

North Carolina State University Circle K International Bylaws

Article I: NAME

Section 1.

The name of this organization shall be the Circle K Club of North Carolina State University (name of college or university). It shall be sponsored by the Kiwanis Club(s) of Raleigh and Capital City, and shall be a member club of Circle K International and the Carolinas Circle K District therein, and shall also be know by its initials, "CKI."

Article II: OBJECTS

Section 1. The objects of this club shall be:

- To emphasize the advantages of the democratic way of life;
- To provide the opportunity for leadership training in service;
- To serve on the campus and in the community;
- To cooperate with the administrative officers of the educational institution of which this club is a part;
- To encourage participation in group activities;
- To promote good fellowship and high scholarship;
- To develop aggressive citizenship and the spirit of service for improvement of all human relationships;
- To afford useful training in the social graces and personality development; and
- To encourage and promote the following ideals:
 - To give primacy to the human and spiritual rather than to the material value of life;
 - To encourage the daily living of the Golden Rule in all human relationships;
 - To promote the adoption and the application of high social, business and professional standards;
- To develop, by precept and example, a more intelligent, aggressive, and serviceable citizenship;
- To provide through Circle K clubs a practical means to form enduring friendships, to render altruistic service, and to build better communities; and
- To cooperate in creating and maintaining that sound public opinion and high idealism which makes possible the increase in righteousness, justice, patriotism, and good will.

Section 2. The Vision of this club shall be:

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

The Vision of Circle K International is dedicated to the realization of mankind's potential.

Article III: NAME AND EMBLEM

Section 1. Each member in good standing with this club shall be entitled to wear the official emblem and insignia of Circle K International.

Section 2. The name, emblem, and insignia of Circle K International shall be used for only such purposes as shall be authorized by the Circle K International Board of Trustees, subject to the approval of the International Administrator. In no case shall they be used as a trade name or trademark, nor in a way or for a purpose that demeans or impugns the name of Circle K or Kiwanis.

Article IV: MOTTO

Section 1.

The motto of this club shall be "We Build," as is the motto of Circle K International.

Article V: CLUB MEMBERSHIP IN CIRCLE K INTERNATIONAL

Section 1.

A Circle K club may be established in an institution of higher education as described by the Constitution, Article VI, Section 1, upon the request of a Kiwanis club(s) which agrees to sponsor the proposed club. A petition for a charter will be made on a standard form provided by the Administrator of Circle K International and shall be signed by at least twenty (20) students eligible for membership and endorsed by an administrative officer of the institution in which the prospective club would exist. Each petition shall certify that the prospective club has adopted and complied with the provisions of the Standard Form for Club Bylaws, modified only as approved by the Board of Trustees of Circle K International and has agreed to be bound by the Constitution and Bylaws of this organization as adopted and amended. Upon completion of these requirements the prospective club shall be issued a Charter of Membership in this organization. The postmarked date of the Petition of Charter shall serve as the official date of the Charter of Membership.

Section 2.

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

Section 3.

Each club shall adopt the Standard Form for Club Bylaws, modified only as approved by their District Board of Officers and the Board of Trustees of Circle K International. The bylaws of a club may be amended by a vote at any regular meeting of the club, provided that written notice of such proposed amendments shall have been given to the membership at least two (2) weeks prior to the meeting at which they are considered. All such amendments must be consistent with the Constitution and Bylaws of this organization and shall become effective only after submission to and approval by their District Board of Officers and by the Board of Trustees of Circle K International.

Section 4.

Each Circle K club shall pay to Circle K International for every club member, except honorary members, the sum of eighteen dollars (\$18.00 U.S. currency) per annum, due on October 1 of each year. A club in good standing will be placed on delinquent status if no dues are received by December 1 of that same year. First time new members who join existing clubs between April 15 and September 30 shall pay the sum of nine (\$9.00 U.S. currency). Members of clubs chartered or reactivated between July 15 and September 30 shall pay the sum of eighteen dollars (\$18.00 U.S. currency) for International dues and shall be in good standing for the remainder of the current year and the following administrative year.

Section 5.

The annual dues and "Dues and Membership Form" must be submitted to Circle K International by December 1 to maintain the status "in good standing." This club shall also submit updated forms and the appropriate dues for each additional member that joins during the fiscal year. Similar forms are required from the Circle K district and should be sent at the same time the forms are sent to Circle K International.

Section 6.

Any club more than thirty (30) days in arrears for any indebtedness to its sponsoring Kiwanis club(s), its district, or to Circle K International, shall be considered not in good standing, and may have its charter and membership suspended or revoked by action of the Circle K International Board of Trustees, providing that notice of said indebtedness shall have been duly sent by the International Administrator to the president of the club in question. The Board of Trustees may restore such club to membership upon payment of its indebtedness.

Section 7.

Any member club that fails to conform to the Constitution and Bylaws of Circle K International or that fails to conform to the policies for clubs established by the International Board of Trustees may have its charter and membership suspended or

revoked, or may otherwise be disciplined by action of the Board of Trustees, providing that a copy of the charges with a notice of the hearing thereof before the Board of Trustees of Circle K International shall have been sent by mail by the Administrator of Circle K International to the last reported president and secretary of said club at least thirty (30) days before said hearing shall be held. The hearing shall be held at the time of a regularly scheduled Board of Trustees meeting and the subject club shall be entitled to appear before the Board to present its case.

Section 8.

