

Illinois-Eastern Iowa District

Candidate Packet

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Dear Candidate,

Thank you for applying to run for District Office; you will find on the next page of this packet the registration form that needs to be completed before you will be considered a candidate at this year's District Convention. Please make sure this form is complete and you have attached proof of enrollment at your current school before you submit your form, as incomplete forms will not be accepted. Please also make sure to send all election materials to Governor Christine at governor@iicirclek.org and District Administrator Caitlin at admin@iicirclek.org. Thank you!

As a candidate for a District Office position on the Illinois-Eastern Iowa District Board or International Endorsement, you will be required to answer questions during caucuses at District Convention. This letter and page containing possible caucus questions are here to help you prepare, use as a foundation for your campaign material, and for caucusing at District Convention.

The following is a brief outline of the campaigning process and rules:

- All candidates for District Office and International Endorsement must be nominated during one of the nominating sessions held during the convention. Candidates do not have to be re-nominated during the House of Delegates. All nominations require a first and a second.
- During District Convention, you will give a brief speech during caucus, in front of all convention attendees. Caucuses will take place during the afternoon of the Saturday of convention. The maximum time limit that a candidate may appear before a caucus is five (5) minutes: two (2) minutes for a speech and three (3) minutes for fishbowl questions.
- All candidates for district office or International Endorsement must participate in caucusing.
- Governor and International Endorsement candidates are required to make an additional three (3) minute speech during the House of Delegates. Nominees for other offices will not address the delegates unless the delegates choose by majority vote to have them do so. District officers will be elected at the House of Delegates in the evening of the Saturday of convention.
- The election of District Officers will be as follows: Governor, Secretary, Treasurer, Northern Lieutenant Governor, Southern Lieutenant Governor. After the election of each office, candidates that were not elected may be nominated ('drop down') for a subsequent



Illinois Eastern-Iowa District

office if they so choose. Proceeding the election of District Officers, elections for the candidates for International endorsement will take place.

- You may choose to have campaign literature to help others learn more about you. All literature that will be handed out must be approved by the Governor prior to District Convention or at the candidate meeting on Saturday. Please bring all approved and unapproved materials to the candidate meeting Saturday morning for final approval.
- Literature may only be passed out during caucus session. Any individual who is caught distributing materials or campaigning outside of caucusing will be in jeopardy of being removed as a candidate for district office.

If you have any questions, please email Governor Christine at governor@iicirclek.org.

District Convention Candidate Form

Candidates Must:

1. Fill out all lines of this form.
2. Attach proof of current school enrollment (i.e. letter from dean, transcript, or current schedule) when submitting the form.
3. Be present at District Convention to run for office.
4. Attend the candidate meeting on Saturday before the first caucus session.
5. Plan to caucus Saturday morning and afternoon of District Convention.
6. Attend Transitional Board Meeting/Training (Old & New Board) on Sunday, if elected.
7. Notify the Governor immediately if a conflict or problem with running arises or if one is no longer running.

Office Running For: (Circle One)	Governor	Secretary	Treasurer	LTG North or South
Will Drop Down to Run For	Governor	Secretary	Treasurer	LTG North or South
Or				
International Endorsement:	President	Vice President	Trustee	

Name

Home CKI Club/School

Year in School

School Address

E-Mail Address _____

Phone Number



Illinois Eastern-Iowa District

Home Address

Parent('s)/Guardian('s) Name(s)

Parent('s) Address

Sample Caucus Questions

Caucus room mediators have the right to remove/forbid any questions they feel are inappropriate or irrelevant. All questions must be respectful to the candidate, with no intention of slander or with the intent of emotional harm. A candidate may refuse to answer a question at any time.

