

## **OHIO DISTRICT OF CIRCLE K INTERNATIONAL POLICY CODE**

### GENERAL PROGRAM

POLICY NO. 1

1. Any established procedure of the District Board shall be called policy and any decisions by the Board concerning the implementation of a policy shall be called an enactment.
2. All policies of the District Board shall be contained in this Policy Code. All policies contained in this Policy Code shall be binding on all officers of the Ohio District of Circle K International. This code shall in no way void or nullify any part of the Circle K International Constitution or the Bylaws of the Ohio District of Circle K.
3. Any and all amendments (and for adoption) to this Policy Code shall require a two-thirds vote of the District Board. This Policy Code supercedes and makes null and void any and all previous policies and rules adopted by the District Board.
4. Enactment, resolutions, and changes in appendicized items shall require only a simple majority vote of the Board.
5. A current copy of this Policy Code shall be maintained by the Circle K Administrator and District Secretary-Treasurer who shall be responsible for its distribution to the Board of Circle K officers upon each change.
6. The Circle K Governor and the Circle K Administrator shall share responsibility for adherence to this Policy Code.
7. Circle K Board members shall annually receive revised copies of this Policy Code. Current copies of this Policy Code shall be made available to any Circle K member in good standing within this District at Fall Rally and upon request.

### OHIO DISTRICT MISSION

POLICY NO. 2

The Mission Statement of the Ohio District of Circle K International was adopted by the 1996 House of Delegates. The Mission of the Ohio District of Circle K International is:

Through service, fellowship, and leadership, Circle K'ers will be provided a means by which to develop themselves; service will induce reflection; potential will be realized; diversity will be recognized; organizational production will be increased; and as members we will realize our own abilities and aspirations.

### BOARD MEETINGS & TRAINING

POLICY NO. 3

1. Any member or visitor who wants to bring any item before the District Board must notify the Governor in writing three weeks prior to the District Board Meeting. This requirement may be waived by the Board.
2. Pursuant to Article VI, Section 4 of the District Bylaws, there shall be at least five (5) annual District Board meetings. Unless determined otherwise by the District Board, the scheduled board meeting times shall be:
  - a) During the Spring, prior to the end of Spring Semester
  - b) During the summer, prior to International Convention
  - c) In late August or early September

- d) In conjunction with the Fall Rally
- e) During the month of January
- f) At the District Convention site, prior to the opening session.

In addition to these scheduled meetings, a meeting of the elected board members is to take place after January 31 and before District Convention, for the purpose of judging awards. A meeting of the incoming and outgoing board members shall convene after the adjournment of District Convention, as a continuation of the District Convention Board Meeting.

3. Within a three months after the District Convention a training session shall be held for the incoming District Board for the purpose of: 1) transferring records and materials from the immediate past officers to the newly elected officers, 2) training newly elected District Officers by the Circle K Administrator, 3) setting dates for future Board meetings, 4) deciding on working on committees for the year and tentative selection of chairpersons by the Governor, and 5) reviewing the status of the District (clubs, etc.) The training session shall be planned by the incoming Governor and the Kiwanis Committee on Circle K, with the support of the outgoing Governor.

4. The District Board meetings may be entered into executive session when such portions thereof considered to be better handled in private by the District Governor or a majority vote of the District Board. An executive session includes the elected District Board, International Counselor, and Kiwanis Committee on Circle K.

5. The Governor should notify the Circle K District Board, the Kiwanis Committee on Circle K, International Counselor, Executive Officers of the Kiwanis District Board, Alumni Association Coordinator, and Key Club District Governor at least two weeks in advance of the date and location of the meeting along with a preliminary agenda. Furthermore, pursuant to Article VI, Section 10, the District Secretary-Treasurer is required to insure that the minutes of the District Board meetings are received by the Board within 14 days after any special or regular Board meeting.

6. The Lt. Governor of the division in which the Board meeting is to be held shall be responsible for seeing that a room is reserved for the meeting unless there is a district officer or district committee chair who currently attends school at the location. He/she will also be responsible for seeing that a map of the campus (where the Board meeting will be held) is available to be emailed out with the agenda of the Board meeting.

## DISTRICT BUDGET

POLICY NO. 4

1. Within sixty (60) days of the election of the District Board, the District Governor, District Secretary-Treasurer, and District Administrator shall meet in order to prepare a District budget for the upcoming administrative year. Upon completion, it shall be submitted at the first District Board meeting for their approval. It shall subsequently be presented by the District Administrator to the Kiwanis Board for their approval.

2. The following procedures shall be established as guidelines for the District Secretary-Treasurer and Board members to follow:

- a) Vouchers shall be distributed to all Board members and other persons eligible for reimbursement based on a budgeted item for them being placed and accepted within a District budget.
- b) Once the District Budget is approved by the District Board, Board members and Committee Chairpersons need not have their expense reports approved at each Board meeting. An electronic or paper copy of expense reports shall be sent to the District Secretary-Treasurer. The District Secretary-Treasurer

will then send the reports to the District Administrator. Reimbursement will be made as expense reports are processed. The District Secretary-Treasurer shall keep a running balance of all accounts and shall include the balance with each disbursement. In addition, a budget report shall be submitted by the District Secretary-Treasurer at Board meetings and will be included in the minutes. All Board Members are responsible for receipts upon request for all vouchers submitted for payment.

- c) All reimbursements must be in the form of checks and, unless specifically approved by the District Administrator, no cash may be distributed.
- d) In order that all transactions may be properly recorded, no contra-disbursements of actual expenditures against money due shall be allowed. In the event that someone has actually spent money for a reimbursable expense and owes money for some item, two separate transactions shall be completed, one notwithstanding the other.
- e) A minimum of \$100.00 shall be maintained in the checking account unless a 2/3 vote of the Board suspends this rule. In no case may the checking account balance at any one time fall below \$25.00.
- f) All vouchers submitted shall be chronologically recorded by the District Secretary-Treasurer and reimbursements, finances permitting, shall be made in this order except in the case of the District Governor who shall have first priority for all funds within his/her budget.
- g) Contemplative financial actions involving the District by the District Board must first be submitted to the District Administrator.
- h) It shall be the responsibility of the District Secretary-Treasurer to maintain the official financial records of the district in proper form and order with the advice and counsel of the District Administrator. A written financial report shall be given at every called Board meeting.
- i) The administrative year shall be from April 1 - March 31 of the following year.
- j) The District Secretary-Treasurer shall have the power to sign all checks disbursed by the District.

3. At the end of each fiscal year, the District Secretary-Treasurer, in consultation with the District Governor and District Administrator, shall be charged with the following:

- a) Determining the amount of the income surplus, if any, which remains at the end of the fiscal year.
- b) Submit an expense report, dated September 30th of the current year, to the District Administrator to request up to 50% of the income surplus be donated to the KICK fund.
- c) In accordance with the current Kiwanis District Policy, the remaining income surplus, at a minimum of 50%, would become part of the net assets of the Circle K District at the conclusion of the fiscal year.

All of the above shall be completed on or before September 30<sup>th</sup> of each year.

#### SPECIAL EVENTS MONETARY POLICY

POLICY NO. 5

1. The chairperson of each special event shall be provided with a letter of authority from the Kiwanis District Office cosigned by the Circle K Administrator authorizing purchase and monetary commitments to be made and billed to the Kiwanis District Office through the District Administrator.

2. It is recommended that a representative from the host club's or the sponsoring Kiwanis Club who has some background in finance such as those which will be encountered in the special event serve as an advisor to the committee on such matters.

3. All special events shall be financially self-supporting. All money set aside in the District budget for the event shall be considered expense money for the event committee.

4. The budget for District Convention must show a minimum surplus of and \$300.00 respectively. The budget for Fall Rally, & Sp.O.T. must show a minimum of \$75.00.

5. All profits or losses of special events shall be the responsibility of the Ohio District of Circle K International.

#### 6. Event Refunds

- a. All refund requests must be sent, in writing, to the event chair.
- b. A full refund will be given, if requested, prior to the early registration deadline.
- c. A 50% refund will be given, if requested, during the time between the early registration deadline and two weeks prior to the event's start date.
- d. No refunds will be given within 2 weeks of the event's start date.
- e. If there is an emergency case, those will be handled on a case-by-case basis and will need to be approved by the event chair and the District Administrator.

All approved refunds will be issued within two weeks of the event's completion.

### DISTRICT CORRESPONDENCE, MANUALS, & LITERATURE

POLICY NO. 6

1. Communication is essential to the proper functioning of the Ohio District Circle K. In order to cut down on expenses, it is recommended that the primary means of communication shall be telephone and email and the secondary means shall be letters and mailings.

2. All District officers will have a telephone available and are responsible for seeing that the board is kept informed of the number.

#### 3. Club reports

- a) Clubs shall report on their activities monthly on forms supplied by the District Secretary-Treasurer.
  1. One copy of the club report will be sent to each of the following: Circle K Lt. Governor, Circle K District Secretary-Treasurer, your Club President, and Kiwanis Advisor.
  2. One copy of the club report will be retained for club files.
  3. It is recommended that a copy be sent to the Club Faculty Advisor.
- b) Clubs shall submit Monthly Financial Reports on forms supplied by the District Secretary-Treasurer.
  1. One copy of the club report will be sent to each of the following: Circle K Lt. Governor, Circle K District Secretary-Treasurer, Kiwanis Advisor, Faculty Advisor, and Club President.
    - i. If a club in the District were to fall in financial trouble the District Secretary-Treasurer will notify the Lt. Governor for that division, the District Administrator, the Kiwanis Advisor for that club, and the club president.
  2. One copy of the club report will be retained for club files.

- c) Reports are to be sent by the 5th day of the month following the month being reported.
- d) Clubs with less than nine (9) months reported to the District Secretary-Treasurer will not be considered for District honors at the Convention.

4. District Board Members shall report on a monthly basis. These reports shall run from the beginning of the month until the end of the month and should be received by the 10th of the following month

- a) The District Secretary-Treasurer, District Lieutenant Governors, and District Committee Chairpersons shall send one copy of the their monthly report to each of the following: District Governor, District Administrator, appropriate Assistant Administrator and counseling International officer.

5. Governor's Newsletter - is produced by the District Governor and is sent out to Club Presidents, Kiwanis District Governor, District Secretary-Treasurer, Governor-Elect, Immediate Past Governor, Key Club Governor, Kiwanis Committee on Circle K, plus the Circle K International President, Vice President, Director and counseling officer, and all Ohio District Board members at least quarterly. The newsletter gives a resume of the state of the District and provides the Governor with more personal means of conveying ideas, opinions, and information to the club president.

