

OHIO DISTRICT OF CIRCLE K INTERNATIONAL

DISTRICT BYLAWS

(Amended: 57th Annual House of Delegates- February 22, 2014)

ARTICLE I

Name and Territorial Limits

Section 1. The name of this organization shall be the Ohio District of Circle K International.

Section 2. The territorial limits within which this district shall function shall be co-extensive with the territorial limits of the Ohio 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.

Section 2. The vision of this district shall be:

Circle K is the organization that holds the promise of today's college student becoming tomorrow's leader. It exists to meet the personal needs of the individual collegian through the qualities of leadership, the rewards of service, and the unique spirit of friendship. Circle K's potential lies in its ability to positively influence those in our society who are facing ultimate personal decisions, and those who will one day create the vision of mankind for generations to

come. Circle K is the embodiment of those qualities necessary to shape the future, realized in the colleges and universities of today. The vision of Circle K International is dedicated to the realization of mankind's potential.

ARTICLE III

Divisions

Section 1. The territory of this district shall be divided into five (5) divisions.

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

ARTICLE IV

Membership

Section 1. Each Kiwanis sponsored 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 suspended or revoked as provided for in the Constitution and Bylaws.

Section 3. Any member club must be in good standing with both Circle K International and this district to be considered in good standing with this district.

Section 4. If the Board of Officers rules that a club is not in good standing, the club and the Kiwanis club which sponsors it shall be notified of this action and why it was taken.

ARTICLE V

Officers

Section 1. The officers of the district shall be the governor, the secretary-treasurer, 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 a district, as defined above, shall be elected at the annual district convention.

a: One (1) Lieutenant Governor shall be elected for each division given that the candidate will be a member of a club in said division for 75% of the Ohio District Circle K Administrative year, with the understanding that the club in said division in which the candidate will be a part of, or presently is a part of, is a club in good standing.

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 his/her district. He/She 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. He/She shall attend the International convention and all meetings of the International Council. 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 said 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 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 their 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.

The class of lieutenant governor(s) shall form two committees; one on Service, and one on Kiwanis Family and Education, as determined by the governor.

The lieutenant governor(s) on the Service Committee shall be responsible to promote service amongst the Circle K Clubs in the Ohio District, and shall be responsible for promoting the international service partners. The function of the committee shall be to provide service information to Circle K Clubs, to act as a resource center for clubs in need of new ideas for projects.

The lieutenant governor(s) on the Kiwanis Family and Education Committee shall be responsible for improving the relationship between all Kiwanis and Kiwanis sponsored organizations. It shall be responsible for developing projects and educational programs to expand and strengthen the bonds between these organizations, including, but not limited to promotion of the Kiwanis Family Award to all clubs in the Ohio District. This committee shall enlist the assistance of the Alumni Association in the Ohio District to help inform Kiwanis and Key Club as well as other organizations about Circle K. The committee shall make sure that all board members are educated on the different branches of the Kiwanis Family and the importance of the Kiwanis Family interaction. The committee shall be in direct contact with the individual club's Kiwanis Family chairperson. In accordance with the objectives of this committee, every club in the district shall be urged to establish its own MD&E chairperson responsible for implementing a structured, well-organized and complete club MD&E program. These programs shall emphasize recruitment and retention through education, leadership development, service, and fellowship opportunities. The committee shall be in direct contact with the individual clubs' MD&E chairperson.

c. The secretary-treasurer shall keep all records of the district convention and of all meetings of the district board of officers. This person shall submit to the proper officials and committees all communications received from Circle K International. The secretary-treasurer shall cooperate with the governor in forwarding all official reports required by Circle K International. The secretary-treasurer shall distribute to all clubs, and members of the District Board of Officers, copies of any proposed amendments to the District Bylaws, as specified by the District Board of Officers. The secretary-treasurer shall forward any amendments to the Bylaws for approval, as directed in these Bylaws.

The secretary-treasurer shall, under the supervision of the district administrator, process all expense reports received from District Officers. The secretary-treasurer shall review and approve the expense reports and forward them on to the District Administrator. The secretary-treasurer shall also record all expenditures from each officer's account. 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 secretary-treasurer shall submit a report, including a section on finances, to the annual convention and at such other times as the governor and the district board of officers may require. The secretary-treasurer shall also perform such other duties as may be assigned by the governor or the 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 office or elected club office in addition to his/her district office.