Any member club may resign from this organization provided that all financial and other obligations of such club to this organization, and its sponsoring Kiwanis club, shall have been fulfilled. If the club is incorporated, the corporation shall have been duly dissolved, and upon resolution of resignation, adopted and approved by a three-fourths (3/4) vote of the active membership of such club, the resolution shall be certified by the club's secretary and sent to the Administrator of Circle K International. Such resignation shall become effective when accepted by the Board of Trustees, and by such action of the club surrenders all rights to use the name, emblem, and other insignia of this organization. The Board of Trustees may, upon written application of such club, reinstate the club membership in Circle K International.

Section 9.

Any Circle K club whose membership in Circle K International has been terminated in any manner shall forfeit all interest in any funds or other property and all right to the use of the name, emblem or insignia of this organization.

Article VI: MEMBERSHIP AND CLASSIFICATION

Section 1. Membership of this club shall be of two classes, active and honorary.

a. Any student of good character who is officially enrolled for at least half time status, as defined by the institution in which a club exists, may be elected to active membership in said club. Membership shall become inactive when the above academic requirements are not met during the academic year. An academic year shall be defined by the institution.

(Note: Additional requirements for membership, not inconsistent with the Constitution and Bylaws of Circle K International, may be adopted by a majority vote of the membership of this club.)

b. Any person, who holds membership (other than honorary) in any other Circle K Club, or other K-Family organizations, shall not be eligible for active membership in this club.

c. Any person not otherwise eligible for active membership who has made a

significant contribution to a club, campus or community may be elected an honorary member of this club for a period of one (1) year.

d. Honorary members shall pay no dues and shall be entitled to all privileges of membership in the club with the exception of voting and holding office.

Section 2.

An active member of this club shall meet all minimum membership requirements as outlined in these bylaws and shall be entitled to all privileges of this club. The Board of Directors of this club shall review periodically the compliance of each member to the club's minimum membership requirements.

Section 3.

Each Circle K club shall adopt criteria which will serve as minimum membership requirements for all members and prospective members of CKI. Criteria shall be adopted by majority vote of the club board of directors.

The criteria for students seeking membership shall include:

- a. payment of all club, district and International dues;
- b. club meeting attendance requirements;
- c. Circle K education seminar attendance requirements;
- d. attendance requirements for Circle K sponsored service, personal leadership development, and fellowship activities;
- e. fulfillment of any other requirements as set forth by the club, provided that these requirements do not violate the provisions of the Constitution and Bylaws of CKI.

The criteria for a student to retain active membership shall include:

- a. payment of all club, district and International dues by December 1;
- b. club meeting attendance requirements;
- c. Circle K education seminar attendance requirements;
- d. attendance requirements for Circle K sponsored service, personal leadership development, and fellowship activities;
- e. maintain the minimum grade point average as set forth by the institution for graduation;
- f. fulfillment of any other requirements as set forth by the club, provided that these requirements do not violate the provisions of the Constitution and Bylaws of CKI.*

The above stated criteria shall be met within a specific time period as set forth by the club, not to exceed one administrative year.

The district and Circle K International shall have the right to request changes in club criteria in the event it does not comply with this section.

*(Note: If your club has additional minimum membership requirements, specify them on a separate sheet of paper entitled, Article VI, Section 3, Additional Minimum Membership Requirements. Use additional lowercase letters to designate the added criteria.)

Section 4.

In no instance shall this club place a "maximum" limit on its membership, or have any special requirements for membership which may lead to discrimination based on race, sex, religion, or disability.

Section 5.

The selection (election) and discipline of active and honorary members in this club shall be by majority vote of the membership of this club, functioning under the rules of the institution and counsel of the sponsoring Kiwanis club.

Article VII: SUSPENSION AND TERMINATION OF MEMBERSHIP

Section 1.

Any active member who is thirty (30) days or more in arrears in the payment of dues and/or financial obligations shall, at the direction of a majority vote of the Board of Officers, be suspended and so notified in writing by the secretary. Any suspended member, upon payment of arrears and upon making application to the Board of Officers, may be reinstated by majority vote of the Board of Officers within thirty (30) days of aforesaid written notice. In the event the member is not reinstated within thirty (30) days of aforesaid written notice, the member may be removed from active membership as prescribed in Article VII, Section 2.

Section 2.

Any suspended member may be removed from active membership of the club by a two-thirds (2/3) vote of the entire active membership of the club upon the recommendation of a majority of the Board of Officers. The Board of Officers shall make such recommendation only after they have held a hearing to determine whether just cause for dismissal exists, and have afforded the suspended member in question the opportunity to be heard. In the event any suspended member should be removed from active membership, he/she shall be so notified in writing by the secretary. Thereafter, the member may become an active member of the club only as provided for in Article VI, Section 1 of these Bylaws.

Section 3.

The Board of Officers shall periodically assess the personal involvement and meeting attendance of each active member. Any active member who, without excuse, fails to meet the standards of attendance and participation set forth by the Board of Officers shall, using procedures as prescribed in Article VII, Section 2 of these Bylaws, be

removed from the active membership of this club.

Section 4.

Any active member who falls below the minimum scholastic standards set forth by this club may be placed on probation by the Board of Officers for a term not to exceed one full college term, and/or be removed from active membership using procedures as prescribed in Article VII, Section 2 of these Bylaws.

Section 5.