6. To facilitate communication, District Officers shall carbon copy the Governor, District Administrator, and International Representative on all official correspondence. These carbon copies shall be completed in a means (written, electronic, or by other means) agreed upon by those involved.

- a) When corresponding about a specific division, it is appropriate for officers to carbon copy the division's Lt. Governor in addition to the Governor, Administrator, and International Representative.
- b) When corresponding about a specific club, it is appropriate to carbon copy the club's advisors, as well as the division's Lt. Governor, the Governor, Administrator, and International Representative.
- c) Correspondence to Kiwanis District Officers or clubs, when appropriate, should be copied to the Kiwanis District Governor, and/or the Kiwanis Division Lt. Governor. Correspondence to Key Club District Officers or clubs, should be copied to the Key Club District Governor and District Administrator, and/or Key Club Division Lt. Governor. When corresponding to Key Clubs, the club's Advisors should also be carbon copied, in addition to all others mentioned above.
- d) District Officers shall take care to carbon copy any parties that may be affected by any correspondence sent by that officer.

7. District Manuals and Literature - Various manuals explaining and detailing the various aspects of Circle K operations shall be compiled as deemed necessary by the District Board. The topic of all manuals must be approved beforehand by the District Board. The Governor may assign an individual board member to prepare a manual, or it may be prepared by a committee. Requests from Circle K Clubs for literature or other material available from the District shall be made directly by the clubs and will be provided free of charge in reasonable quantity and in a prime time if financially possible.

8. All literature available from Circle K International that is free may be ordered directly by individual District Officers.

9. Literature requested by Kiwanis will be supplied by the District Administrator unless otherwise requested.

## CODE OF CONDUCT

POLICY NO. 7

This code of conduct will be followed by every member and club in the Ohio District

Any action unbecoming of a member will not be tolerated

### Conduct at District Events

- a. The Sergeant-At-Arms and the District Board members shall be responsible for enforcement of all function rules at any District Event. The club's Board of Officers shall be responsible for the enforcement of all function rules at any club event. All those attending shall respect their authority.
- b. Care should be taken not to deface or destroy any property. Such things as destruction of property, throwing anything from windows, etc. will be dealt with promptly. Damage to a room will be paid for by those in the room and/or their sponsoring organization.
- c. Each mailing should state specific rules regarding dress and conduct that will be adopted for each district events. Breaking these rules will be deemed grounds for the offending party to be asked to leave the event. The club of the guilty party could forfeit all club awards they may have won at that convention, pending decision of the District Board.

### Alcoholic Beverages and Illegal Substances Policy

- A. The possession, sale and/or consumption of alcoholic beverages and/or illegal substances during any event or situation sponsored or promoted by Circle K is strictly prohibited. Any member or guest of Circle K is said to be under this policy from the moment they arrive at the event until final departure for the event site or at midnight on the scheduled ending date of said event, whichever is later. A member is said to be departed from the event upon final departure from the event site or at midnight on the scheduled ending date of said event, whichever comes first. In any instance where pre/post event accommodations are included in the schedule for the event, or where an additional activity is planned and/or sponsored by Circle K, or a district or club of Circle K (i.e., a planned meal or district tour), such activities are bound by this policy.
- B. Members and guests of Circle K are to abide by this policy at all Kiwanis Family events on the club and District level.
- C. Members and guests of Circle K are expected to arrive at events free of the influence of alcoholic beverages and/or illegal substances.
- D. Clubs will be responsible for educating their guests on the Ohio District of Circle K International Alcoholic Beverages and Illegal Substances Policy.
- E. Each club, under the leadership of the club president and/or membership development and education chairperson, is encouraged to include alcohol awareness education as part of the membership development and education program.
- F. **Alcohol Policy Violations**
  1. Notification of alleged violation must be reported in writing to the appropriate individuals (as required below) to be considered for review.
  2. **Individual Level:** When an alleged violation involves fifty percent or less of a club's members, it shall be handled on an individual basis,

and the following shall be enforced by the Circle K club's board of elected officers in consultation with the sponsoring Kiwanis club's Committee on Circle K and the faculty advisor. In the event that one or more of the club's elected officers is in the alleged violation, then the Kiwanis Committee on Circle K shall replace the club board members involved with Circle K club members. Once such allegations are confirmed, the following actions will be taken:

**a. First Violation:** Any member involved in the violation shall receive written notification and warning of the violation within 14 days of the sanction. This written notification must include the reason for the violation, the individual involved, and the policy regarding future violations. The individuals involved must meet the following conditions to avoid suspension:

1. The individual must notify all members of the violation.
2. The individual must sponsor a club alcohol awareness program for a minimum of four consecutive meetings in a timely manner of the offense.
3. The individual must send a written apology to the sponsoring Kiwanis club, faculty advisor, Lieutenant Governor, and Kiwanis Governor.

If any of the above conditions are not met, all privileges associated with membership in the Circle K club shall be suspended for a minimum of thirty day, with a maximum suspension of ninety days.

Within two weeks of the sanction, a letter stating the reasons for the actions taken, individuals involved, and the length of the suspension must be forwarded to the individuals involved, the District Governor, District Administrator, International Director, and the appropriate school officials.

**b. Second Violation:** If an alleged violation occurs within twelve months of the first violation, the following actions shall be taken: All privileges associated with membership in the Circle K club shall be suspended for a minimum of thirty day, with a maximum suspension of ninety days.

Within two weeks of the sanction, a letter stating the reasons for the actions taken, individuals involved, and the length of the suspension must be forwarded to the individuals involved, the District Governor, District Administrator, International Administrator, and the appropriate school officials.

**c. Subsequent Violations:** If another violation occurs within twelve months of the second violation, the following actions shall be taken: The individual's membership shall be terminated for a minimum of twelve months. The individual may petition the club for reinstatement following the conclusion of the termination period. The petition must be in the form of a letter to the club's board of officers, in which the individual shall indicate why he/she wishes to regain membership in good standing and agree to abide by the District Bylaws and District Policy Codes. The maximum penalty shall be permanent expulsion from the club.

Within two weeks of the sanction, a letter stating the reasons for the actions taken, individuals involved, and the length of the suspension must be forwarded to the individuals involved, the District Governor, District Administrator, International Administrator, and the appropriate school officials.

**d. Grievances:** Within two weeks of notification, grievances may be filed with the sponsoring Kiwanis club board of directors and the appropriate school officials. The individual(s) shall have the opportunity to state their case at the next meeting of the sponsoring Kiwanis club board of directors. A decision shall then be made by the sponsoring Kiwanis club board of directors as to whether to uphold or alter the sanctions.

3. **Club Level:** If more than fifty percent of a club's membership is in an alleged violation of this policy, it shall be handled as a club offense. The following procedures shall be enforced by the District Board, in consultation with the sponsoring Kiwanis club and appropriate school officials. In the event that any of the currently serving members of the District board are involved in the alleged violations, they shall not be allowed to assist in the assessment. Once allegations are confirmed, the following actions will be taken:

**a. First Violation:** The club in violation, sponsoring Kiwanis club President, faculty advisor, Lieutenant Governor, District Governor shall receive written notification of the violation of this policy code within 14 days. This written notification must include the reason for the violation, the club involved, and the policy regarding future violations. The club must meet the following condition to avoid suspension:

1. The club notifies all current members of the violation.
2. The club must sponsor a campus and club alcohol awareness program for a minimum of thirty days.
3. The club must send a written apology to the sponsoring Kiwanis club, faculty advisor, Lieutenant Governor, and Kiwanis Governor.

If any of the above conditions are not met, the club shall be placed on suspension for a minimum of sixty days, but not more than one hundred and twenty days. Suspension shall include the following:

1. The club must sponsor a campus and club alcohol awareness program for the duration of the suspension
2. The club becomes ineligible for any District awards during the administrative year in which the suspension occurred
3. The club cannot seat delegates at District Convention during the period of their suspension but may still attend the Convention

Within two weeks of the sanction, the District Administrator shall send a letter to the International Administrator; the sponsoring Kiwanis club President, the counseling lieutenant governor, the District Governor, and the appropriate school officials stating the reasons for the



suspension, the club involved, and the length and nature of the suspension.

**b. Second Violation:** If an alleged violation occurs within twelve months of the first violation, the following actions shall be taken: The club shall be placed on suspension by the District Governor and Administrator until the next meeting of the Ohio District Board. The District Administrator shall send a letter to the club explaining the nature of the suspension. During the suspension period, the club shall be considered on temporary suspension with CKI until such a hearing can be held by the District Board to consider an appropriate sanction. The minimum suspension shall be a six-month suspension and the maximum sanction shall be the District Board petitioning the Circle K International Board to revoke the club's charter.

Within two weeks of the District Board's decision, the District Administrator shall send a letter to the International Administrator; the sponsoring Kiwanis club president, the Kiwanis District Governor, the counseling lieutenant governor, the District Governor, and the appropriate school officials stating the decision, the club involved, and the length and nature of the suspension.

**c. Subsequent Violations:** If an alleged violation occurs within twelve months of the end of the second violation's suspension period, the following actions shall be taken: The club shall be placed on suspension by the District Governor and Administrator until the next meeting of the Ohio District Board. The District Administrator shall send a letter to the club explaining the nature of the suspension. During the suspension period, the club shall be considered on temporary suspension with CKI until such a hearing can be held by the District Board to consider an appropriate sanction. The minimum suspension shall be a six-month suspension and the maximum sanction shall be the District Board petitioning the Circle K International Board to revoke the club's charter.

Within two weeks of the District Board's decision, the District Administrator shall send a letter to the International Administrator, the sponsoring Kiwanis club president, the Kiwanis District Governor, the counseling lieutenant governor, the District Governor, and the appropriate school officials stating the decision, the club involved, and the length and nature of the suspension.

**d. Grievances:** Grievances of any club violation may be filed with the District Governor and Administrator within two weeks of notification. The District Governor and Administrator will advise the Kiwanis District Governor of the grievance. The Kiwanis District Governor and the Kiwanis District Executive Board will review the grievance to determine whether it should be considered further. If so, the club and the District Governor and Administrator will state their case to the Kiwanis District Board of Trustees. A decision shall then be made by the Kiwanis District Board of Trustees as whether to uphold or alter the previous sanction.

5. District Reflector Grievance Policy

- a. Any Circle K member who has been removed from the subscription list of the District Reflector may appeal the ruling of the District Governor and Administrator
- b. Within 14 days of the notification, the member may file a grievance with the District Governor and Administrator. At the next regularly scheduled Board Meeting, the member shall present his or her case and the District Board of Officers will decide whether to uphold the previous sanction.

6. Harassment

Harassment is any action or situation created, whether intentional or unintentional, which produces physical or mental discomfort, embarrassment, or ridicule.