ARTICLE VI

Board of Officers

Section 1. The board of officers of this district shall consist of the governor, the secretary-treasurer, the lieutenant governors, elected district officers and any elected representatives from each club that may serve on a council of representatives. The international counselor, the district administrator, and the appointed administrative personnel shall serve as non-voting ex-officio members of the board.

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 board of officers may create suitable administrative divisions with the approval of the Kiwanis district board of trustees. There will be a lieutenant governor for each division who would also be a member of the board of officers.

Section 4. 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, and one of which is to be held at least one (1) month prior to the district convention.

Section 5. The Governor shall be responsible to ensure that 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, in writing, of the time, place (including directions), and the date of all meetings of the board of officers not less than thirty (30) days prior to each meeting.

Section 6. A special meeting of the board of officers may be called by the governor, the secretary-treasurer or two-thirds (2/3) of the members of the board of officers.

Section 7. The Governor shall be responsible for 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 not less than thirty (30) days prior to each meeting.

Section 8. 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 9. A majority of the voting members of the board of officers shall constitute a quorum, and a majority vote of those present shall decide any question, with the exception of those questions for which a greater proportion is specifically required by these bylaws.

Section 10. Within twenty-one (21) days after any special or regular meeting of the board of officers, the secretary-treasurer shall make a report of the proceedings of the meeting, comprising a complete synopsis of all actions taken, and shall distribute said report to the members of the board of officers for review. Within fourteen (14) days after said distribution, the secretary-treasurer shall compile the corrections and then send a revised copy of the report to members of the board of officers, the International Administrator, the International Counselor, the Kiwanis Governor, Kiwanis District Secretary, the Key Club Governor, the Key Club District Secretary, and the presidents of the clubs in the district.

ARTICLE VII

Committees

Section 1. The titles and duties of district standing committees shall be as follows:

- a. On To International Convention (OTIC): The responsibility of this committee is to develop a campaign for and promote the attendance of Ohio District Circle K members at the Large Scale Service Project and International Convention. The chairperson should confer with the governor to set an attendance goal at the beginning of the administrative year. He/She should then distribute mailings and other pertinent information when necessary and be prepared to answer any questions, help members with transportation possibilities, and attend the Large Scale Service Project and convention in summer.
- b. Technology: This committee shall maintain the district web site, and other established forms of electronic communication which includes ensuring that the P.A.C.E. Setter is updated online, as directed by the governor and/or the District Board of Officers. The chairperson shall work with all members of the District Board of Officers to post approved materials, in electronic format, for reference by members of the Ohio District. The chairperson shall also be responsible for maintaining the district's web site as a marketing tool, and as an archives of past communications and references. The committee shall work with all clubs of the Ohio District, to educate and promote the use of electronic communications and marketing tools.

c. Fall Rally: This committee shall be responsible for the planning and execution of the annual Fall Rally, including planning the agenda, coordinating workshops and service projects, and arranging overnight lodging for members in attendance, with the assistance and approval of the Board of Officers.

d. Spring Officer Training (SP.O.T): This committee shall be responsible for proposing possible SP.O.T. dates and locations to the District board. The chairperson shall also be responsible for promoting SP.O.T. and arranging all details of SP.O.T.

e. Laws, Regulations and Awards: This committee shall be responsible for the updating and management of the district by-laws and policy codes. They will prepare amendments for district convention, review and update the awards, candidates packets, and service agreements, serve as elections chair at the convention, and educate the membership on both the district and International amendments.

g. Public Relations: This committee shall be responsible for preparing (if needed) and distributing materials to the clubs that will aid in their efforts at marketing Circle K to their respective campuses. This committee will be in direct contact with either the club chairperson designated with the responsibility of public relations or membership development & education, or the club president. This chair will also prepare marketing and public relations items to be included in the Open House manual, as well as work closely with the event chairs in order to assist in the designing of materials to help promote each event. This committee will also keep the social media updated.

h. Membership Development and Education: The responsibility of this committee is to prepare (if needed) and distribute a manual as well as a newsletter, at least quarterly, promoting very specific ideas for the club's MD&E Programs. They should work closely with the Lieutenant Governors to inform the clubs of their specific membership goals and ways of attaining these goals. The committee should also be concerned with membership retention and work to promote the building of leadership in the district. This committee will also solicit and organize the articles for the district publication.