1. What are your qualifications for this position?
2. Why are you seeking this office?
3. Why did you join CKI?
4. What is your CKI experience?
5. What are your strengths and weaknesses?
6. What qualities should a successful officer possess? Which of these qualities do you possess?
7. If elected, what will your duties be?
8. If elected, what are your short-term and long-term goals and objectives?
9. How do you plan to achieve your goals?
10. How will you manage both school and CKI?
11. What other school activities are you involved in? What have you learned from this outside involvement and how can you apply this learning to your involvement with CKI?
12. Do you have the support of your home club?
13. What have you done to improve your club this year?
14. How have you benefited from involvement in CKI?
15. What do you see as the main priority of the District Board next year?
16. What accomplishments are you proud of?
17. Who is the most important person in CKI?
18. What will you do this year with your K-Family counterparts that support collaborative efforts?
19. Describe your work habits when you are under pressure. How do you relieve stress?
20. What motivates you to put forth your greatest effort?
21. If someone knew nothing about CKI and asked you what it is, how would you respond?
22. Choose a current world leader who reflects what you value in a leader.
23. How would a friend describe you?
24. Give three adjectives that describe you.
25. What is the CKI Pledge?

Descriptions of District Positions

For more information about the district board, see the bylaws and policy code in the registration materials.

Governor:

The governor shall have the duty of furthering the objects of Circle K International and promoting the interests of Circle K Clubs within their district. The Governor shall work closely with other International and District offices to strengthen and expand Circle K. The governor shall be the chief executive of the district, shall appoint all standing and special district committees, and shall preside over the District Convention and all meetings of the district board officers. They shall attend the International Convention and all meetings of the International Council. The governor shall be responsible for the leadership training of club officers, for coordinating workshops which will be held at district convention; and for developing all communications with clubs for the purpose of bringing administrative aid to said clubs. The governor shall develop and work with an established income and expense budget, and shall work closely with the Kiwanis district administrator on all matters dealing with the operations of the district.

Secretary:

The secretary shall keep all records of the district convention and of all meetings of the district board of officers. The secretary shall submit a report to the annual convention and at such other times as the governor and the district board of officers may require. This person shall submit to the proper officials and committees all communications received from Circle K International. The secretary shall cooperate with the governor in forwarding all official reports required by Circle K International. They shall publish a bi-monthly mailing no later than the fifteenth day of each publication month. A minimum of six (6) bi-monthly mailings shall be issued in an administrative year. They shall publish a district directory. They will also be responsible for taking minutes at all district board meetings, and then sending them to the board for their approval. Once approved, a final copy will be sent to the I-I Kiwanis District Office. This person shall also perform such other duties as may be assigned by the governor or the district board officers.

Treasurer:

The treasurer shall, under the supervision of the district administrator, receive all district dues and other district income. The treasurer shall disperse these funds in the manner authorized by the district executive board of officers. The account shall at all times be open to inspection by the

governor, the board of officers, the district administrator, the Kiwanis district board of trustees, and any authorized auditor. The treasurer shall submit a financial report at the annual conventions and at such other times as the governor, the board of officers, or the Kiwanis district board of trustees may require. In addition, the district treasurer shall be responsible for submitting a balanced budget at the first board meeting of the administrative year to the District Board of Officers. The district treasurer shall work in conjunction with the district governor in this task to ensure fiscal responsibility within the district. The treasurer shall also perform such other duties as may be assigned by the governor or the district board officer.

LTG North or South

The LTG's shall assist the governor in the work of this district. This person shall represent the governor and have full responsibility under the direction of the governor in supervising the council of representatives. The LTG's shall be charged with encouraging clubs within the district to increase their membership, complete worthwhile service projects, and remain up-to-date on the condition of the clubs. The LTG's shall also work with the governor, district administrator, Kiwanis lieutenant governors, and are Kiwanis clubs on the building of new clubs and their building of inactive clubs. They shall organize and promote a monthly forum with the councilor representatives to discuss updates at the club level. They shall submit monthly report forms to the governor, Kiwanis district administrator, and the Instional counselor. These persons shall also perform such other duties as may be assigned by the governor or the district board of officers.

International Endorsement:

An endorsement for International Office is an endorsement on behalf of the district, providing approval for the candidate to seek one of the following International Offices: International President, International Vice-President, International Trustee. There shall also be a general endorsement for International office that shall provide approval for the candidate to seek any of the International Offices.