The Ohio District of Circle K International will not tolerate harassment in any form.

7. Sexual Harassment

Sexual Harassment is defined as behavior marked by aggressive or harassing remarks, unwanted physical contact or sexual advances, requests for sexual favors or other verbal or physical contact of a sexual nature which is unsolicited and offensive to the individual or otherwise creates an intimidating, hostile, or offensive environment.

The Ohio District of Circle K International will not tolerate sexual harassment.

8. Circle K Code of Conduct for Key Club events

- a. The Sergeant-At-Arms Committee will be responsible for assisting Key Club Advisors and Administrators in the enforcement of all convention rules. Every convention participant will respect the authority of the Sergeant-At-Arms Committee.
- b. No Circle K member can serve as a Key Club Adult Chaperone.
- c. All Key Club members must observe a curfew of 1:00 AM to 5:00 AM for Saturday and Sunday morning, unless changes are otherwise specified by the Key Club Administrator. Key Club members may not leave the hotel after 9:00 PM on Friday or Saturday nights, unless accompanied by their Key Club Advisor or Adult Chaperone. All Circle K members shall show respect to the curfew hours and other restrictions placed on Key Club members and must also observe curfew between the hours of 1:00 AM to 5:00 AM.
- d. No alcoholic beverages, drugs, look-a-like drugs of any nature, with the exception of prescribed medication, will be permitted in the possession of anyone attending the convention, in accordance with the Circle K Code of Conduct and local laws.
- e. Property shall not be damaged or otherwise compromised in accordance with the Key Club Code of Conduct.
- f. All those in attendance at a Key Club event must conduct themselves as responsible adults, remembering that Circle K members are examples for Key Club members. Appropriate dress is required for all sessions and activities of the

convention. The dress code for the convention is indicated in the general information section of the convention program booklet.

- g. No females shall be allowed in the room of any male Key Club member and no males shall be allowed in the room of any female Key Club member unless accompanied by an Adult Chaperone, whereas the door must be open at all times. Circle K members may have mixed gender in a room(s) without the requirement of an Adult Chaperone and open door provided that no other member of another Sponsored Youth program is present.
- h. Any Circle K member who must smoke may do so in their hotel rooms where permitted or in convention center designated areas. No Key Club members are permitted to possess or use any tobacco product or other substance as covered in (c).
- i. The tapping of glasses and dishes, tying of napkins, writing on tablecloths and other such disruptive and distracting behavior during any convention activity will not be tolerated and is grounds for removal from the event.
- j. Anyone caught tampering with the safety apparatus in the hotel or convention center will be automatically expelled from the convention.
- k. Circle K members should strive to act as role models for Key Club members and all other members of the Kiwanis Family at all times.
- l. Any action unbecoming of a member of the Kiwanis Family will not be tolerated.
- m. All Circle K members must prescribe to rules of common sense when attending a Key Club event.
- n. No Circle K member shall encourage any Key Club member to violate any of the Key Club Code of Conduct.
- o. Any individual violating the policy as defined will be subject to disciplinary action. Disciplinary action can result in a private reprimand, a public reprimand, or dismissal from the organization as defined in the Circle K International Policy Codes.

## CLUB STATUS

POLICY NO. 8

1. A club's status shall be determined as stipulated in the District Bylaws – Article IV. For District purposes there are two types of club statuses, "Good Standing" and "Not in Good Standing". A club that is in "Good Standing" shall be entitled to all rights and privileges of membership as stipulated in the District Bylaws, Circle K International Constitution and Bylaws and this policy code.

2. A club shall be placed "Not in Good Standing" if:

- a. Any member club is more than thirty (30) days in arrears for any indebtedness to Circle K International or the Ohio District
- b. Any member club may be placed "Not in Good Standing" with this District if they are "Not in Good Standing" with Circle K International
- c. Any member club may be placed "Not in Good Standing" by action of two-thirds (2/3) affirmative vote by the District Board of Officers. Such action shall be consistent with the laws and regulations of Circle K International and

this District. Any club that is under consideration of being placed "Not in Good Standing" shall be notified at least fourteen (14) days in advance of any consideration.

1. A club placed "Not in Good Standing" by action of the District Board of Officers shall:
  - a. Not be entitled to seat delegates in the District's House of Delegates
  - b. All District services, i.e. manuals, mailings, etc. shall be withheld
  - c. Shall be placed "Not in Good Standing" with Circle K International
  - d. Shall be notified of their status by the District, and shall have their sponsoring Kiwanis Club(s) so notified
2. A club can be returned to "Good Standing" by action of the District Board of Officers if they have corrected the reasons for their initial move into "Not in Good Standing"

3. A club may be placed on "Probationary Status" by action of the District Board of Officers. The duration and terms of which shall be determined by the District Board of Officers

4. Each Circle K club must pay District dues for each member actively participating in the club to be considered in good standing. Dues and names for new members throughout the year must be submitted to the Circle K International Office on the proper Dues and Membership forms. Checks should be made payable to the "Circle K International" and sent directly to the Circle K International Office.

5. Definition of Dues Status – The Ohio District of Circle K shall use the dues status definitions established by Circle K International.

6. Services Corresponding with Dues Status (Reference CKI North American Regional Bylaws, Article VIII, Sect. 4)

a. "Past Due" status:

1. A club on past due status shall receive all services from the Ohio District of Circle K International except that, beginning with the January issue of The Ohio P.A.C.E. Setter, that club shall receive one copy of every issue for each dues paid member, or a maximum of ten, whichever is less, with additional copies available upon request, and all mailings deemed appropriate by the Governor or Ohio District Board.
2. Members of a club on past due status shall not have the right to seat delegates at the Ohio District Convention.
3. Members of a club on past due status shall not have the right to receive scholarships administered by any Kiwanis Family Branch.
4. Members of a club on past due status, and the club itself, shall not be eligible for awards or recognition in any program administered by the Ohio District of Circle K International.
5. Members of a club on past due status are not eligible to run for an elected office or apply for an appointed position on the Ohio District Circle K Board.

b. "Suspended" status (Years 1 and 2):

1. A club on suspended status shall receive one (1) copy of The Ohio P.A.C.E. Setter for each dues paid member, or a maximum of ten, whichever is less, with additional copies available upon request, and all mailings deemed appropriate by the Governor Ohio District Board.

2. A club on suspended status shall not have the right to seat delegates at the Ohio District convention.
  3. Members of a club on suspended status may not attend the Circle K International or district convention.
  4. Members of a club on suspended status are not eligible to serve in an elected or appointed office on the Ohio District Board.
  5. Members of a club on suspended status shall not have the right to receive scholarships administered by any Kiwanis Family Branch.
  6. Members of a club on suspended status, and the club itself, shall not be eligible for awards or recognition in any program administered by the Ohio District and Circle K International.
- c. "Revoked" status:
1. A charter revoked Circle K club shall not receive any services from the Ohio District of Circle K, shall not be entitled to use the name and insignia, shall not have the right to attend or seat delegates at any Ohio District conventions, and shall not be eligible to participate in any contests or recognition programs administered by the Ohio District.
  2. Members of a charter revoked Circle K club shall not be entitled to receive scholarships administered by any Kiwanis Family Branch, shall not be eligible to participate in any contests or recognition programs administered by the Ohio District, and are not eligible to serve in an elected or appointed office on the Ohio District Board.
  3. Individuals interested in re-organizing a charter-revoked club may receive new club building materials from the Ohio District of Circle K.

#### LIEUTENANT GOVERNORS & DIVISIONAL RALLIES & MEETINGS

POLICY NO. 9

1. The District Lt. Governors shall be reimbursed for expenses incurred in official visits and communications within their division and for gas mileage to District Conventions and Districts events only. These expenses shall be reimbursed in accordance with district policy and the district budget.

2. All matters relating to Kiwanis and sponsoring Kiwanis clubs shall be referred to the District Administrator's office for appropriate action. No Lt. Governor may direct or has the authority over Kiwanis clubs in any manner.

3. Lieutenant Governor shall submit a division update to the District Membership Development and Education Chair by the deadline agreed upon for the necessary posts or printed publications to keep the district and respective division informed of ongoing divisional events.

4. Lt. Governor's Newsletter - is to be sent out quarterly by the Lt. Governor in each division to the clubs and sponsoring Kiwanis Clubs in his/her division. This newsletter contains special points to be recognized in their operations, projects ideas, and announcements of divisional events. Also the standings of the division's clubs will be included, unless otherwise directed by the Governor.

5. Divisional rallies and meetings are events with the Lt. Governor of the division responsible. A club, in acting as host to divisional event, should bear in mind that the Lt. Governor of the division is in complete charge of the entire program. The Lt. Governor may select a club to act as host and approve arrangements to be made by them. The Lt. Governor must be present at the event and shall be responsible for the agenda and program

arrangements. There should be a division rally in the three (3) month period prior to the District Convention.

DISTRICT NEWSLETTER

POLICY NO. 10

1. The name of this publication shall be: The Ohio P.A.C.E. Setter.
2. The function of the newsletter shall be:
  - a) To be relevant to the members of Circle K as an information tool of the organization, source of ideas, and to promote the ideals of the organization.
  - b) To serve as a public relations tool and be of interest to the members of Circle K, Kiwanis, Key Club, Builders Club, and the general public.
3. The official publication of the Ohio District shall be the P.A.C.E. Setter. The P.A.C.E. Setter shall be in the format that is deemed most effective to share with the district. This can be a physical copy, internet newsletter, blog, or other method as deemed appropriate by the District Governor in consultation with the District Board.

At a minimum, some publication should be produced every other week and a compilation of the articles shall be printed and distributed at the district events, Fall Rally, District Convention, and SpOT. The MDE Chair shall be responsible for working with the Governor to ensure the publication is distributed and publicized to Circle K in Ohio, Kiwanis Governor, Key Club Governor, and International Counselors to the district.

Whatever method of distribution is chosen, there must be a copy easily accessible by all dues-paid members. Copies must also be made available upon request.

DISTRICT COMMITTEES

POLICY NO. 11

1. As per District Bylaws, Article VII, there shall be both standing and special committees.

2. The duties of the standing committee shall be as follows:

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

**Kiwanis Family and Education:** The governor shall form a Kiwanis Family and Education committee from the class of lieutenant governor(s) that will be responsible for improving the relationship between all Kiwanis Family branches. It shall also develop projects and educational programs to expand and strengthen the bonds between these organizations within the Ohio District. This committee shall enlist the assistance of the Alumni Association in the Ohio District. This committee shall inform the Ohio Kiwanis Family about Circle K as well as keep in direct contact with district and club Kiwanis Family chairs. It shall make sure that all board members are educated on the different branches of the Kiwanis Family. This committee shall implement a structured, well-organized and complete club educational program. This programs shall emphasize recruitment and retention through education, leadership development, service and fellowship opportunities.