Section 2. The governor, secretary-treasurer, one lieutenant governor chosen by the governor, as well as any other members appointed by the governor, shall compose the Executive Committee.

a. This committee shall maintain these bylaws in conformity with the Constitution and Bylaws of Circle K International and shall make recommendations to the District Board of Officers for proposed amendments. It shall be responsible for the interpretation of these Bylaws for action by the Board of Officers and for all matters affecting Circle K on the District level. It shall also review all changes to club bylaws and make revision or approval recommendations to the District Board of Officers.

b. The committee shall perform such administrative duties and exercise such administrative authority as delegated to it by the District Board of Officers, in accordance with these Bylaws and the Constitution and Bylaws of Circle K International.

Section 3. The governor shall be empowered to appoint assistants, individuals, or special committees to help him/her with the administrative operations of the district. The Board of Officers shall approve all appointments in consultation with the district administrator. The governor shall clearly define the responsibilities of these appointments, and their terms shall expire at the end of the administrative year, or at such time during the year when the governor determines their responsibilities have been fulfilled.

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 Representatives 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 Director, acting for the International Board of Representatives, may approve the dates and site.

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

Section 3. The secretary-treasurer shall mail to each club, the district board of officers, the International Administrator, 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. Before the official opening of the annual convention, the Board of Officers, with Kiwanis counsel, shall adopt and publicize the rules of convention discipline. The Board of Officers shall enforce convention rules, in consultation with the district administrator. 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. At each duly called convention, or prior thereto, the governor shall appoint a Committee on Credentials and a Committee on Elections, each to consist of at least three (3) members. Of the Committee on Elections, all members shall be delegates or delegates-at-large. The governor may also appoint such other committees as may be deemed necessary to conduct the annual convention.

Section 6. Each member club in good standing shall be entitled to two (2) voting delegates, one of which shall be the president or president elect (if in attendance), 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 and other elected 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.

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. Within ten (10) days of the completion of the annual convention, the immediate past secretary-treasurer shall submit the District Convention Report From to the International Director and to the International Counselor. Within thirty (30) days of the completion of the annual convention, the retiring secretary-treasurer shall make a report of the proceedings of the convention, including a complete synopsis of all action taken, and shall transmit a copy thereof to the governor, the Circle K Administrator of the sponsoring Kiwanis district, the International Director, the International Counselor, the CKI Specialist, and the members of the Board of Officers.

Section 11. 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 International counselor in attendance;
- d. Workshops for the purpose of stimulating enthusiasm, motivating and educating membership, training newly elected club officers, developing leadership potential, increasing awareness of 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
- i. Presentation of club and district awards.

Section 12. The secretary-treasurer shall submit a report of the convention as outlined in the Constitution and Bylaws.

ARTICLE IX

Vacancies in Office 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-treasurer in writing to the 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, 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 made, in writing, 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. In the event that a qualified member of the division in question can not be found for the office of lieutenant governor, a qualified member of a club in good standing of another division may be appointed by the governor, with the approval of the board of officers, for the remainder of the unexpired term. Such approval from the board of officers must be made, in writing, within fourteen (14) days of the appointment.

Section 4. Any District Officer elected to an International office must immediately resign their District office, as provided for in Article V, Section 7.

Section 5. The administrative year of the Ohio District shall begin April 1 and end March 31.

ARTICLE X

Revenue

Section 1. Each member club shall pay to the district for every active member annual dues of \$12. The amount of the district dues shall be determined by a two-thirds (2/3) vote of all delegates at the district convention. In no case shall the district dues exceed twelve dollars (\$12.00 US) per member per year. First time new members who join between April 15 and September 30 shall pay to the district \$5.00 per member per annum.

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 by 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 trustees 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 secretary-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 fund raising 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 fund raising 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 as outlined in the Constitution and Bylaws.

Section 2. The district board may change minor grammatical or numerical errors within the Ohio District of Circle K International District Bylaws, so long as such changes do not alter the content or spirit of the document.

CERTIFICATION

District Date of Adoption: _____

Circle K Governor: . _____ .

Circle K District Secretary: . _____ .

Date of Kiwanis District Approval: _____

Kiwanis District Governor: . _____ .

Kiwanis District Secretary: . _____ .

Date of Circle K International Approval: _____

International Director: . _____ .