Nebraska-Iowa District of Circle K International Bylaws

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Article I: Name and Territorial Limits

Article II: Objects

Article III: Membership

Article IV: Officers

Article V: Board of Officers

Article VI: Committees

Article VII: Conventions

Article VIII: Vacancies in Office

Article IX: Revenue

Article X: Conduct

Article XI: Parliamentary Procedure

Article XII: Amendments

Article I

Name and Territorial Limits

Section 1. The name of this organization shall be the Nebraska-Iowa District of Circle K International.

Section 2. The territorial limits within which this district shall function and shall be co-extensive with the territorial limits of the Nebraska-Iowa District of Kiwanis International unless other territorial limits are petitioned by the Kiwanis and Circle K District Boards and such petition is approved by the Circle K International Board of Trustees and the Kiwanis International Board of Trustees.

Article II

Objects

Section 1. The objects of the district shall be:

a. To accept and promote the Objects of Circle K International as outlined in the governing documents;

b. To coordinate the projects of members of Circle K International Clubs;

c. To strengthen and extend Circle K in the district;

d. To increase the fellowship and cooperative efforts of the clubs within the district;

e. To provide the goods and services necessary for the welfare of the club and individual members;

f. To promote participation of the clubs within the district in the general objects, programs, and policies of the district and of Circle K International; and

g. To accept and promote the Constitution and Bylaws and Policy Code of Circle K International.

Article III

Membership

Section 1. Each Circle K Club situated within the territorial limits of this Circle K district shall be a member club of the district.

Section 2. Any member club more than thirty (30) days in arrears for any indebtedness to Circle K International, its district or its sponsoring Kiwanis club shall be considered "not in good standing" and may have its charter and membership suspended or revoked as provided for in the Bylaws of Circle K International.

Section 3. Any member club that fails for two (2) successive years to have at least one (1) delegate at the annual district convention and does not provide documentation of time conflict to the district executive board of officers within thirty (30) days after official request therefore, shall be considered not in good standing.

Section 4. If the district executive board of officers rules that a club is not in good standing, the District Secretary shall notify the club and Kiwanis club which sponsors it of this action and why it was taken.

Article IV

Officers

Section 1 (a). The executive board of officers of this district shall be the Governor, the Secretary, the

Treasurer, the Public Relations Specialist, and elected committee chairpersons as deemed necessary by the Circle K district executive board of officers and the Kiwanis District Board of Trustees.

Section 1 (b). Administrative Assistants: The Governor may appoint, from members in good standing from clubs of this district, chairpersons and other administrative assistants, subject to the approval of the district executive board of officers. These appointments shall last until the Governor deems the position is no longer necessary. During the time of appointed service, these appointed personnel shall be non-voting, ex-officio members of the district board of officers.
Section 2. The executive board of officers of this district, as defined above, shall be elected at the annual district convention.
Section 3. All district executive officers shall assume their official duties as outlined in the governing documents and Bylaws.
Section 4. The duties of the district executive officers shall be as follows:
a. The Governor shall have the duty of furthering the objects of Circle K International and promoting the interests of Circle K clubs within 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 at the District Convention and all meetings of the district board of officers. They shall attend the International Convention and all meetings of the International Council. The Governor shall be responsible for coordinating workshops which will be held at the 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.

b. 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 district directory. They will also be responsible for taking minutes at all District Board of Officers meetings and sending these minutes to the District Board of Officers for their approval within fourteen (14) days of said meeting. Once approved, a final copy will be sent to the Nebraska-Iowa Kiwanis District Office. The District Secretary shall work in conjunction with the District Governor in this task to ensure fiscal responsibility within the district.

c. 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 Board of Officers. The accounts 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 District Convention 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.

d. The Public Relations Specialist shall create all media for the district. They will provide graphic design support to clubs when requested and shall oversee the internal use of Circle K Internationals brand guide. They will produce a quarterly newsletter to be sent to all members of the Circle K District and Kiwanis District Board of Trustees.

e. Elected committee chairpersons will serve as part of the executive board, as they possess important perspectives needed when making decisions. The committee chairperson will work toward goals and objectives outlined in Article VI Section 1b. Committee chairpersons may appoint members in good-standing to stand on their committee with approval of the executive board. If appropriate interest is present from members of one or more clubs in good standing, the committee members should represent at least two individual clubs.