**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 shall also work to keep the social media relevant (Facebook, Twitter, Instagram, etc.).

**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 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 to be published in the P.A.C.E. Setter.

**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 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 convention in August.

**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 archive 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. The chairperson shall promote the use of the district reflector, maintain its subscription list, answer questions of subscribers and non-subscribing Kiwanis Family members, report the status of the reflector to the governor, and keep current on information regarding functions and options of the reflector. The chairperson shall also promote the district web site, maintain timely information on the site, answer questions of members of the Kiwanis Family regarding the web site, report the status of the web site to the governor on a periodic basis, and keep current on information regarding functions and options of the web page. The committee does not have the authority to do the following without the consent of the District Administrator and Governor:

1. Edit the content of messages posted to the reflector by any person.
2. Communicate on behalf of the District Board of Officers
3. Delete users from the subscription list without the user's permission unless the user is spamming and/or sending obscene messages over the reflector.
3. There shall be such special committees as deemed necessary by both the District Governor and District Board, with the approval of the Board.
4. No committee may recommend to the District Board an enactment policy that does not pertain to its own activities. A recommendation that is out of a particular committee's area of concern is to be directed to the appropriate committee.
5. All committees must submit written reports at the end of their terms.
6. No committee is authorized to mail any questionnaires, forms, or reports of any kind without the expressed approval of the District Governor or District Administrator.
7. Reimbursements to committees shall be paid according to the Bylaws, not exceeding the current budget.

8. Committee Chairpersons, once appointed by the Governor, shall serve from the time of appointment until the end of the Circle K administrative year.

REPRESENTATIVES TO KIWANIS ADMINISTRATIVE BODIES POLICY NO. 12

1. At the request of the Ohio District Kiwanis Governor and/or the Kiwanis District Board of Trustees, representatives from the Ohio District Circle K District Board of Officers shall be appointed to the specified Ohio District Kiwanis Administrative Bodies. The representatives shall be appointed by the Ohio District Circle K Governor and approved by the Ohio District Circle K Board of Officers.

2. The duties of the representatives shall be as follows:

The Ohio District Kiwanis Foundation Representative: To represent the interests of The Ohio District of Circle K at the regularly scheduled meetings of the Ohio District Kiwanis Foundation; and to report all pertinent Ohio District Kiwanis Foundation activities to the Ohio District Board of Officers.

The Ohio District Kiwanis Finance and Structure Committee Representative: To represent the interests of the Ohio District of Circle K International to the Ohio District Kiwanis Finance and Structure Committee; to present the Circle K District budget and event budgets to the Committee; and to report on pertinent actions of the Finance and Structure Committee to the Ohio District of Circle K International Board of Officers.

3. All representatives must submit written reports at the end of their terms to the Ohio District Circle K Administrator, Governor, Secretary-Treasurer, and to the chair of their respective body. The Ohio District Kiwanis Finance and Structure Committee representatives must also submit a copy to the Circle K District Secretary-Treasurer.
4. Representatives once appointed by the Governor and approved by the Ohio District of Circle K International Board of Officers, shall serve until the end of the Circle K administrative year.

SPRING OFFICER TRAINING CONFERENCE (Sp.O.T.) POLICY NO. 13

1. The District Board will select the site and date of the Spring Officer Training Conference at the Summer Board meeting.
2. The Spring Officer Training Conference Committee shall be composed of the District Governor, District Secretary-Treasurer, District Administrator, and the Spring Officer Training Chairperson who shall be appointed by the Governor.
3. The duties of the committee shall be:
  - a) Prepare a budget to be approved by the District Board and District Administrator at the January Board Meeting
  - b) Develop a system for registration and assigning of accommodations
  - c) Prepare a preliminary agenda for the Board members at the January Board meeting. This agenda should include: time schedule for all events, and suggested leaders for all sessions
  - d) Procure any special equipment or supplies needed for the sessions
  - e) Propose registration fee to the District board for approval at the January Board meeting. This fee will cover all materials and supplies.
  - f) Prepare registration form for approval at the January Board meeting



- g) Promote Sp.O.T. at Fall Rally and at District Convention, and through the District Convention issue of The Ohio P.A.C.E.Setter
- h) Submit to the District Board a full financial report on the Conference at the next regularly scheduled Board Meeting

4. It shall be the responsibility of the District Board to:

- a) Create workshops for the Conference
- b) Assign session leaders for each workshop
- c) Contact all special speakers and session leaders
- d) Notify committee of all requests for special supplies and/or equipment by speakers and session leaders
- e) Perform any other duties felt necessary for the well-being and success of the Conference and its attendees

#### DISTRICT EVENTS BIDS

#### POLICY NO. 14

District event bids shall be submitted by any club in good standing in the Ohio District as follows:

- a) District Convention – no later than one (1) week prior to the MAC Board Meeting or at another date specified by the Governor.
- b) Fall Rally – no later than one (1) week prior to the January Board Meeting or at another date specified by the Governor. Each club may request which event(s) is (are) to be considered for and must submit all information requested of a bid for the event in accordance with District Policies #15-16.

The bids will be received, reviewed and awarded by the District Board at the Board Meeting listed above or immediately following the due date.

The Governor will notify the clubs of Ohio for the bid procedures for M.A.C. and District Convention in September, in order to give clubs plenty of time to submit complete bids. Clubs submitting a District Event bid need to present at least 12 copies of the proposed bid to the District Executive Board and the Kiwanis Committee on Circle K. Copies for Committee Chairs and guests would be greatly appreciated.

#### Fall Rally

#### POLICY NO. 15

1. The location of each Fall Rally shall be selected by each year's District Board. Each club wishing to sponsor Fall Rally must submit a written bid no later than one (1) week prior to the January Board Meeting or a date established by the Governor, and must be notified of this requirement by the Governor in November.
2. The bid shall contain the following information:
  - a) 2/3 approval of the membership of the club certified by the Faculty or Kiwanis Advisor
  - b) Name of the projected meeting place, including:
    1. Number of meeting rooms available
    2. Cost of meeting rooms
    3. Availability of open dates
    4. Availability of special equipment (i.e. chalkboard, projectors, etc.)
  - c) Location of and map of the meeting place
  - d) Plans and cost of overnight accommodations, including local motels for Kiwanians and guests
  - e) Restaurants in the immediate vicinity
  - f) Potential entertainment and recreation
  - g) Possible local assistance for operating the conference

- h) Written approval of the sponsoring Kiwanis Club
  - i) Proposed theme for the event
  - j) Potential workshop and service project ideas.
3. The District Board shall select a site and tentative date at the January Board Meeting. The club shall be notified by the Board of their selection immediately upon their selection.
  4. The Fall Rally Committee shall be composed of the District Governor, District Secretary-Treasurer, District Administrator, Fall Rally Chairperson who shall be appointed by the Governor and approved by the District Board, and such other club members as may be appointed by the Fall Rally Chairperson.
  5. The duties of the committee shall be:
    - a) Prepare a budget to be approved by the District Board and District Administrator by the Summer Board Meeting. This budget must be approved by the administrator and show a profit of no less than \$75.00 to protect the host club, The Ohio District, Kiwanians, or anyone else associated with the event's planning.
    - b) Develop a system for registration and assigning accommodations
    - c) Make all arrangements for entertaining and diversions for the evenings after the working sessions
    - d) Submit to the District Board a full financial report on the Conference no later than the next scheduled District Board meeting.
    - e) Procure any special equipment or supplies needed for the sessions
  6. It shall be the responsibility of the District Board or a committee thereof to:
    - a) Prepare a preliminary agenda for the Board Members and host committee before August 1. This agenda should include:
      1. Number of rooms required for sessions, and if possible, an estimate of capacities required
      2. Suggested leaders for all sessions
      3. Time schedule for all events
    - b) Contact all special speakers and session leaders
    - c) Notify the host committee of all requests for special supplies/equipment by speakers and session leaders
    - d) Perform any other duties felt necessary for the well-being and success of the Conference and its attendees

DISTRICT CONVENTION

POLICY NO. 16

1. General Information:
  - a) District Convention bids shall be submitted to the Governor no later than one (1) week prior to the Fall Rally Board Meeting or a date established by the Governor.
  - b) If there are no bids presented at the Fall Rally Board Meeting for District Convention or a host club is not selected from those who have presented a bid, the following shall occur:
    1. The District Board will select a region of the state in which to have the District Convention Site Committee solicit contracts from hotels or alternative properties (campgrounds, lodges, et.c), located in that region, to host the next year's District Convention

- c) Consideration should be given to District Convention rotation among divisions when possible.
  - d) A site for the next year's convention must be chosen by the time of the convention in the present year.
2. When a District Convention bid is submitted to the District Board, it shall contain the following information:
- a) Potential theme of the convention
  - b) Potential agenda for the convention
  - c) At least 5 potential convention workshop ideas
  - d) Description of area including the following:
    - 1. Map of the potential city location and miles/driving time to the location from major cities within the district
    - 2. Potential entertainment and recreation in the potential city location
    - 3. Local assistance available for operating convention
  - e) Signatures indicating approval of the club executive board
  - f) Signatures of at least 10 club members excluding the executive board indicating willingness to serve on the club's convention committee
  - g) Written approval of the club's sponsoring Kiwanis Club president; Kiwanis Advisor; Faculty Advisor; Circle K division Lt. Governor, Administrative Assistant or District Board Liaison; and Circle K club president
  - h) Statement from the potential convention chairperson including, but not limited to, the following information:
    - 1. Past experiences in Circle K and other organizations
    - 2. Past experience in planning large scale events
    - 3. Strengths of home club
    - 4. Attendance at past ODCKI District Conventions
3. The selection of the site for the next year's District Convention will be the responsibility of the District Convention Site Committee.
- a) The District Convention Hotel Site Committee will be made up of the following:
    - 1. District Governor, District Administrator, Assistant District Administrator of Events, the current year's District Convention Chairperson, and the individual who is selected as the next year's District Convention Chairperson by the board at the Fall Rally Board Meeting
    - 2. If no club is selected as the host for the following year's District Convention at the Fall Rally Board Meeting, then the District Governor shall appoint an additional Circle K Board member to fill the spot of the next year's District Convention Chairperson on this committee.
  - b) This committee will be charged with the following:
    - 1. The solicitation of hotels or alternative properties, in the area of the selected host club or from within the chosen region, to host the following year's District Convention. This will be done with the assistance of the Kiwanis District Office.
    - 2. The committee will secure a contract to host the following year's District Convention.
    - 3. At the January Board Meeting, this committee will report back to the board with the name of the selected site and ask for the board to approve the date of the following year's District Convention.
4. The District Convention Committee shall be composed of the District Governor, District Secretary-Treasurer, District Administrator, Assistant District Administrator of Events, a representative of the host club's sponsoring Kiwanis Club, and District

Convention Committee Chairperson who shall be appointed by the Governor and approved by the District Board, and such other members as may be appointed by the Convention Chairperson and approved by the District Governor and Board.

