and charges must be approved by the Treasurer and Advisor.

PNW Circle K Bylaws

- a. Reimbursements will only be accepted for members who have retained an original, itemized receipt.
- b. All financial transactions will be managed through the Purdue University Northwest Bursar and Business Office.

ARTICLE XIV
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 XV
Amendments

Section 1:

Proposed amendments to this constitution may be formulated by any active member in good standing of the general organization.

Section 2:

Amendments to these bylaws shall be adopted by two-thirds (2/3) vote of the membership at any regular meeting. Amendments must be submitted to the executive board at least two weeks prior to when a vote shall take place.

ARTICLE XVI
House Keeping

Section 1:

The Board of Officers may make necessary housekeeping, grammatical and numbering corrections to the Bylaws and approved amendments, which causes unintentional conflicts or inconsistencies within the Purdue Northwest Circle K Bylaws.

CERTIFICATION

These Bylaws were adopted and approved on:

March _____, 5 _____, 2021
 Month Day Year

DocuSigned by:

ACC80C3F364A704...

 Club President's Signature
 kyle w stowers

3/8/2021

 Date

Club President's Name Printed

DocuSigned by:

FFEA6E94E0B74DE...

 Faculty or Kiwanis Advisor's Signature
 Cindy L. Robbins

3/8/2021

 Date

Faculty or Kiwanis Advisor's Name Printed