Any member charged with conduct unbecoming a Circle K member which may impugn or reflect unfavorably on the good name of Circle K International or Kiwanis International can be removed from active membership using procedures as prescribed in Article VII, Section 2 of these Bylaws.

Section 6.

a. Any member of this club may resign his/her membership provided that all indebtedness to this club, to the Carolinas District, and to Circle K International has been paid in full. Such resignations shall be accepted in writing by the secretary and shall become effective when accepted by the Board of Officers.

b. Membership in this club shall automatically cease on September 30 of the same calendar year following graduation, or when a member fails to meet enrollment, academic or membership requirements.

Section 7.

Any person whose membership in this club has been terminated in any manner shall forfeit all interest in any funds or other property belonging to the club, and the right to use the Circle K name, emblem, or other insignia.

ARTICLE VIII: OFFICERS

Section 1.

The officers of this club shall be a president, one or more vice-presidents, and secretary and a treasurer. Additional officers may be elected to the board when requested by the club and approved by the Carolinas Circle K District Board of Officers. These officers shall constitute the Board of Officers for this club. All officers shall be active members in good standing with this club.

Section 2.

Elections of officers shall be held at a regularly scheduled meeting at least two (2) weeks prior to the district convention. All officers shall assume their official duties on April 1 following their election. If the annual district convention is held later than March 31 in any given year, all officers shall assume their official duties on April 15. They shall serve for one (1) year or until their successors are duly elected and installed. The outgoing president and secretary of this club shall promptly certify to the secretary of the Carolinas Circle K District and to the International Administrator the names, addresses and telephone numbers of the newly elected officers.

(Note: On a separate sheet entitled Officers, Article VIII, Section 2(a), specify the procedures for the election, installation, duties and manner of filling vacancies.)

Section 3.

The duties of the officers shall be as follows:

a. The president shall be the executive officer of this club and shall preside over all meetings of the club and the Board of Officers. The president shall appoint committee members, with the Board of Officers' approval, and be an ex-officio member of all standing and special committees. The president shall present the views of the club to the district in relation to the club. As the official representative of the club, the president shall promote the growth of Circle K on the campus and within the community. The president shall cooperate fully with his/her sponsoring Kiwanis club and promote K-Family relations. He/she shall act as one of the delegates of the club to the district convention, and it shall be this person's responsibility to have this club represented at both the district and International convention by two voting delegates. The outgoing president, in conjunction with the Kiwanis and faculty advisors, shall make provisions for the training of the new Board of Officers prior to their installation. The president shall perform such other duties as usually pertain to the office of president.

b. The vice president, in the absence of the president, shall preside at all meetings of this club and of the Board of Officers, shall be directly responsible to the president for all committee activities, and shall chair the Steering Committee which shall be composed of all committee chairpersons. The vice president shall also perform such other duties as usually pertain to the office, or as may be assigned by the president or the Board of Officers.

c. The secretary shall record accurate minutes of the meetings; shall maintain the club's permanent records; shall update all addresses; shall be the official club correspondent; shall communicate with International, both representatives and the office; shall order club supplies; and shall perform such other duties as pertain to this office or as may be assigned by the club president.

d. The treasurer shall collect and disburse member dues; shall prepare and adhere to an approved budget; shall maintain accurate records; shall transact business through

a bank or school account; shall keep the Board of Officers informed of financial strengths and weaknesses of the club; shall have the books audited; shall communicate with district officers; shall file appropriate forms with the IRS if necessary; shall inform the sponsoring Kiwanis club of this club's financial status; and shall perform such other duties as pertain to this office or as may be assigned by the club president.

***(Add in Bulletin Editor and Scrapbook Editor/Historian if you elected them, and add job description.)

Section 4.

An officer may be removed for just cause from office by a vote of two-thirds (2/3) of the entire active membership of this club upon the recommendation of a majority of the Board of Officers. The club shall consider the dismissal of an officer only after the Board of Officers has held a hearing to determine whether or not just cause for dismissal exists, and have afforded the officer in question the opportunity to be heard. In the event any officer should be removed from office, the officer shall be so notified in writing by the secretary.

Section 5.

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

Section 6.

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

Article IX: BOARD OF OFFICERS

Section 1.

The Board of Officers of this club shall consist of the elected officers, the faculty advisor, and the Kiwanis advisor. The faculty advisor and the Kiwanis advisor shall be non-voting, ex-officio members of the Board of Officers.

Section 2.

The faculty advisor shall be a member of the administrative or academic staff of North Carolina State University (college/university name). The faculty advisor shall be selected in consultation with the appropriate school officials, and approved by a majority vote of the entire active membership of this club present and voting at a meeting designated by the Board of Officers for this purpose. The faculty advisor shall serve as liaison between the club and the school administration and help to gain approval for club activities with the proper authorities when necessary. The faculty advisor shall participate as much as possible in club activities.

Section 3.

The well being and strength of the Circle K club shall be the responsibility of the sponsoring Kiwanis club. The Kiwanis club shall provide a Kiwanis Circle K Committee to advise and counsel the Circle K club while it is being formed and throughout its existence. The chairperson of the Kiwanis Circle K Committee shall serve as Circle K advisor and shall be responsible to the Kiwanis club for all Circle K activities. The Kiwanis advisor shall participate as much as possible in club activities and encourage other Kiwanians to do the same.

Section 4.