Section 5. A district officer may be removed from office for just cause by a vote of two-thirds (2/3) of all members of the district executive board of officers duly elected and serving at the time, with the exception of the officer in question should they have voting rights. Whenever there appears to be sufficient cause for such action, the Governor shall give said officer immediate notice of the scheduled meeting of the district executive board of officers. In the event that the officer in question is the District Governor, the District Secretary shall call a special meeting. Consideration shall be given to the facts and reasons why the office should be declared vacant. The officer shall be afforded the opportunity at the meeting to explain or refute the allegations. In the event that the district executive board of officers shall find the alleged facts to be true, by a vote of two-thirds (2/3), the district executive board of officers shall have the power to declare such office vacant, and the vacancy will be filled in accordance with the provisions contained in these bylaws.

Section 6. No elected district executive officer may concurrently hold an elected international or club executive office.

Article V

Board of Officers

Section 1. The board of officers of this district shall consist of the Governor, the Secretary, the Treasurer, the Public Relations Specialist, any elected committee chairpersons, the President from each club in good standing of the Nebraska-Iowa District of Circle K International, and the

Administrative Personnel appointed by the Governor. The appointed International Trustee, the District Administrator, and the appointed Administrative Personnel shall serve as non-voting, ex-officio members.

Section 2. The management and control of the affairs of this district not otherwise provided for in these bylaws shall be vested in the district executive board of officers, subject to the direction and approval of the Kiwanis District Board of Trustees, through the District Administrator, and the Circle K International Board of Trustees.

Section 3. The district board of officers shall hold a minimum of five (5) meetings annually, one (1) of which is to be held during the period between academic years.

Section 4. The Governor shall notify each member of the district board of officers, the Kiwanis Governor, the District Administrator, and Assistant Administrators in writing, of the time, place if applicable (including directions), and the date of all meetings of the board of officers not less than seven (7) days prior to each meeting.

Section 5. The Governor shall be responsible for preparing and sending a tentative agenda for these meetings to each member of the district board of officers, the Kiwanis Governor, the Kiwanis District Secretary, the District Administrator, the Assistant Administrators, no less than seven (7) days prior to each meeting.

Section 6. A special meeting of the board of officers may be called by the Governor, the Secretary, the Treasurer, or two-thirds (2/3) of the members of the executive board of officers. Sections 4 and 5 of Article V do not apply to special meetings.

Section 7. In the absence of the Governor for a meeting, the Secretary, the Treasurer, shall act as chairperson for the meeting.

Section 8. A two-thirds (2/3) majority of the district board of officers shall constitute a quorum, and a majority vote of those present shall decide any question, with the exception of those questions for which there are special provisions specifically required by these Bylaws.

Section 9. Within thirty (30) days or prior to the next meeting of the district board of officers, whichever comes first, after any special or regular meeting of the district board of officers, the Secretary, the Treasurer, shall make a report of the proceedings of the meeting, comprising a complete synopsis of all actions, and shall distribute said report to members of the district board of officers, the District Administrator and the Kiwanis District Governor.

Article VI

Committees

Section 1. The following committees, along with their titles and duties, are recommended but not required as standing committees of this district:

a. The K-Family Relations (KFR) Committee shall work to improve the relationship between all Kiwanis and Kiwanis Service Leadership Programs. It shall be responsible for developing projects and educational programs to expand and strengthen the bonds between these programs.
b. The Recruitment & Retention (R&R) Committee shall work to find shall cooperate with all of the clubs in this district to assist them in the maintenance of an adequate membership of appropriate standards, in the proper education and induction of new members, in the development and attainment of minimum membership requirements, and in the promotion of the conception of regular attendance at club meetings. This committee will also be in charge of new club building and reactivation within the district.
c. The District Events Committee shall be in charge of planning and executing all aspects of designated district events, including but not limited to the annual District Convention, a Fall Day of Service, and a Spring Day of Service. The committee will also coordinate the promotion of said events to the district's membership.

Section II. There shall be one chairperson elected to each committee at the District Convention.

Section III. The Governor shall have the power, with approval of the District Board, to appoint other committees as deemed necessary. Such committees are considered the "special committees" of the district, and chairs of these committees do not have voting power on the District Board.