Chairperson:

Chairpersons are NOT positions elected at District Convention. Instead, the governor appoints one to each district committee, with the rest of the district board's approval, based on applications sent out in the spring. For more information on the committees available (e.g. District Convention, Marketing, Kiwanis Neuroscience Research Foundation, K-Family Relations, and Service), talk to district board officers.

I-I Calendar of Events

Attendance at these events is mandatory unless otherwise noted:

April 2026	Governor and Administrator Training Conference (Governor Only)	Indianapolis, Indiana
April 2026	President's Retreat and District Officer Training	TBD
July 2026	CKI International Convention	Dallas, Texas
Summer 2026	Kiwanis-Family Picnic	TBD
Fall 2026	LEAF RALLY	TBD
Winter 2027	Winter Social	TBD
Spring 2027	District Convention	TBD

Service Agreements

The Governor agrees to do the following during their term of office:

1. Attending the following board meetings and events is required unless otherwise communicated to the Governor and District Administrator: President's Retreat & District Office Training, GATC, Kiwanis Family Large Scale Service Project, and District Convention. As well as the Kiwanis and Key Club district convention, Kiwanis Midwinter Conference, and Kiwanis Lieutenant Governor training.
2. Be familiar with and abide by the Illinois Eastern-Iowa District Bylaws and the International Bylaws.
3. Preside at the annual Illinois Eastern-Iowa District Convention and all meetings of the Board of Officers, and serve as a non-voting ex-officio member on all District Committees.
4. Be responsible for the maintenance of the District Bylaws and this Policy Code and shall keep the District Board and the clubs informed of any approved Bylaws amendments and of amendments to this Policy Code.
5. Issue all calls to official events, including conferences and District Convention, and meetings of the Board of Officers to all clubs and appropriate Kiwanis-Family officials as directed in the Illinois Eastern-Iowa District Policy Code.
6. Solicit resolutions and proposed Bylaws amendments at least sixty (60) days prior to Convention from District members and give written notice to all chartered clubs of any resolutions or amendments at least thirty (30) days prior to Convention.
7. Work with the CKI District Administrator and Lt. Governors on building new clubs and rebuilding inactive clubs.
8. Work to increase the quality and number of service projects and the membership of the District.
9. Work with the District Treasurer and Administrator in preparing the annual budget.
10. Structure Committees, assign Committee Chairpersons, and supervise all Illinois Eastern-Iowa District Board Committee activities.
11. Make as many club visitations and Divisional meetings as possible.
12. Be responsible for the leadership training of all club officers.
13. Ensure that other District Officers are satisfactorily performing their assigned duties with emphasis on reporting, record keeping, and accounting of funds.
14. Communicate with the Board of Officers, the counseling International Representative, and the Circle K International Director to keep them fully informed of District activities.
15. Ensure that plans for the District Convention and all other district events are performed and executed.
16. Submit a monthly report as directed by Circle K International.

17. Work closely with the CKI District Administrator and their appointed representatives, the Key Club District Governor, the Kiwanis District Governor, and their appointed representatives.
18. Maintain a set of files on past District activities which will be passed on to the next administration.
19. Brief the incoming Governor on the duties of the office.
20. Publish a monthly newsletter or memo to the District Board of Officers, Club Presidents, and all others that they deem appropriate on the state of the District, important plans, and other pertinent information.
21. Organize and prepare the District Officer Training and Club Leadership Education for the new administration.
22. Present reports to the district board at every district board meeting.