The duties of the Board of Officers shall be to manage the business and to determine the policies of this club; to determine the nature and content of service activities in conjunction with input received from the active club membership; to plan and pursue membership recruitment and development; to maintain an operating budget and oversee disbursements of funds; to counsel all committees; to discipline members; and to perform such other duties as deemed necessary by the club, not inconsistent with the Constitution and Bylaws of Circle K International.

Section 5.

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

Article X: COMMITTEES

Section 1.

The president shall appoint, with the approval of the Board of Officers, standing committees for the purpose of assisting in the development of club programs. Such committees may include the following:

- a. **Membership Development and Education:** This committee shall devise effective methods of recruiting and educating members to provide the necessary manpower for an effective program of service. The committee shall consider all proposals for membership and shall submit its recommendations to the Board of Officers.
- b. **K-Family Relations:** This committee shall work with other committees in preparing inter-club activities with Kiwanis and Key club, and shall see that the membership of this Circle K club and its sponsoring Kiwanis club are cognizant of all areas of each organization thereof.
- c. **Service Initiative:** The committee shall plan projects and activities promoting and supporting the International service initiative programs as well as the major emphasis programs of the Carolinas Circle K District during their administrative year.
- d. **Public Relations:** This committee shall be responsible for informing the campus and local community of the club's activities and goals through the use of articles, photographs, local and campus newspapers, radio, television, and through meetings with the administration of this college.
- e. **Social:** This committee shall plan activities which will promote fellowship and strengthen friendships within the club and throughout the entire K-Family.

(Note: Clubs are not limited to the committees specified above. If your club has a committee structure different from the one outlined in these Bylaws, specify the club's committee structure on a separate sheet of paper entitled, Article X, Section 1, Committees.)

Section 2.

The president shall be empowered to appoint assistants, individuals, or special committees to help with the administrative operation of this club. All appointments shall be approved by the Board of Officers in consultation with the faculty advisor and/or the Kiwanis advisor. The President shall clearly define the responsibilities of these appointments, and their terms shall expire at the end of the administrative year, or at such time during the year when the president determines that their responsibilities have been fulfilled.

Article XI: REVENUE

Section 1.

Each active member shall pay to this club an annual dues of \$4.00* The amount of these dues shall be determined by a two-thirds (2/3) vote of the active members of this club present and voting at any regularly scheduled meeting.

*(Note: In the space provided specify only the actual price of club dues; do not include the total price of dues for the club, district, and international. If the club does not charge

dues place a \$0 in the space provided.)

Section 2.

This club shall pay to the Carolinas Circle K District for every active member an annual dues of \$8, due on October 1 of each year and considered delinquent on the same day International dues are delinquent, or on the days specified in the District Bylaws. In no case shall the district dues exceed ten dollars (\$10.00 U.S. currency) per annum per active member.

Section 3.

Revenue may be derived from other sources in such a manner as may be determined by the Board of Officers. The North Carolina State University (college/university name) Circle K Club shall never sponsor or participate in any manner in a lottery, raffle, drawing, or game of chance for the purpose of raising funds, or shall employ a lottery, raffle, drawing or game of chance in connection with any fundraising activity, unless this club has received the prior approval of the Circle K District Board of Officers and the sponsoring Kiwanis District Board of Trustees. Such approval so granted does not constitute official endorsement of such activities by Circle K International or Kiwanis International. Any lottery, raffle, drawing, or game of chance so approved must not contravene any laws, mores, customs or traditions of the country, state or province in which the Circle K club exists. The club shall not directly or indirectly engage in any activity which may impugn or reflect unfavorably on the good name of Circle K or of Kiwanis.

Article XII: INCORPORATIONS

Section 1.

If permitted by state, provincial or national law, this club may incorporate as a non-profit corporation subject to the approval of the Circle K International Board of Trustees, but only by the name designated on its Charter of Organization, such as the "Circle K Club of North Carolina State University." This club shall agree, as a condition precedent to incorporation, that it will, as an incorporated body, abide by these Bylaws, the Bylaws of the Carolinas Circle K District, and the Constitution and Bylaws of Circle K International then in force, or thereafter, from time to time, amended.

Article XIII: PARLIAMENTARY AUTHORITY

Section 1.

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

Article XIV: AMENDMENTS

Section 1.

These Bylaws should be reviewed annually to maintain consistency with the Standard Form for Club Bylaws, Carolinas Circle K District Bylaws and the Constitution and Bylaws of Circle K International. Amendment procedure requires a two-thirds (2/3) vote at any regular meeting of this club, providing that written notice of any proposed amendments shall have been distributed to the active membership at least two (2) weeks prior to the meeting at which the proposals are to be considered. All such amendments must be consistent with the Bylaws of the Carolinas Circle K District and the Constitution and Bylaws of Circle K International, and shall become effective only upon their approval by the Carolinas Circle K District Board of Officers and the Circle K International Board of Trustees.

APPROVED: _____

D A T E :

(Signature of Circle K International Administrator)

Proposed Amendments:

ARTICLE VIII: OFFICERS

Section 1.

The officers of this club shall be a president, one or more vice-presidents, secretary, treasurer, historian, and bulletin-editor. Additional officers may be elected to the board when requested by the club and approved by the Carolinas Circle K District Board of Officers. These officers shall constitute the Board of Officers for this club. All officers shall be active members in good standing with this club.