5. It shall be the function of the District Convention Committee to:
  - a) Assist in planning, arranging, and financing, subject to the limitations placed thereon under Article VIII of the District Bylaws.
  - b) Prepare a tentative program no later than ninety (90) days before the convention. The program will include those items set forth in Article VIII, Section 10 of the District Bylaws.
  - c) Select speakers and entertainment for the convention only with the prior approval of the District Governor.
  - d) Develop a system for handling hotel reservations and registrations.
  - e) File with the District Secretary-Treasurer a financial report of the convention no later than thirty (30) days after the convention.
  - f) Develop a system of certification of all delegates and alternates.
  - g) Prepare ballots used in voting.
  - h) Develop convention rules and regulations.
  
6. An awards committee, consisting of the elected District Board members, shall be formed not less than ninety (90) days prior to the date of the District Convention. It shall be the function of this committee to develop a standardized set of rules and regulations in the submission of nominations for those awards established under District Policy #17 and for the criteria in judging. All decisions of this committee shall be ratified by the District Board by a 2/3 vote. District competitive awards, i.e. total achievement, single service, will be judged by this committee. Exceptions to this policy are stated in District Policy #17.
  
7. Convention Budget on Finances:
  - a) The District Secretary-Treasurer shall assist the District Administrator, Governor, Convention Chairperson and a Kiwanian in the host city, in preparing a budget projecting the income and expenses relating to the District Convention no later than the Fall Rally Board Meeting. The budget submitted must reflect as accurately as possible the realistic money expected to be received and disbursed. A minimum number must be set in order to determine a break-even point and/or guarantee in registrations. The budget based on the minimum guarantee must be balanced and must not be submitted unless there is a surplus as specified in District Policy # 5.
  - b) All financial actions must be approved by the District Board and District Administrator prior to their implementation.

#### DISTRICT AWARDS

#### POLICY NO. 17

1. All awards shall be annual, and be given for recognition of projects or accomplishments. All information contained in the submission of the awards shall be from the period of February 1 through January 31 of each successive year.
2. The manner of each award shall be approved by the current District Board of the year in which the convention is held.
3. All new awards must be approved by the District Board. The Board shall also have the authority to maintain and finance any District awards.

4. There shall be no awards presented as District awards other than those approved by the District Board and listed in District Policy. This does not preclude a division from having awards for clubs within that division.
5. Unless otherwise indicated, clubs shall be awarded with "Distinguished/Outstanding" status in regards to the award won. This status will be determined by the District committee on awards and approved by the District Board. The District committee on awards shall consist of the Ohio District Circle K Elected Board.
6. Each Circle K Club must be in good standing with the Ohio District and Circle K International to be considered for an award.
7. All award entries shall be submitted to the District Convention Chairperson postmarked no later than January 31 and received by the District Convention Chair at least one day prior to the Awards Judging Board Meeting of the current administrative year. Alternately, award entries may be submitted electronically to the District Convention Chairperson via electronic mail and received by the District Convention Chair no later than February 1st at 12:01 a.m.
8. Only for electronic awards submission, the signature sheet for all awards must be received by February 1st at 12:01a.m. via one of the following methods: a. Scanned and sent as an electronic attachment via e-mail to the District Convention Chairperson b. Sent as a facsimile to the Ohio District Kiwanis office. c.) Mailed to the District Convention Chairperson.
9. All judging will be done by the Ohio District Elected Board except for the Scrapbook Award, Oratorical Contest and the Talent Auditions, which will be judged by an impartial committee assembled by the Governor, District Administrator, and the District Convention Chair.
10. Circle K Clubs will not be eligible to participate in any award competitions at District Convention unless they have submitted at least nine (9) of the required twelve (12) club monthly reports.

### **ESTABLISHED DISTRICT AWARDS**

The Daniel J. Romanello Achievement Award - The Daniel J. Romanello Achievement Award is given to the clubs that have distinguished themselves above all others in the Ohio District in the field of service and general club activities. Both quality and quantity of activity, as well as the capabilities of each club, are taken into account in the judging. Up to two places will be given in each division. The Gold Division will consist of Circle K Clubs with membership of 40 and more. The Silver Division will consist of Circle K Clubs with membership between 26 and 40. The Bronze Division will consist of Circle K Clubs with membership of 28 or fewer. The District Board reserves the right to change this divisional breakdown if found necessary for the judging of this award.

The Wayne and Laura Enders Ohio Circle of Service Award - This award was created to recognize and honor the individual within the Ohio District of Kiwanis who has made the most outstanding contribution to the entire District of Ohio Circle K. Rules governing this program are as follows:

1. Those individuals, who are neither salaried Kiwanis Officials, nor Circle K members, shall be eligible for this award.
2. Individuals may not be recognized with this award more than once.

3. Individuals may be nominated by members of the Ohio District Circle K Board, or any Ohio Circle K President.
4. Recipients will be selected by the Ohio District Board for announcement at the next District Convention.
5. If, in the determination of the Ohio District Circle K Board, no qualified nominees have been submitted, then the award shall not be given in that year.

The Lanton Lee Outstanding President Award - This award is given to the outstanding club Presidents who have fulfilled their duties to the highest capacity. The voting members of the Ohio District Board will base their decision upon the following criteria:

1. Club involvement
2. Committee involvement
3. Improvements made in the club during their administrative year
4. Club activity level based on club size
5. Attendance at club and Kiwanis Family projects
6. Promotion and exemplification of Circle K ideals, theme, and objectives
7. Other information that makes your club President outstanding

Submission of the above information will be based on percentages, short answer questions, and an essay supporting why the president is outstanding. There may be up to three (3) Outstanding Presidents named by the voting members of the Ohio District Board.

Outstanding Vice President Award - This award is given to the outstanding club Vice Presidents who have fulfilled their duties to the highest capacity. The voting members of the Ohio District Board will base their decision upon the following criteria:

1. Club involvement
2. Committee structure
3. Contributions to the club above and beyond their written duties
4. Promotion and exemplification of Circle K ideals, theme, and objectives
5. Attendance at club and Kiwanis Family projects
6. Other information that makes your club Vice President outstanding

Submission of the above information will be based on percentages, short answer questions, and an essay supporting why the vice-president is outstanding. There may be up to three (3) Outstanding Vice-Presidents named by the voting members of the Ohio District Board

The Linda M. Stiegler Outstanding Secretary Award - This award is given to the outstanding club Secretaries who have fulfilled their duties to the highest capacity. The voting members of the Ohio District Board will base their decision upon the following criteria:

1. Club involvement
2. Contributions to the club above and beyond their written duties
3. Performance of secretarial duties (ex. Monthly reports, minutes, club directory, etc.) Examples should be submitted
4. Promotion and exemplification of Circle K ideals, theme, and objectives
5. Attendance at club and Kiwanis Family projects
6. Other information that makes your club Secretary outstanding

Submission of the above information will be based on percentages, short answer questions, and an essay supporting why the secretary is outstanding. There may be up to three (3) Outstanding Secretaries named by the voting members of the Ohio District Board. As previously stated in these Policy Codes, the club secretary must submit nine monthly

reports postmarked by January 31 of the current administrative year to the District Secretary-Treasurer to be eligible for this award.

The Andrew Littlefield Outstanding Treasurer Award - This award is given to the outstanding club Treasurers who have fulfilled their duties to the highest capacity. The Ohio voting members of the Ohio District Board will base their decision upon the following criteria:

1. Club involvement
2. Fundraising efforts
3. Contributions to the club above and beyond their written duties
4. Attendance at club and Kiwanis Family projects
5. Other information you feel makes your Treasurer outstanding

Submission of the above information will be based on percentages, short answer questions, and an essay supporting why the treasurer is outstanding. There may be up to three (3) Outstanding Treasurers named by the voting members of the Ohio District Board. In order for a club Treasurer to be eligible for this award they must have submitted their club budget, nine monthly financial reports, and the date initial dues were paid and the number of members that were paid for to the District Secretary-Treasurer postmarked by January 31 of the current administrative year.

P.A.C.E.Setter Award - The goal of the P.A.C.E.Setter Award is to increase communications within the club and to the District Membership Development and Education Chair and reward a club's participation in the promotion of communication within the District.

1. The P.A.C.E.Setter Award shall be given to the publishers of the club's newsletter in the District with the most effective club newsletter printed and distributed. Newsletters shall be judged on quality in regard to:

**Newsletter:**

1. Editorial content (variety of information, originality, clarity, etc.), general appearance (layout, head design, typography, etc.) and the value to the members and to the club as a whole.
2. Promotion of District/International events, inclusion of Circle K International programs (IDD, Service Initiative, etc), articles submitted to the P.A.C.E.Setter and Circle K Magazine.
3. Distribution of newsletter – Please list on a separate sheet: (club members, Kiwanis and Faculty Advisor, District Governor, Divisional LTG, District Membership Development and Education Chair, International Representative etc)

**Publisher:**

4. Club involvement
5. Contributions to the club above and beyond their written duties
6. Attendance at club and Kiwanis Family projects
7. Other information you feel makes your publisher outstanding

Submission of the above information will be based on percentages an essay supporting why the editor/newsletter is outstanding, and the appearance and content of the actual newsletters submitted. There may be up to three (3) P.A.C.E.Setter Awards named by the voting members of the Ohio District Board. The District Board will review newsletters received by January 31 of the current administrative year and arrive at a selection of award recipients by using the mentioned criteria.

The Brian Ritchie Outstanding Club Committee Chairperson Award

This award is given out to the outstanding club committee chairpersons who have fulfilled their duties to the highest capacity.

The voting members of the Ohio District Board will base their decision upon the following criteria:

1. Club involvement
2. Description of the duties of the committee and the chairperson. Also summarize the committee activities which the committee was responsible for.
3. Describe the new ideas brought by the chair to the committee.
4. Contributions to the club above and beyond their written duties.
5. Promotion and exemplification of Circle K ideals, theme, and objectives.
6. Other information that makes your club committee chairperson outstanding.

Submission of the above information will be based on percentages, short answer questions, and an essay supporting why the committee chair is outstanding. There may be up to three (3) outstanding committee chairs named by the voting members of the Ohio District Board.