The Secretary agrees to do the following during their term of office:

1. Attending the following board meetings and events is required unless otherwise communicated to the Governor and District Administrator: District Officer Training, Leadership Training Retreat, and District Convention.
2. Be familiar with and abide by the Illinois Eastern-Iowa District Bylaws and the International Bylaws.
3. Keep all records of the District Convention and the minutes of the Board of Officers' meetings and send them to all members of the board, adult committee, and Circle K International.
4. Maintain effective communication between the District, clubs, and members.
5. Send appropriate materials (i.e. Monthly Report Forms, Board Minutes, etc.) to Club Presidents of newly chartered clubs as soon as possible after notification of charter from Circle K International.
6. Maintain accurate and complete files on District activities, transfer them to the incoming Secretary, and brief the incoming Secretary on the duties of the office.
7. Publish a minimum of six (6) newsletters, I-I Noise, including a club monthly report tally and other information pertinent to Club Officers.
8. Distribute copies of the proceedings and/or minutes within 14 days of the meetings of the district board of officers and after district convention. Send copies of all correspondence to the district governor and district administrator.
9. Maintain an up-to-date district directory containing the names, addresses, telephone numbers, and emails of all district officers
10. Receive the appropriate copy of each club's monthly report, keep a scorecard, and advise each club on its status. Assist the Governor with District functions as required and perform other duties as may be authorized by the Governor or the Board of Officers.
11. Hold monthly board buddy meetings online or via phone conference.

12. With the assistance of the Governor, hold at least one District Kiwanis Neuroscience education webinar.
13. Adhere to the timetable of directives set by the district board and policy code, and perform any additional duties asked by the Governor or Board of Officers

The Treasurer agrees to do the following during their term of office:

1. Attending the following board meetings and events is required unless otherwise communicated to the Governor and District Administrator: District Officer Training, Leadership Training Retreat, and District Convention.
2. Be familiar with and abide by the Illinois Eastern-Iowa District Bylaws and the International Bylaws.
3. Issue a call for district dues, advising clubs where to send dues payments and membership forms, and the amount of dues.
4. Submit a written report of income and expense at all meetings of the district board of officers and at the district convention.
5. Submit a written report of income and expense to the district governor when requested. Send copies of all correspondence to the district administrator.
6. Maintain an accurate system of expense reimbursement, expense ledger entries, and monitoring of budget amounts to ensure all expenses are within budget unless the Kiwanis District Board places these duties upon another individual.
7. Work with the district governor and the district administrator in preparing the annual budget, the convention budget, and any other necessary budgets of the district.
8. Assist the district administrator in compiling a fiscal year-end report as soon as possible after the close of the year unless otherwise dictated by the Kiwanis District Board.
9. Keep district dues, convention receipts, and other funds in appropriate savings and checking accounts as dictated by the Kiwanis District Board.
10. Report, by August 1, the amount of district dues, collection procedures, and date of pro-rating of dues to the International office.
11. Notify all clubs "Not-In-Good Standing", in writing, of their status, twenty (20) days prior to the district convention and the reason for such status.
12. Maintain files with proper documentation and submit them to the Treasurer-elect prior to the new board training conference.
13. Assist club treasurers in developing and maintaining sound budgets and accounting practices
14. Correspond with K-Family counterparts within the first month of office.
15. Serve as the fund-raising and accounting consultant to all clubs in the district.
16. Manage and promote Kiwanis OUTREACH donations.
17. Actively work towards promoting and achieving the goals set by the District Board of Officers.
18. Promote all international programs.

19. Be an advocate for the Illinois- Eastern Iowa District Project: The Kiwanis Neuroscience Research Foundation.
20. Maintain accurate payment records of all dues payments unless otherwise dictated by the Kiwanis District Board.
21. Hold monthly board buddy meetings monthly online or via phone conference
22. Adhere to the timetable of directives set by the district board and policy code, and perform any additional duties asked by the Governor or Board of Officers.
23. Set up a committee to carry out any and all activities required to successfully complete all district-sponsored events.

The LTG's agree to do the following during their term of office:

1. Attending the following board meetings and events is required unless otherwise communicated to the Governor and District Administrator: District Officer Training, Leadership Training Retreat, and District Convention.
2. Perform all duties and responsibilities as specified by the International Bylaws and the current district bylaws.
3. Be familiar with and abide by the Illinois Eastern-Iowa District Bylaws and the International Bylaws.
4. Assist the new clubs in establishing club officers.
5. Maintain effective communication between the District, clubs, and members.
6. Maintain accurate and complete files on position activities.
7. Send an update to the secretary for every newsletter they publish.
8. Be the voice for unrepresented clubs on the district board.
9. Ensure the clubs of the district have current bylaws on district record by October 1.
10. Assist the Governor with District functions as required and perform other duties as may be authorized by the Governor or the Board of Officers.
11. Adhere to the timetable of directives set by the district board and policy code, and perform any additional duties asked by the Governor or Board of Officers.
12. Set up a committee to carry out any and all activities required to successfully complete all district-sponsored events.