Section 3.

e. The Historian shall keep an accurate account, both written and photographic, of the club events for a given year; shall assemble a scrapbook for the club; and shall be a voting member of the Board of Officers, thus required to attend all Board meetings; and shall perform such other duties as pertain to this office or as may be assigned by the club president.

f. The Bulletin Editor shall publish a newsletter for the club members at least once a month; with use of the bulletin keep the club informed of activities, district and international events, and university events; shall be a voting member of the Board of Officers, thus required to attend all Board meetings; and shall perform such other duties as pertain to this office or as may be assigned by the club president.

ARTICLE VIII, OFFICERS

Section 2(a),

Candidates for vacant positions on the Board of Officers will need to apply for the position. Applications shall be given to the Board of Officers. Elections of a contended vacant position will take place at the next convenient club meeting. A simple majority club vote is needed for election.

If only one candidate shows interest, the vacant position shall be filled by presidential appointment. This action will require a two thirds (2/3) vote by the Board of Officers. It is the responsibility of the Board of Officers to fill a vacant position as soon as possible. Once elected, the officer will be installed at the next club meeting, and shall then assume the full duties of that office.

Circle K International Constitution



Table of Contents

1. Article I - Name
2. Article II - Objects
3. Article III - Powers
4. Article IV - International Office
5. Article V - Membership
6. Article VI - Clubs
7. Article VII - Districts
8. Article VIII - Officers
9. Article IX - Board Of Trustees
10. Article X - International Council
11. Article XI - International Counselor
12. Article XII - Conventions
13. Article XIII - Committees
14. Article XIV - Revenue
15. Article XV - Name And Emblem
16. Article XVI - Auxiliary Bodies
17. Article XVII - Bylaws And Amendments To Bylaws
18. Article XVIII - Amendments To The Constitution

As amended by the Circle K International Board, up to and including May 1995.
As approved by the Kiwanis International Board, up to and including October 1995.

ARTICLE I - NAME

Section 1. The name of this organization shall be Circle K International, and shall also be known by its initials "CKI".

ARTICLE II - OBJECTS

Section 1. The objects of this organization shall be:
"Objects"

- To emphasize the advantages of the democratic way of life
- To provide the opportunity for leadership training in service
- To serve on the campus and in the community
- To cooperate with the administrative officers of the educational institutions of which the clubs are a part
- To encourage participation in group activities
- To promote good fellowship and high scholarship
- To develop aggressive citizenship and the spirit of service for improvement of all human relationships
- To afford useful training in the social graces and personality development
- To encourage and promote the following ideals:
 - To give primacy to the human and spiritual rather than to the material values of life
 - To encourage the daily living of the Golden Rule in all human relationships
 - To promote the adoption and the application of high social, business and professional standards
 - To develop, by precept and example, a more intelligent, aggressive, and serviceable citizenship
 - To provide through Circle K clubs a practical means to form enduring friendships, to render altruistic service, and to build better communities
 - To cooperate in creating and maintaining that sound public opinion and high idealism which makes possible the increase of righteousness, justice, patriotism and goodwill

Section 2. The vision of this organization shall be:

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

The Vision of Circle K International is dedicated to the realization of mankind's potential.

ARTICLE III - POWERS

Section 1. The powers of Circle K International shall be:

- a. To direct, manage, supervise and control its business, property and funds
- b. To create, supervise, assist and control chartered clubs and groups of chartered clubs in divisions and districts

Section 2. All policies and actions of Circle K International shall be subject to control and regulation by the Board of Trustees of Kiwanis International.

ARTICLE IV - INTERNATIONAL OFFICE

Section 1. The office and mailing address of Circle K International shall be at such place as may be selected and designated by the Board of Trustees of Kiwanis International.

ARTICLE V - MEMBERSHIP

Section 1. The membership of Circle K International shall consist of Circle K clubs which have been accepted by the Board of Trustees of Circle K International and certified in the manner prescribed in the Bylaws.

Section 2. Each prospective Circle K club meeting all requirements and obligations, and agreeing to be bound by the Constitution and Bylaws of Circle K International then and thereafter in force shall be granted an official Circle K Charter.

Section 3. Any member club that fails to conform to the provisions of the Constitution and Bylaws, as adopted and amended, may have its charter and membership in Circle K International suspended or revoked by action of the Board of Trustees of Circle K International.

ARTICLE VI - CLUBS

Section 1. Circle K clubs may be chartered at any institution which offers courses leading to a baccalaureate or post-baccalaureate degree. Circle K clubs may also be chartered at vocational technical schools that have received a technical certification by state or provincial boards of education, or by the appropriate national board or body.

Section 2.

- a. Any student of good character who is officially enrolled for at least half time status, as defined by the institution in which a club exists, may be elected to active membership in said club. Membership shall become inactive when the above enrollment requirements are not met during the academic year. An academic year shall be as defined by the institution.
- b. If an educational institution, as defined in Article VI, Section 1 of the Constitution, has policies that prohibit the chartering of a Circle K club, any student of good character who is officially enrolled for at least half 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.
- c. When a district or International officer transfers to a school where a Circle K club does not exist, the officer must be enrolled for at least half-time status at the new institution, and the officer is allowed a 90 day grace period to start said club. When a district or International officer transfers to a school where a Circle K club does exist, the officer shall join that club within 30 days of transfer. In the event that a club's minimum membership requirements prevent said officer from

joining the club within the grace period, the club president shall notify the affected district or International board of such date when the officer may be eligible to join. Said officer must join the club no later than fourteen (14) days after the stated date. If the officer has not joined by the expiration of the allowed time, said officer shall be removed from office by action of the affected district or International board.