Article VII

Conventions

Section 1. The annual convention of this district shall be held at the time and place mutually agreed upon by the district executive board of officers, the Kiwanis District Board of Trustees, and the Board of Trustees of Circle K International. The dates and site of the convention shall be submitted to the Specialist of Circle K International no less than one-hundred twenty (120) days prior to the proposed convention dates, and the Specialist, acting for the International Board of Trustees may approve the dates and site.

Section 2. The Governor shall appoint convention committees as outlined in the International governing documents.

Section 3. The chair of District Convention shall publish to each club, the district board of officers, the District Administrator, the Kiwanis Governor, the Kiwanis District Secretary and the Key Club Governor an official call to the annual convention not less than thirty (30) days prior to the start date of

convention.

Section 4. The district executive board of officers shall have full supervision and management of all conventions, in consultation with the District Administrator. The District Administrator, or representative of the administrator selected by the Kiwanis District Board of Trustees, shall handle any contractual arrangements necessary for the convention.

Section 5 (a). Each club in good standing shall be entitled to two (2) voting delegates, one of which is encouraged to be the president-elect (if in attendance), and two (2) alternates at the district convention. The delegates and alternates shall be active members in good standing of the chartered clubs they represent. The Governor and other voting members of the district board shall be delegates-at-large at the district convention.

Section 5 (b). A list of clubs in good standing shall be drawn up by the district executive board of officers thirty (30) days prior to the start of the convention. All clubs not in good standing shall be notified of the fact and reason for it twenty (20) days prior to the start of district convention.

Section 5 (c). No district executive officer may nominate or endorse a candidate for district office.

Section 6. Each accredited delegate shall be entitled to vote on each question submitted at any convention. There shall be no voting by proxy.

Section 7. In the absence of the Governor from any district convention, the Secretary shall act as presiding officer of the convention.

Section 8. A quorum for any district convention shall be the official delegates present and shall represent not less than one-half (1/2) of the total member clubs in good standing with the district.

Section 9. Each district convention programming shall include, but not be limited to, the following:

a. An address by the Governor of the sponsoring Kiwanis District or a representative of the Governor;
b. An address by the Governor of the Key Club District or a representative of the Governor;
c. An address by the International Officer in attendance;
d. Workshops for the purpose of fostering enthusiasm, motivating and educating membership, training newly elected club officers, developing leadership potential, increasing awareness of International initiatives, and increasing service activities;
e. Nomination and election of officers for the upcoming year;
f. Installation of the newly elected district executive officers;
g. A presentation promoting attendance at the upcoming International Convention;

h. Presentation of club and district awards;
i. A new-old district executive officers meetings, including the exchange of files.

Section 10. Within ten (10) days of the completion of the annual convention, the governor shall submit the District Convention Report Form containing information such as the official action taken at the District Convention to the International Board of Trustees.

Article VIII

Vacancies in Office Between Conventions

Section 1. In the event of a vacancy in the office of Governor, a qualified member of a club in good standing with the district and Circle K International shall be elected by the district executive board of officers to serve for the remainder of the unexpired term. Such action shall be communicated by the Secretary in writing to the International Director. In any year in which the district convention is not held, the district executive board of officers shall elect a qualified member of a club in good standing to serve for the upcoming administrative year.

Section 2. In the event of a vacancy in the office of Secretary, the Treasurer, Public Relations Specialist, or a committee chairperson, the Governor shall, with the approval of the district executive board of officers, appoint a qualified member of a club in good standing with the district and Circle K International to serve for the remainder of the unexpired term.

Article IX

Revenue

Section 1. Each member club shall pay to the district for every active member an annual dues of ten dollars ($10.00). The amount of the district dues shall be determined by a two-thirds (2/3) vote of all delegates at the district convention. In no case shall the district dues exceed what is stated in the International bylaws.

Section 2. Assessments in excess of the annual dues may be made only upon a two-thirds (2/3) vote of all delegates attending the district convention or by a two-thirds (2/3) vote of all clubs in good standing in the district between conventions and must be approved by the Kiwanis District Board and the Circle K International Board.

Section 3. The Kiwanis District Board of Trustees shall determine the official depository for the Circle K District.

Section 4. Each payment shall carry the signature of the District Administrator, or other individual designated by the Kiwanis District Board, and the Secretary, the Treasurer, or other individual designated by the district executive board of officers.