The Jason Stewart Outstanding Member Award - This award will be given to Circle K'ers who most exemplified and practiced quality membership through the year as described by the below definition: "An outstanding member is a role model. They are dedicated to Circle K, its members, and the tenets of service, fellowship, and leadership. An outstanding member possesses a willingness to take risks. They are a leader by example, venturing outside their comfort zone to step up to new challenges. An outstanding member appreciates the company of all members and embraces friendship in everyday life."

The Ohio District Board will base their decision upon the following criteria:

- 1.) Club and District Involvement
- 2.) Exemplification of Outstanding Member Definition

The above criteria are to be communicated through the Outstanding Member Award form via short answer questions and an essay of no more than 500 words. Each Circle K club can nominate members for the award. There may be up to three (3) recipients of this awards named by the voting members of the Ohio District Board.

The Erin M. Dillon Outstanding New Member Award: This award is presented annually to Circle K'ers in the Ohio District that have most significantly influenced their campuses, communities, and the lives of their fellow Circle Ker's within the past year. Each nominee must embody the three tenants of Circle K as well as illustrate the spirit and dedication of a leader and community servant throughout the year. Nominees must be dues paid members for no more than one year. Each Circle K club may nominate one of its members for this award. The Circle K District Board (elected and appointed) and Circle K International Officers are ineligible for this award. There may be up to three (3) recipients of this award named by the voting members of the Ohio District Board.

Tom Andrews Award for Leadership - This award is given to the one Circle K member who most exemplified and practiced leadership skills during their years in Circle K. The recipient of this distinguished leader award must be a member of a Circle K Club and they are or have been involved in any service or leadership capacity, excluding currently serving District Officers. By virtue of this individual's efforts and influence, they will be recognized as a guide and example for other Circle K members. The voting members of the Ohio District Board will base their decision upon the following criteria:

1. Nominee's history of Circle K involvement
  - a) Officer position(s) held
  - b) Club and/or district chairpersonship position(s) held



- c) Club involvement
  - 1. Membership recruitment and development
  - 2. Service involvement
  - 3. Involvement with the Kiwanis Family.
- 2. Contributions to perpetuating leadership at the Club or District level
  - a) Personal influence and example
  - b) Training seminars
  - c) Literature: compiling, writing, organizing, and/or distributing
- 3. Promotion and exemplification of the Circle K ideals, theme, and objectives.

The above criteria are to be responded to in an essay of no more than 800 words, with specific examples, dates when possible, and the authors objective and factual account of the nominees involvement. A Kiwanis member, Kiwanis or faculty advisor, or Circle K club member may submit an essay on any one of the above sections, but no one individual may write two or more essays on behalf of the nominee for the Tom Andrews Leadership Award.

Single Service Award - This is presented to the Circle K Club which, through dedicated and unselfish efforts, has produced the most outstanding single service project of the year. Only one entry per club will be allowed. The project that is entered must be written in report form covering all details of the project. A maximum of 2,000 words may be used in this report. Newspaper clippings, substantiating photographs and other necessary materials may be included in the report.

The report will be judged in the following areas, each area being worth 25 points:

1. Briefly describe why this project was necessary
2. Planning of the project
3. Club participation, including total service hours
4. Evaluation of the project's merits to the community or campus

Ken Creasey Award Most Improved Club Award - This award will be given to the Circle K Club which improves the most over the last twelve month period. Consideration will be given primarily to the improvement in the type and number of activities (projects, meetings, inter-clubbing, etc.). Judging will be done by the District Board on the basis of the Daniel J. Romanello Sr. Club Achievement Award application (if available), and monthly report forms one year prior to the current award form application deadline.

If the Club Achievement Award application from the previous year is unavailable, the club president must submit a statement of the initial state of the club as of February 1, 2003 which must be signed by the President, Faculty Advisor, Kiwanis Advisor, and Circle K Lt. Governor for that division. Monthly report forms from the one year prior to the current award form application deadline must be included as well.

All applicants should include a separate essay of no more than 800 words, double spaced and typewritten by a club member, regarding why they feel they should receive the Ken Creasey Most Improved Club award.

The James F. Kneisel Outstanding Kiwanis Sponsor Club - This award is to recognize the Kiwanis club that has excelled in its sponsorship of a Circle K club through the following:

1. Financial assistance
2. Fellowship
3. People power in service projects.
4. Kiwanis Leadership

Submission of the above information will be based on percentages, short answer questions, and an essay supporting why the individual is deserving of the outstanding Kiwanis Sponsor award. There may be up to three (3) Outstanding Kiwanis Sponsor awards given by the voting members of the voting members of the Ohio District Board.

The Kenneth H. Weeks Outstanding Kiwanian Award - This award is presented to the Kiwanian who has contributed the most to the growth, achievement, and ideals of Circle K. The voting members of the Ohio District Board will base their decision upon the following criteria:

1. Relationship of Kiwanian to the nominating Circle K club
2. Number of Circle K functions the Kiwanian has attended at the club, District, and International level.
3. Average number of hours devoted per week toward Circle K.
4. Accomplishments in increasing Circle K - Kiwanis relations

Submission of the above information will be based on percentages, short answer questions, and an essay supporting why the individual is deserving of the outstanding Kiwanian award. There may be up to three (3) Outstanding Kiwanians awards given by the Ohio District Executive Board.

The David Mathias Outstanding Kiwanis Family Achievement Award

The recipient of this award will have tried to promote an understanding of and involvement with the different branches within the Kiwanis Family throughout the current administrative year. Any Circle K club member within the Ohio District, in good standing with Circle K International, excluding currently serving District Board members, is eligible for the award.

The voting members of the Ohio District Board will base their decision on the following criteria:

1. How this individual increased communication between the branches of the Kiwanis Family.
2. How this individual increased awareness of the objectives and achievements of the counter branches in the Kiwanis Family.
3. Divisional, District, and International Kiwanis Family events this individual attended.
4. Any other information that you believe makes this individual outstanding and deserving of this award.

Submission of the above information will be based on percentages, short answer questions, and an essay supporting why the individual is deserving of the outstanding Kiwanis Family achievement award. There may be up to three (3) Outstanding Kiwanis Family Achievement awards given by the voting members of the Ohio District Board.

Outstanding Scrapbook Award - This will be presented to the Circle K Club that presents the most outstanding scrapbook at the District Convention. The scrapbook may include only activities completed by the Circle K Club between the prior convention and the current convention. Scrapbooks will be evaluated for appearance, content, originality, clarity, and form. The maximum dimensions of the scrapbook, be it width or length, is 18 inches by 27 inches. In case of an oval or round scrapbook, the dimensions of the cover are not to exceed 486 square inches. The preceding criteria will be judged according to the following percentages: Content - 40%, Originality - 20%, Clarity - 20%, Appearance - 10%, Form - 10%.

Membership Award - This award will be given to the Circle K Club whose membership has increased the most percentage-wise since last year. No application is necessary for this award.

Kiwanis Family Award - This award is given to the clubs who have done the most to strengthen Circle K and Kiwanis Family relations through interaction with other Circle K clubs and other members of the Kiwanis Family. The Kiwanis Family Award focuses on continued interaction among Circle K clubs and the Kiwanis Family. The award is point based; there may be up to three (3)

Kiwanis Family Awards given at District Convention. Objectives may be repeated over again and again for the same amount of points.

An official activity consists of at least three (3) Circle K members who attend a Kiwanis Family event; when less than three (3) Circle K members attend, the club receives half of the applicable points towards the award. For divisional events, current elected Lieutenant Governors cannot count unless their home club has at least three (3) other members in attendance at the event. The current Governor does not count towards his/her home club also has at least three (3) other members in attendance at the event.

Fulfillment of the Kiwanis Family Award shall be based on the following criteria:

Category 1 – Objectives each worth 20 points

1. Hold a Kiwanis Family service project, incorporating at least one other Circle K club and one club from another branch of the Kiwanis Family
2. Hold a Kiwanis Family social, incorporating at least one other Circle K club and one club from another branch of the Kiwanis Family.
3. Attend Fall Rally, SpOT, and District Convention
4. Attend a Builder's Club, K-Kids, or Aktion Club meeting or project
5. Attend Kiwanis or Key Club District Convention
6. Attend LSSP or ICON
7. Hold a Key to College Program

Category 2 – Objectives each worth 10 points

8. Interclub with a Circle K club outside of your division
9. Interclub with a Circle K club outside of the Ohio District
10. Attend a Key Club divisional meeting
11. Attend a Kiwanis divisional meeting
12. Attend all divisional rallies in your division
13. Attend at least 10 meetings of your sponsoring Kiwanis Club (only 2 Circle K members must be present at each meeting to fulfill the objective)
14. Attend a meeting or project of a Kiwanis Club not in your division
15. Attend a project of your sponsoring Kiwanis Club
16. Hold a Kiwanis appreciation function for your sponsoring club
17. Have a Kiwanis Career Contacts program with your sponsoring Kiwanis club or a local Kiwanis club

Category 3 – Objectives each worth 5 points

18. Interclub with a Circle K club in your division (other than at a divisional function)
19. Participate in a Key Club project or meeting in your division
20. Interclub with a Kiwanis Club other than your sponsoring club

Each Circle K club that fulfills the objectives in two (2) categories will receive an additional 25 points toward their total. Submission of a list of fulfilled objectives listing the objective number, the date of the event, a description of the event, the number of members from the Kiwanis Family is required for consideration for the award.

Early Bird Award - This award is given to the clubs which get at least 50% of last years membership, or at least 10 members for clubs below charter strength the previous year, to

pay dues to the District Office by October 15th for semester schools and November 1st for quarter schools.

Service Award – This award will be given to the Circle K Clubs that perform the most service hours in the year based on the records of the District Secretary-Treasurer in conjunction with the District Service Chair. There may be up to three awards given based on per capita. No application is necessary for this award.

APPROPRIATION OF CLUB OR DISTRICT EQUIPMENT POLICY NO. 18

1. The practice of appropriating District or Club banners, gongs, gavels, and other equipment is disapproved by the Ohio District.

CHARTER PRESENTATION POLICY NO. 19

1. Charter presentation meetings, being primarily a joint Kiwanis-Circle K function shall be approved by the sponsoring Kiwanis Club and prospective Circle K Club.

2. The cost of such affairs should not exceed the income from the sale of admission tickets to such event. Such meetings should finance themselves, eliminating the necessity of funds being taken from the club treasury to pay for the same.

3. It is recommended that a Circle K Lt. Governor of the division act as toastmaster and that the District Circle K Governor, or someone designated by the Governor, make the charter presentation and principal address.

4. It is recommended that Kiwanis Clubs desiring to make a personal presentation to a newly chartered Circle K Club of such items as gong and gavel, Secretary's kit, club banner and such other items, do so by purchasing the same through the Circle K International Office at least ten (10) weeks prior to the holding of the charter night.