Section 3. Each Circle K club shall adopt criteria which will serve as minimum membership requirements for all members and prospective members of CKI. Criteria shall be adopted by majority vote of the club board of officers.

The criteria for students seeking membership shall include:

- a. payment of all club, district and International dues
- b. club meeting attendance requirements
- c. Circle K education seminar attendance requirements
- d. attendance requirements for Circle K sponsored service, personal leadership development, and fellowship activities
- e. fulfillment of any other requirement as set forth by the club, provided that these requirements do not violate the provisions of the Constitution and Bylaws of CKI

The criteria for a student to retain active membership shall include:

- a. payment of all club, district and International dues by December 1
- b. club meeting attendance requirements
- c. Circle K education seminar attendance requirements
- d. attendance requirements for Circle K sponsored service, personal leadership development, and fellowship activities
- e. maintain the minimum grade point average as set forth by the institution for graduation
- f. fulfillment of any other requirement as set forth by the club, provided that these requirements do not violate the provisions of the Constitution and Bylaws of CKI

The above stated criteria shall be met within a specific time period as set forth by the club, not to exceed one administrative year. The district and Circle K International shall have the right to request changes in club criteria in the event it does not comply with this section.

Section 4. Any person not otherwise eligible for active membership who has made a significant contribution to a club, campus or community may be elected an honorary member of a club for a period of one (1) year. Honorary members shall pay no dues and shall be entitled to all privileges of membership in the club with the exception of voting and holding office.

Section 5. Membership in a local Circle K club shall be open to all college and university students, consistent with the local college or university non-discrimination policy and subject only to the minimum requirements for membership as set forth in Article VI, Section 3 of this Constitution and in the bylaws of the local club. In no instance shall a local club place a "maximum" limit on its membership.

Section 6. If permitted by state, provincial or national law, a Circle K club after receiving its charter may incorporate as a non-profit corporation subject to the approval of the Circle K International Board

of Trustees, but only by the name designated in its Charter, such as the "Circle K Club of University," and said club shall agree, as a condition precedent to incorporation, that it will as an incorporated body abide by the Constitution and Bylaws of Circle K International then in force, or thereafter, from time to time, amended.

ARTICLE VII - DISTRICTS

Section 1. The Board of Trustees of Circle K International, for the purposes of promoting the best interests of Circle K, shall create, supervise and assist Circle K districts, which are regional associations of clubs.

Section 2. Each Circle K district shall be co-extensive with one of the districts of Kiwanis International and shall be divided into divisions as approved by the sponsoring Kiwanis district. At the request of the sponsoring Kiwanis district and with the approval of the Board of Trustees of Kiwanis International, more than one Circle K district may be created within the boundaries of the sponsoring Kiwanis district, each Circle K district being divided into divisions and having a Circle K administrator. A change in the territorial limits of a district of Kiwanis International shall automatically, and to the same extent, change the territorial limits of the corresponding Circle K district(s), unless other territorial limits are petitioned by the corresponding district board(s) to the CKI Board of Trustees and approved by the Board of Trustees of Kiwanis International.

Section 3. Each club situated within the territorial limits of a Circle K district shall be a member of said district, so long as such club continues to comply with the Constitution and Bylaws of Circle K International and the district bylaws, as adopted and amended.

Section 4. Each sponsoring Kiwanis district shall be responsible for the proper operation and functioning of its Circle K district.

Section 5. Each district shall hold an annual convention after the second weekend in February and before the first full weekend in April. The exact time and place of which shall be determined by the District Board of Officers in consultation with the district administrator. A district may petition the International Board of Trustees to hold their annual convention at a later date; however, no convention shall be held after April 15 in any given year. If, in any year, the Administrator of Circle K International, in conjunction with the president of Circle K International and the Kiwanis Counselor to Circle K International, shall determine that participation in a regional meeting shall be more beneficial for any district, such regional meeting shall be held serving the same purposes of the district convention. The secretary or secretary/treasurer will mail to each club, and to the Kiwanis Circle K district administrator, an official call to the annual convention at least thirty (30) days prior to the dates of said convention.

Section 6. Each Circle K district, at its annual convention, may amend its bylaws so long as such amendments do not conflict with either the Circle K International Constitution and Bylaws or Policy Code, and so long as such amendments are approved by the Kiwanis District Board of Trustees and the CKI Board of Trustees.

Section 7. If permitted by state, provincial or national law, a district, after receiving its Charter of Organization, may incorporate under the name given on said Charter of Organization, and said district

shall agree, as a condition of incorporation, that it will as a corporate body, abide by the Bylaws of the district and the Constitution and Bylaws of Circle K International then in force and thereafter as amended.

ARTICLE VIII - OFFICERS

Section 1. The officers of Circle K International shall be a president, a secretary, nine (9) trustees, the Administrator of Circle K International and the district governors. The Administrator shall not have the right to vote. Each officer, except the Administrator of Circle K International, shall be an active member in good standing of a club within a member district during the term of office. No officer of this organization shall serve concurrently in any other office in a member club or a district within this organization, and no offices shall be combined in one person.

Section 2. The president, secretary, and trustees shall be elected by the voting delegates at the annual International convention of this organization in the manner prescribed in the Bylaws, Article X. They shall assume office on the first day of the administrative year immediately following their election and shall serve for a term of one (1) year or until their successors are duly elected and qualified.