Section 5. Revenue may be derived from other sources in such a manner as may be determined by the board of officers. The district shall never sponsor or participate in any manner in a lottery, raffle, drawing or game of chance in connection with any fund raising activity unless the district has received the prior approval of the sponsoring Kiwanis District Board of Trustees. Such approval so granted does not constitute an official endorsement of such activities by Circle K International or by Kiwanis International. Any lottery, raffle, drawing, or game of chance so approved must not contravene any laws, mores, customs or traditions of the country, state, or province in which the fund raising activity is to be held. The district shall not directly or indirectly engage in any activity, which may impugn or reflect unfavorably on the good name of Circle K International or Kiwanis.

Article X

Conduct

Section 1. Conduct unbecoming a member of Circle K is defined as any conduct that is:

a. Unlawful
b. Incompatible with the best interests of the public or members of the Kiwanis family; or
c. Tends to threaten to harm the standing or reputation of the Kiwanis family in the local or global community.

Section 2. A violation of the policy defining conduct unbecoming a member of Circle K may result in disciplinary action against the offending member. Disciplinary action can result in a private reprimand, public reprimand or dismissal from the organization. A private reprimand is communicated to the individual violating the "Alcohol Policy" as a warning. A public reprimand requires notification of the district board or district governor of the individual violating the "Alcohol Policy." Probationary status means the member in question remains a member but is not entitled to all membership privileges. The Nebraska-Iowa district board will determine what privileges the member on probation has on a case-by-case basis, including the term of the probation. Dismissal means removal from the member's office or club. For any action other than private reprimand to be taken, the offending party is entitled to a written justification of why their conduct is considered unbecoming as defined above.

Section 3. Any individual receiving written notice as provided in the applicable bylaws shall be permitted to hear all evidence against them and be afforded the opportunity to provide evidence in their defense. The appropriate ruling body shall hear the evidence and determine what sanction, if any, shall be imposed, and such decision shall be final.

Section 4. Event Attendance

a. Any member of CKI is said to be "in attendance" at an event from the moment of arrival at the event site initial address or at 12:00am on the scheduled starting date of said event, whichever is later.

b. A member is said to be departed from the event once they have departed for a non-event affiliated site.
c. In any instance where pre or post event accommodations are included in the scheduled for the event where an additional activity is planned and/ or sponsored by Circle K International , a district, or club of the district (i.e. planned meal or district tour) such activities are bound by this policy, Kiwanis International and the Circle K Board of Trustees must approve any policy submitted by a district.

Section 5. Nebraska-Iowa District Policy for sponsored conventions, events and/ or special programs.

a. No CKI member that is under the age of drinking defined by law will be allowed to possess, sell, distribute, or consume alcohol.
b. Guests, alumni, and Kiwanis-Family members in attendance of said district events are asked to observe this policy in terms of their consumption of alcohol at all Circle K events.
c. The possession, sale, distribution or consumption of alcoholic beverages during any event or situation sponsored by K-Kids, Builders Club, Key Club, and Aktion Club, is prohibited to all members of the Nebraska-Iowa District of Circle K International.
d. Nebraska-Iowa Circle K members may be allowed to drink at their home district's Kiwanis sponsored events or situations as long as no other K-Kids, Builders Club, Key Club, and Aktion Club members are in attendance, and they are of the legal drinking age.

District Level: The possession, sale, distribution or consumption of alcoholic beverages during any event or situation sponsored or promoted by the Nebraska-Iowa District will be prohibited from said event. Circle K members are to abide by their home district's alcohol policy at their home district's Circle K events. Circle K members are to abide by the host district's alcohol policy when attending an event outside of their home district.

Club Level: The possession, sale, distribution or consumption of alcoholic beverages during any event or situation sponsored or promoted by any club of the Nebraska-Iowa District will not be allowed at said events. The possession, sale, distribution or consumption of alcoholic beverages during any event or situation sponsored or promoted by more than one club or division in the Nebraska-Iowa (i.e. Divisional Rally) will not be allowed or tolerated.

Article XI

Parliamentary Procedure

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 Governing Documents of Circle K International.

Article XII

Amendments

Section 1. The bylaws of this district may be amended as outlined in the Governing Documents.