DISTRICT EMBLEM POLICY NO. 20

1. To preserve the distinction and dignity of the Ohio District emblem, it shall not be used for trade or commercial purposes without specific authorization of the District Board.

2. The emblem may be used on approved District badges for present and past District Officers and District Committee Chairpersons.

3. It may be used also for official District, Division, and Club bulletins, stationary and publications connected with Circle K programs and activities of a non-commercial nature.

4. For any other use, prior written authorization must be obtained from the Circle K District Board by written request submitted through the District Secretary-Treasurer at least three weeks prior to any meeting of the District Board.

PROTOCOL FOR OFFICIAL OHIO DISTRICT SPONSORED FUNCTIONS POLICY NO. 21

BANQUETS, DINNERS, AND LUNCHEONS

1. The following shall be dais guests when present:

- a) Any International representative or officer from the Kiwanis Family
- b) Past International officers from the Ohio District

- c) Ohio District Circle K officers listed below:
  - District Governor                      District Secretary-Treasurer
  - District Administrator                District Lt. Governor
  - Kiwanis District Governor          Kiwanis District Secretary
- d) Master of Ceremonies Chairperson
- e) Speakers
- f) Invocator

2. The following are appropriate dais guests, if adequate seating is available, at the District Governor or Board's invitation:

- a) President of a host club. This would be appropriate at Fellowship Luncheons at District Conventions, or official visits of International Presidents at a division within the District.
- b) Visiting officers of other district
- c) Staff and officers from the International Office
- d) District Governor of Kiwanis
- e) District Governor of Key Club
- f) Kiwanis and Key Club District officers and past officers
- g) Other guests for special reasons

3. Dais seating arrangements: All seating shall be based on the following order of priority starting at the left of the lectern facing the audience, and alternating from left to right:

- a) Presiding officer or Master of Ceremonies (first seat left of lectern)
- b) Speaker (first seat right of lectern)
- c) Present International Officers
- d) Present District Officers
- e) Past International Officers
- f) Past District Officers
- g) Other dais guests
- h) Invocator

#### SPECIAL GUIDELINES

1. When life partners are included, the life partner of dais guests should be seated next to their life partner. If the length of the head table is a problem, the life partner may be seated at a special table directly in front of the dais. Whenever possible, life partners should not be seated next to the lectern or at the end of the table.

2. Unless determined otherwise by the District Governor, Lt. Governors and their guests shall be seated directly in front of the dais in alphabetical order by division.

3. Past District Governors and other past officers and their guests shall be seated in a group in an honored position.

4. The District Governor shall be the presiding officer at all District banquets and other District sponsored functions, except that the Immediate Past Governor shall preside at any installation ceremony of District Officers or any District function honoring the Governor.

5. Any change or exception to District protocol should be approved by the District Governor.

LTG – Lt. Governors  
 KA – Club Kiwanis Advisor

IR – Ohio’s Counseling International Representative  
 FA – Club Faculty Advisor

General Guidelines:

- All District Board Members should address requests made of them within 5 days of the request

**Table 1. Sharing Goals**

Description of Action	Informant	Recipient	Timeline	Medium of Communication	Follow Up
ODCKI Board Goals	LTG	Membership in division	Within 14 days of District Board Training	Preferred	None
District Team Goals	Team Leader	Governor, KC	Within 10 days of District Board Training	Email	None
Individual District Board Member Goals	DB	Governor, KC	As declared by Governor	Preferred	None
Evaluation fo Team Goals	Team Leader	DB	All Board Meetings	Preferred	None
Evaluation of Individual Goals	DB	Governor, KC	Every Month	Preferred	None
Progress of District Board Goals	LTG	Membership in division	Every 3 months	Preferred	None
Promotion of Goals and Vision	DB	Membership	Every Issue	PACE Setter	LTG
Division Goals	LTG	Clubs in division	By May 1 <sup>st</sup> of each year	Newsletter	None
Evaluation of Divisional Goals	LTG	Clubs in division	Every 3 months	Newsletter	None

**Table 2. District Board Meeting Guidelines**

Description of Action	Informant	Recipient	Timeline	Medium of Communication	Follow Up
Board Reports Due to Governor	DB	Governor	As directed	Email	None
Agenda Points for	DB	Governor	14 days prior to	Preferred	Governor

District Board Meeting			board meeting		
Distribution of Agenda Points to be Discussed at District Board Meetings	Governor	DB, KC	7 days prior to board meeting	Email	None
Discuss Concerns and Views raised by Agenda Points	LTG	Club Presidents	Prior to Board Meeting	Preferred	None
Progress Report	Secretary-Treasurer	DB	Every District Board Meeting	Budget Handouts	None
Brief Synopsis of actions taken at board meeting	Secretary-Treasurer	Membership	10 days following board meeting	Email	None
Board Minutes sent for any corrections	Secretary-Treasurer	DB, KC	14 days following board meeting	Email	None
Corrections for Minutes	DB, KC	Secretary-Treasurer	7 days following receipt of prelim. Minutes	Email	None
Official Minutes Sent	Secretary-Treasurer	DB, KC, Club Officers	Within 20 days of board meeting	Email	None

**Table 3. Monthly Reporting**

Description of Action	Informant	Recipient	Timeline	Medium of Communication	Follow Up
Governor's Report	Governor	DA, IR, CKI President, CKI Vice President, CKI Specialist, CKI Director	15 <sup>th</sup> of each month	Preferred	None

Executive Board	Secretary-Treasurer	Governor, DA, IR	10 <sup>th</sup> of each month	Preferred	None
Event Chair Reports	Event Chairs	Governor, DA, IT, Asst. Adm – Events	10 <sup>th</sup> of each month	Preferred	None
Committee Chair Reports	Committee Chairs	Governor, DA, IR, Asst. Adm Committees	10 <sup>th</sup> of each month	Preferred	None
Lt. Governor Reports	Lt. Governors	Governor, DA, IT, Asst. Adm – LTGs	10 <sup>th</sup> of each month	Preferred	None
Club Reports	Club Secretaries	Secretary-Treasurer LTG, Service Chair, Club President, FA, KA	5 <sup>th</sup> of each month	Preferred	None
Club Financial Reports	Club Treasurers	Secretary-Treasurer Club President, FA, KA	5 <sup>th</sup> of each month	Preferred	None

**Table 4. District Board Vacancies and Appointments**

Description of Action	Informant	Recipient	Timeline	Medium of Communication	Follow Up
Vacancy Notification	Governor	DB, KC	24 hours after notice of resignation	Email	None
LTG Vacancy Notification	Governor	Presidents of affected clubs	48 hours after notice of resignation	Phone Call	None
Vacancy Notification/Application Process	Governor	Membersh ip	Within 3 days of vacancy	Email	None
Notification of appointment of District Board Member	Governor	Vacant Position Applicants	Within 7 days of application deadline	Phone Call	None
Notification of appointment of District Board Member	Governor	DB, KC	Within 72 hours of appointment	Email	None
Notification of appointment of District Board Member	Governor	Membersh ip	Within 7 days of appointment	Email, Website	None
Committee Chair	Governor	Membersh	Withint 48	Email	Gover



Appointment Application		ip	hours of District Convention		nor
Committee Chair Application	Applicants	Governor	Within 12 days of District Convention	Email, Mail	Governor
Committee Chair Appointments	Governor	Membership	Within 14 days of DCON	Email	None

**Table 5. Code of Conduct Violations at Kiwanis Family Events**

Description of Action	Informant	Recipient	Timeline	Medium of Communication	Follow Up
Verification that possible violation has occurred	Governor, DA	Individual(s) who possible committed the violation	Within 12 hours of complaint	Best Available	Governor, KC
Information regarding incident of violation collected by Governor and/or KC			Within 96 hours of violation	Best Available	
Discussion of violation and the individual(s) involved in violation by DB			Within 3 weeks of violation	Best Available	Governor, KC
Individual(s) involved in violation notified of DB decision(s)	Governor, DA	Individual(s) involved in violation	Within 48 hours of DB decision	Formal Letter	Governor, KC

**Table 6. General Announcement**

Description of Action	Informant	Recipient	Timeline	Medium of Communication	Follow Up
Announcement and Explanation	Responsible Party	Membership	Within 1 week of district board approval	Email, Website	None
Promotion of Project/Event/Idea	DB	Membership	Continuous	Email, Website,	None

				Publications	
Report	Responsible Party	Governor, KC	30 days following event	Email, Written Report	None
Report	Responsible Party	DB	District Board meeting immediately following event/project	Written Report	None
Announcement from Circle K International	Governor	Membership	48 hours	Email, Website	None

**Table 7. Carbon Copies**

Description of Action	Informant	Recipient	Follow Up
All Official DB Correspondence	DB	Governor, DA, IR	None
Correspondence relating to a specific division	DB	Governor, DA, IR, LTG of division	None
Correspondence relating to a specific club	DB	Governor, DA, IR, LTG of division, FA, KA	None
Correspondence relating to a specific Kiwanis Club or the Kiwanis District	DB	Kiwanis District Governor, Kiwanis Division LTG	None
Correspondence relating to a specific Key Club or the Key Club District	DB	Key Club District Governor, Key Club DA, Key Club Division LTG, Key Club Advisor	None

The Ohio District of Circle K International Communication Plan is a working document of the Ohio District Board of Circle K International and should be updated and revised whenever possible based on the recommendations of the Ohio District Board of Circle K International and its subsequent approval.

**BENEFITS OF MEMBERSHIP**

**POLICY NO. 23**

Any active member of an Ohio Circle K club shall have the opportunity to receive the following benefits of membership:

1. Campus and Community Service – Because of ODCKI’s rich history of helping others, members of ODCKI clubs share in the tradition of serving their campuses and communities. ODCKI members, by planning and participating in projects and activities, volunteering their time, talents, ideas and skills for the purpose of making a long-lasting and far-reaching impact on their environment.