Section 3. The Administrator of Circle K International shall be appointed by the Secretary of Kiwanis International, who shall have the power to fix the Administrator's salary and appoint and fix the compensation of such other administrative officers as may be deemed necessary. The Kiwanis International Secretary shall also have the power to remove from office any person so appointed, including the Administrator of Circle K International.

Section 4. The district governors shall be elected at their respective district conventions in the manner prescribed in their district bylaws.

Section 5. All officers, except the Administrator of Circle K International, shall serve without compensation and accept no remunerative employment from Circle K International, Kiwanis International, or any district.

Section 6. A vacancy occurring in any elective office between conventions shall be filled in the manner prescribed in the Bylaws.

ARTICLE IX - BOARD OF TRUSTEES

Section 1. The Board of Trustees of Circle K International shall consist of the president, the secretary, and the nine (9) trustees; in addition, the Kiwanis Counselor to Circle K International and the Administrator of Circle K International shall serve as ex-officio members of regular Board membership except the right to vote.

Section 2. The Board of Trustees shall define the policies and shall have full administrative authority in all matters concerning Circle K International, within the bounds of the established policies of Kiwanis International concerning the establishment and operation of Circle K International and Circle K clubs.

Section 3. The Board of Trustees shall interpret the scope and meaning of the Constitution and Bylaws of Circle K International, subject to review by the Board of Trustees of Kiwanis International whose decisions shall be final and binding.

ARTICLE X - INTERNATIONAL COUNCIL

Section 1. The International Council of Circle K International shall be established and consist of the officers of Circle K International, as defined in Article VIII, Section 1 of this Constitution. In addition, the Kiwanis Counselor to Circle K International shall serve as Advisor to and as an ex-officio member of the Council, but without the right to vote. The Administrator of Circle K International shall also be without the right to vote. Past presidents of Circle K International who are active members of Circle K clubs in good standing shall also be members of the International Council.

Section 2. A majority of the Council shall constitute a quorum. In case any district governor cannot be present at a meeting of the Council, the governor may, with the approval of the International Board of Trustees, appoint an elected official of that district to attend in the governor's stead with like powers. The Circle K district administrators and elected officers shall be invited to observe all Council meetings.

Section 3. Meetings of the International Council shall be held in any year in which no International convention is held. Meetings of the International Council may also be held on the opening day of the annual International convention, and at such other times and places as shall be determined by the Board of Trustees, with the concurrence of the Board of Trustees of Kiwanis International. For all meetings of the International Council, written notice shall be sent to each member of the Council, said notice to be mailed at least fourteen (14) days prior to the beginning of the meeting.

Section 4. In any year in which no Circle K International convention is held, the International Council shall have the right to enact and amend the Bylaws of Circle K International in accordance with the procedure set forth in the Bylaws, Article XVII, and shall have the responsibility of electing the president, the secretary and nine (9) trustees for the coming administrative year of Circle K International. In all years, the Council shall confer with and advise the Board of Trustees of Circle K International on matters relating to Circle K International.

Section 5. The president of Circle K International shall preside over meetings of the International Council. In the president's absence, the Council, upon recommendation of the Board of Trustees, shall elect one of the trustees to preside.

ARTICLE XI - INTERNATIONAL COUNSELOR

Section 1. The Kiwanis Counselor to Circle K International shall be the official representative of Kiwanis International at all meetings of the Board of Trustees of Circle K International, at all meetings of the Circle K International Council, and at the Circle K International Convention. The Counselor shall be a member of the Board of Trustees of Kiwanis International, appointed to serve as Counselor by the President of Kiwanis International.

Section 2. The International Counselor shall serve as advisor to the Board of Trustees of Circle K International and as a liaison between the Board of Officers and the Board of Trustees of Kiwanis International. The Counselor shall also perform such other duties as may be assigned by the President or the Board of Trustees of Kiwanis International. The Counselor shall assist the Board of Trustees in their studies and deliberations to the extent permitted by the policies of Kiwanis International and the directives of the Kiwanis International Board of Trustees.

ARTICLE XII - CONVENTIONS

Section 1. There shall be an annual convention of Circle K International at such time and place as shall be determined by the Board of Trustees, with the concurrence of the Circle K Administrator, unless in any year the Board of Trustees and the Board of Trustees of Kiwanis International shall determine that the holding of such annual convention would be inadvisable.

Section 2. Each member Circle K club in good standing with Circle K International and its respective district shall be entitled at any Circle K International convention to two (2) voting delegates, two (2) alternate voting delegates and as many non- voting delegates as may be allowed by the Administrator and the Board of Trustees. Each member Circle K club is expected to have representation at each Circle K International convention. Delegates shall be dues-paid members as verified by the club. A lieutenant governor, or immediate past lieutenant governor, for a club in that division, or any other current elected district officer for any club in the district, may represent, by vote, a club not otherwise represented by two (2) voting delegates at the International convention, providing that person has the authority to do so in writing from the club to be represented. The status of the immediate past lieutenant governor as an immediate past lieutenant governor or other officer as a current elected district officer shall be certified by the district governor or Circle K district administrator.

Section 3. The official members of the Circle K International Council, as set forth in Article X, Section 1 of this Constitution, and the immediate past governors of all districts who are still members of a Circle K club, shall be delegates-at- large to all Circle K International conventions.

Section 4. Each certified voting delegate and voting delegate-at- large present at a Circle K International convention shall be entitled to vote on each question submitted to that convention. There shall be no cumulative voting, absentee voting or voting by proxy.