Sample Campaign Literature (District Office)

Isabelle
Lindenmeyer



CKI'S COMEBACK

I am a sophomore marketing major at Illinois State University where I am also involved in Alpha Delta Pi. This is my 10th year in the K-family, in Key Club I served as secretary and president serving over 400 hours to my community. In CKI I have served as membership education chair, southern lieutenant governor, and district governor for the Illinois-Eastern Iowa District.



Educate Members

Utilize current international resources and share to members. We want members excited about organization they are in so they can talk about it to potential members.



Support System

I am here for you, your district, and your members in every way possible. Let's make S.M.A.R.T goals for each district.



Leadership

We are making the future leaders of our country, so let's encourage them! Teach them their own strengths and improve upon weaknesses.

Goals

- Hold monthly sister district meetings and one-on-ones with governors
- Hold 2 rallies with members from each sister district
- Attend club meetings of any clubs that invite me (virtually)
- Give resources to governors that can be directly given to members
- Help the international board achieve all set goals
- Marketing CKI in a way to promote a new outlook on service
- Comeback from the pandemic in member strength and knowledge
- Be a phone call away at all times

instagram: @Isabelle.jean13

email: isabellelinde.cki@gmail.com

Sample Campaign Literature (International Endorsement)

NANCY MI

For International Vice President



ABOUT ME

Home District: Illinois-Eastern Iowa
Home Club: University of Illinois Urbana-Champaign
Years in the Kiwanis Family: 8 years
Major: Political Science
Minors: Legal Studies and Psychology

LEADERSHIP

- 2022-2023**
- Illinois-Eastern Iowa District Governor
 - Global Development Committee Vice Chair
- 2021-2022**
- Illinois-Eastern Iowa District Secretary
 - Global Development Committee Chair
- 2020-2021**
- Illinois-Eastern Iowa District Convention Chair
 - Global Development Committee Asia-Pacific Ambassador

RECOGNITIONS

- 2021-2022**
- Distinguished District Secretary
 - Distinguished International Chair
 - I-I Outstanding District Board Member
- 2020-2021**
- I-I Outstanding District Chair

CONTACT INFO

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- nancy.x.mi.cki@gmail.com
- instagram: @nancymi_

Unanimously Endorsed by the Illinois-Eastern Iowa District

GOALS

SECRETARY AND TREASURERS

- Host group secretary and treasurer training sessions and 1-on-1s for individual help
- Provide updated guides for secretaries and treasurers to use and distribute to club officers
- Create opportunities to connect officers in different districts through Zoom calls and Group Me
- Host bi-weekly office hours for officers to ask questions and voice concerns
- Create a monthly email newsletter to help pass along information
- Create a drive folder to compile resources in one easy to access place

INTERNATIONAL COMMITTEES

- Create committee guides with directives for each committee along with officer guides and committee and chair specific trainings
- Host committee wide socials to encourage fellowship
- Sit on committee calls when needed, review minutes, and ask for trustee reports to assist with committees
- Provide a streamlined resource for committees to report their work
- Assist in helping trustees find an active role in each committee
- Create committee workshops for members and a request form for committee assistance for districts and clubs

DISTRICTS

- Help create governor socials and sister district socials to increase fellowship
- Make agenda templates each month and a check-in system to ensure that trustees cover important topics with their governors
- Update the governors drive so districts have the resources they need
- Increase awareness of international projects like Brick x Brick by hosting international fundraisers and campaigns including informational sessions
- Increase awareness of leadership opportunities, the Alumni network, and other opportunities and resources unique to CKI
- Create international programs like professionalism workshops for members