2. Leadership Development – Through the ODCKI structure, every Circle K'er has the unique opportunity to develop leadership skills by serving as an officer or committee chair. Whether it be serving as a club project chair, club officer, or district officer, each member has the opportunity to discover and develop talents and skills.
3. Professional Development – Involvement in Circle K will allow college students to apply what they learn in the classroom to everyday situations. The skills that are developed and the opportunities experienced through involvement in Circle K will increase a student's employability after college. Furthermore, Circle K's connection to Kiwanis promotes career networking between collegians and professionals.
4. Fellowship – Because CKI is organized on more than 20 college and university campuses in the state of Ohio, members have the unique opportunity to become friends with collegians from all over the state. Attendance at divisional and district conferences and conventions provides members the special chance to learn of diverse perspectives, make new friends all over the state, and share ideas and concerns.
5. Scholarship Opportunities – Through the generous efforts of Kiwanis International Foundation and the Ohio District Kiwanis Foundation, a \$1,000 scholarship is available to ODCKI members. At the International Convention, additional scholarships are presented to Circle K'ers who have demonstrated outstanding leadership, service, and scholarship.
6. Circle K Newsletter – Each member receives five issues of the ODCKI Publication, the Ohio P.A.C.E Setter, which features articles and information pertaining to events and activities in the Ohio District.
7. Experienced Counseling – Every club has the opportunity for self-improvement by communicating and interacting with District officers.
8. Education, Membership, Recruitment, Public Relations, Promotion and Training Information – Every member club receives the latest program and public relations information and materials developed by the Ohio District. These materials are designed to assist in club administration, growth and development and can be taken full advantage of during Spring Officer's Training as well at Certified Trainers. Upon publication, these resources will be forwarded to clubs. They are also available upon request.
9. ODCKI members also may receive other membership benefits as determined by Circle K International. These benefits could include, but are not limited to: membership cards, membership pins, member handbooks, and Circle K International magazine.

If it becomes knowledgeable to any Ohio District Board Member, elected or appointed, that any person in the Ohio District that may be attempting application for membership through Circle K International Constitution Article VI, Section 1 known as the "Harvard Rule," that board member has a responsibility to immediately report said knowledge to both the Executive Committee of the District and the Kiwanis Committee. The Executive Committee of the District and the Kiwanis Committee have a responsibility to immediately contact said potential member.

Circle K International Constitution

Article VI - Clubs

Section 1.

a. If an educational institution which is an institution of higher learning either vocational, technical, or scholarly, has policies that prohibit the chartering of the Circle K club, any student of good character who is officially enrolled for at least part time status, as defined by the institution, may be elected to active membership in a local Circle K club in the same district if this is permitted by the institution in which the Circle K club exists and prescribed in the bylaws of the Circle K club. (9/00)

The purpose of contacting the potential member will be to confirm or disconfirm the possible membership application via Article VI, Section 1 and to bring to their attention that the following documents need to be presented to the Ohio District Board before membership is granted. Those documents are:

1. A signed note from a college employee at the current institution of learning verifying that indeed there is some rule, procedure, or norm that is policy at the institution and would keep a Circle K from being made.
2. A signed note from a college employee that has jurisdiction over clubs or organizations. The note should verify that students that do not attend the potential institution of membership are permitted to join that campus' organizations.
3. A club bylaw amendment, awaiting Ohio District Board approval, showing that said Circle K Club does accept noncampus members and outlining any club-based guidelines in the process of becoming one.
4. A full set of the current club's bylaws
5. A secretary signed copy of the minutes in which the amendment about off-campus membership was added.

#### ELECTION RULES AND REGULATIONS

#### POLICY NO. 25

The following election and candidacy rules and regulations shall be followed prior to and during the annual District Convention, unless suspended by a 2/3 vote of the District Board of Officers:

1. Divisional Caucuses will be held during the Ohio District Convention at which time announced candidates for the office of District Governor, Secretary-Treasurer, Lieutenant Governor, and those seeking endorsement for international office may be introduced, present their platforms, and answer questions. Assignment of Divisions to caucuses and selection of caucus moderators shall be made by the Governor and District Convention Committee. Moderators shall consist of the corresponding Lieutenant Governors unless the officer is absent or running for a District Office. In the case of a moderator running for a District Office, an Executive Officer of the District Board from any division may be the moderator. In the case all elected board members are running for office, the District Governor may appoint a moderator. All candidates shall adhere to the following time limits unless, due to time constraints, the District Governor with the consultation of the District Convention Chairperson may specify alternate time limits:
  - a. First Caucus Session: Each candidate and all assistants may spend a maximum of five (5) minutes in each divisional caucus. Each candidate is permitted one (1) introduction speech of no more than one (1) minute. Members of each caucus shall use this time to ask questions of each candidate as a panel.
  - b. Second Caucus Session: Each candidate and all assistants may spend a maximum of eight (8) minutes in each divisional caucus. Each candidate is permitted one (1) introduction speech of no more than

one (1) minute. Members of each caucus shall use this time to ask questions of each candidate as a panel.

Each divisional caucus' members and moderator shall decide rules of procedure in each caucus room. A member of a caucus shall be allowed to ask questions of candidates. Kiwanis Family guests shall be allowed to visit a caucus room, but will not be permitted to participate in any way. Candidates may bring up to three (3) assistants into a caucus room.

2. A potential candidate may announce their intent to seek an office not more than sixty (60) days prior to the election date. No campaign materials of any kind may be distributed at any point before the first caucus session. Caucusing may not take place at any other time except those specified in the official District Convention Agenda. A candidate may only be officially endorsed by their home club.
3. Candidates may spend a total of \$0.00 to finance their campaign.
4. Candidates may submit a campaign flyer to be copied and distributed to convention attendees.
  - a. Flyer must be on an 8.5 x 11 sheet of paper and may be front and back.
  - b. Flyer must contain the following: Name, School, Office for which candidate is running.
  - c. Flyer must be submitted to the District Administrator in electronic (Microsoft Word and Adobe PDF Only) or paper format no later than thirty (30) days prior to the start of District Convention.
5. Candidates must complete District Officer Candidates Packet and return it to the District Administrator no later than thirty(30) days prior to the start of District Convention and attend the Candidates Meeting prior to caucuses in order to participate in the first round of caucuses.
6. Candidates only seeking endorsement for International Office shall participate in the first set of Divisional Caucuses in order to be considered for endorsement by the House of Delegates.
7. Candidates seeking endorsement for International Office are given a maximum of five (5) minutes each during the House of Delegates to give a speech lasting no more than two (2) minutes and answer questions from Delegates and Delegates-at-Large.
8. The House of Delegates will convene during the District Convention:
  - a. To consider resolutions, bylaw amendments, the nomination and election of District Officers, the State of the District Address, a Report of the District by the District Secretary-Treasurer, and District Administrator(s), and such other business as may come before the House.
  - b. Voting Delegates and Delegates-at-Large will be seated in a restricted section. All others present will be accommodated in a designated gallery section and may not participate in the Delegate Session. The following shall sit at the head table: Governor, Secretary-Treasurer, Administrator(s), District Convention Chair, and the Counseling International Representative.
9. The Elections Committee shall have general charge of the election, including admission to the voting delegate section, and the distribution, collection, and counting of all ballots.
10. Voting shall be by written ballot. No person shall be permitted to vote whose name does not appear on the list of voting delegates. Cumulative voting and voting by proxy will not be allowed. No ballot shall be counted when it appears that the delegate has voted for a greater number of nominees for the

said office than there are vacancies to be filled. Any ballot with a misspelling shall be disqualified.

11. No elected District Board Member can actively or verbally support any candidate running for any District Office.
12. The Elections Committee shall report promptly to the District Governor the results of each ballot. The reports shall be signed by the Chairperson of the Committee and the District Circle K Administrator(s). After the committee has reported, the Chairperson shall deliver a copy of each report and all ballots to the Circle K Administrator to be retained for a period of not less than ninety (90) days following the close of convention. After that time, the ballots will be destroyed.
13. Prior to the Delegate Session, the Credentials Committee shall present to the Elections Committee a list of voting Delegates and Delegate-at-Large registered and present at the convention. Also, the Chairperson of the Credentials Committee shall report to the House of Delegates the following information as often as necessary:
  - a. The number of Delegates present.
  - b. The number of clubs present (must be  $\frac{1}{2}$  of the total number of clubs).
  - c. Number of Delegates-at-Large present.
  - d. Total number of clubs represented.
  - e. Total number of votes necessary for a  $\frac{1}{2}$  and  $\frac{2}{3}$  majority of the seated delegates.
14. A candidate for any district office must receive a majority of the votes cast to be elected.
  - a. When the number of candidates for any individual office exceeds two (2), the following procedure shall be followed:
    - (a) In the event that one (1) candidate receives a majority of those votes cast on the first ballot, that candidate shall be elected.
    - (b) In the event that no one (1) candidate receives a majority of those votes cast on the first ballot, those two (2) candidates receiving the highest number of votes, whose combined total constitutes a majority of those votes cast, on the first ballot shall appear on a second ballot.
      - (i) If on the second ballot, a candidate receives the majority of the votes cast, that candidate shall be elected.
      - (ii) If on the second ballot, no candidate receives the majority of the votes cast, the acting Governor shall cast the deciding vote.
    - (c) In the event that no one (1) candidate receives the majority of votes cast on the first ballot, and the combined total of those two candidates receiving the highest number of votes cast does not constitute a majority of those votes cast, the candidate receiving the lowest number of votes shall be eliminated. This procedure shall be continued until two candidates have a combined total, which constitutes a majority of those votes cast. Those two candidates shall appear on another ballot.
      - (i) If on that ballot, a candidate receives the majority of votes cast, that candidate shall be elected.
      - (ii) If on that ballot, no candidate receives the majority of votes cast, the acting Governor shall cast the deciding vote.

- b. When the number of candidates for any district office shall equal two (2), the candidates shall appear on a ballot.
    - (a) If on that ballot, a candidate receives the majority of votes cast, that candidate shall be elected.
    - (b) If on that ballot, no candidate receives the majority of votes cast, the acting Governor shall cast the deciding vote.
  - c. When there is only one (1) candidate for any district office, the candidate shall appear on a ballot. The candidate shall be elected if he/she receives at least one vote.
15. Immediately following the primary, a debate will be held in which each candidate for Governor is asked the same four (4) questions by the Governor. Two (2) of these questions may be presented to the candidates in advance, no earlier than opening session of the district convention. Each candidate for Governor is permitted two (2) minutes to respond to each question. In cases where there is only one(1) candidate running for the office of Governor, at the discretion of the Governor and District Administrator, this debate may be skipped.
  16. When the agenda for the House of Delegates calls for the nomination and election of District Officers, the District Governor (or presiding officer) shall receive nominations from the floor for the office of Governor. When nominations for the Governor have been closed, voting has taken place, and the results of that election have been announced, the District Governor (or presiding officer) will proceed in a similar manner with the nominations and election of District Secretary-Treasurer, and Lieutenant Governor. In all cases, vote totals must be announced by the Governor (or presiding officer) to the House of Delegates. Unsuccessful candidates in prior ballots may be nominated in subsequent elections.
  17. The District Governor Designate will be given the opportunity to speak for three (3) minutes immediately following his/her election.
  18. A special session of the House of Delegates can only be called by the Governor in consultation with the District Administrator(s).