ARTICLE XIII - COMMITTEES

Section 1. The president, with the advice and consent of the Board of Trustees, shall appoint an Executive Committee consisting of the International secretary and at least two (2) International trustees. The president shall preside over the Executive Committee. In the absence of the president, the committee shall elect a chairperson.

Section 2. Special Committees of the Board of Trustees shall be appointed by the president, with the advice and consent of the Board of Trustees and the Administrator. Such committees will consist of at

least three members. The terms of such committees shall expire coincident with the term of the president.

Section 3. Special Ad-hoc Committees may be appointed by the president, with the advice and consent of the Board of Trustees and the Administrator. Such committees shall consist of at least three members. The terms of such committees shall expire at the discretion of the president, with the advice and consent of the Board of Trustees and the Administrator.

Section 4. All Special Board and Ad-hoc Committees shall report to the president and the Board of Trustees Committees shall meet at the call of the president, or the chairperson with the approval of the president, the International Counselor and the International Administrator of Circle K International, with at least fifteen (15) days notice of the meeting being given to all concerned. Any costs accruing to the operation of the committee shall be budgeted in accordance with normal budgeting procedure.

Section 5. Correspondence originating in any committee addressed external to Circle K International shall have the prior approval of the Circle K International Administrator before release.

ARTICLE XIV - REVENUE

Section 1. Each Circle K club shall pay to Circle K International for every club member, except honorary members, the sum of twelve dollars (\$12.00 U.S. currency) per annum, due on October 1 of each year. A club in good standing will be placed on delinquent status if no dues are received by December 1 of that same year. First time new members who join existing clubs between April 15 and September 30 shall pay the sum of six dollars (\$6.00 U.S. currency). Members of clubs chartered or reactivated between July 15 and September 30 shall pay the sum of twelve dollars (\$12.00 U.S. currency) for International dues and shall be in good standing for the remainder of the current year and the following administrative year.

Section 2. To entitle all members to receive the International magazine, literature and other services, the annual dues must be paid. In case of non-payment of membership dues as prescribed in Article XIV Section 1, the Circle K club shall be considered delinquent and not in good standing until such payments are received.

Section 3. The Circle K club shall have the responsibility of sending Circle K International the necessary membership forms and annual dues for each additional member added to the club throughout the year.

Section 4. Each club shall pay to the district of which it is a member, a sum for each member of the club, as established by the delegates at the district convention. In no case shall the total district dues exceed ten dollars (\$10.00 U.S. currency) per annum per member.

ARTICLE XV - NAME AND EMBLEM

Section 1. The Board of Trustees of Circle K International shall adopt an official emblem and other

insignia.

Section 2. Every local club member in good standing shall be entitled to wear the emblem and insignia.

Section 3. The name, emblem and insignia of Circle K International shall be used for only such purposes as shall be authorized by the Board of Trustees, subject to the approval of the Circle K International Administrator. In no case shall they be used as a trade name or trade mark, nor in a way or for a purpose that demeans or impugns the name of Circle K or Kiwanis.

ARTICLE XVI - AUXILIARY BODIES

Section 1. There shall be no auxiliary bodies created or organized within or officially associated with this organization.

ARTICLE XVII - BYLAWS AND AMENDMENTS TO BYLAWS

Section 1. Bylaws for the government of Circle K International, consistent with this Constitution, shall be enacted and may be amended from time to time by a majority vote of the voting delegates and voting delegates-at-large present and voting at any convention of Circle K International. No such action shall become effective until approved by the Board of Trustees of Kiwanis International. Proposed amendments to the Bylaws to be voted upon at a convention may be **submitted in writing** by Circle K clubs in good standing, Circle K districts, the Board of Trustees of Circle K International or the Administrator of Circle K International and shall be received by the Administrator at least **sixty (60) days prior to the opening of the convention**. District proposals must be approved by a simple majority of the district's House of Delegates or the District Board of Officers. Club proposals must be approved by a simple majority of the members present at a regularly-scheduled meeting. The Administrator shall then send a copy of the proposed amendments to every club and every district officer not less than thirty (30) days prior to the convention and convention registrants from each chartered club not less than fifteen (15) days prior to the convention. Late registrants will have copies placed in their registration packets. A summary of all action taken at the International convention with regard to each amendment shall be included in the general mailing following the review of the Kiwanis International Board to all chartered Circle K clubs following said convention.

ARTICLE XVIII - AMENDMENTS TO THE CONSTITUTION

Section 1. Amendments to this Constitution shall be made by a two-thirds (2/3) vote of the voting delegates and voting delegates-at-large present and voting at any convention of Circle K International.

Section 2. No amendments to this Constitution shall become effective until approved by the Board of trustees of Kiwanis International.

Section 3. Amendments to this Constitution may be adopted by action of the Board of Trustees of Kiwanis International.

Section 4. Proposed amendments may be submitted by Circle K clubs in good standing, Circle K districts, and by the Board of Trustees of Circle K International and shall be received by the International Administrator at least sixty (60) days prior to the opening of the convention. The Administrator shall then send a copy of all proposed amendments to every club and every district officer not less than thirty (30) days prior to the convention and convention registrants from each chartered club not less than fifteen (15) days prior to the convention. Late registrants will have copies placed in their registration packets. A summary of all action taken at the International convention with regard to each amendment shall be included in the general mailing following the review of the Kiwanis International Board to all chartered Circle K clubs following said convention.

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