



Bylaws

of the Florida District of Circle K International, Inc.

Last amended February 20, 2021 by Florida District of CKI House of Delegates.

Approval by the Florida District of Kiwanis and the Circle K International Board of Trustees.

Table of Contents

Article I	Name and Territorial Limits	Page 3
Article II	Objects	Page 3
Article III	Divisions	Page 3
Article IV	Membership	Page 4
Article V	Board of Trustees	Page 4
Article VI	Duties of Trustees	Page 6
Article VII	Conventions	Page 11
Article VIII	Elections	Page 13
Article IX	Vacancies in Offices Between Conventions	Page 14
Article X	Revenue	Page 15
Article XI	Parliamentary Authority	Page 16
Article XII	Amendments	Page 16
Article XIII	Administrative and Fiscal Year	Page 17

ARTICLE I

Name and Territorial Limits

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

Section 2. The territorial limits within which this district shall function shall be co-extensive with the territorial limits of the Florida District of Kiwanis International. This district shall be sponsored by, but not a part of, Florida District of Kiwanis International.

ARTICLE II

Objects

Section 1. The objects of this district shall be:

- a. To accept and promote the Objects of Circle K International;
- b. To coordinate the projects of member Circle K 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 clubs 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 bylaws and policy code of Circle K International.

ARTICLE III

Divisions

Section 1. The Board of Trustees may create suitable administrative divisions with the approval of the Kiwanis District Board. Each division will have a Lieutenant Governor for each division, who shall be a voting member of the District Board.

ARTICLE IV

Membership

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

Section 2. Any member club more than thirty (30) days in debt 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.

Section 3. A Circle K International club may not exclude persons from membership based on their gender, race, color, religion, national origin, socioeconomic status, disability, creed, or sexual orientation.

ARTICLE V

Board of Trustees

Section 1. The voting members of the district board shall be the Governor, the Secretary, the Treasurer, the Editor, Lieutenant Governors, and Standing Committee Chairs. These members make up the District Board of Trustees.

Section 2. The Executive Committee of this district shall include the Governor, the Secretary, the Treasurer, and the Editor which will be elected at the annual district convention. The Lieutenant Governors shall be elected at a Divisional Council Meeting prior to the annual district convention. The Standing Committee Chairs shall be appointed by the Executive Committee and approved by the Board of Trustees. Ad-hoc Committee Chairs serve as non-voting members of the board. The District Administrator and the Immediate Past Governor shall serve as non-voting ex-officio members of the District Board of Trustees.

Section 3. Lieutenant Governors shall represent the division in which they serve. Should a Lieutenant Governor transfer to a club outside of the division they represent prior to the end of their term in office, they may retain their position as Lieutenant Governor with a two-thirds (2/3) vote of the District Board of Trustees. This vote must occur prior to the Lieutenant Governor transferring their membership to their new club.

Section 4. Concurrent Service. An individual serving as an elected officer on any level of Circle K International (Club, District, and International) may not simultaneously hold any other elected office of the Circle K International organization.

Section 5. District Standing Committees will be limited to six (6) committees consisting of District Convention, Kiwanis Family Relations, Public Relations, Legal, Membership Development and Education, Membership Recruitment, and a maximum of three (3) Ad-hoc Committees decided by the Executive Committee.

Section 6. The appointment to chair any District Committee shall not be discriminated against based on gender, race, color, religion, national origin, socioeconomic status, disability, creed, or sexual orientation.

Section 7. All Trustees shall assume their official duties as outlined in these Bylaws.

Section 8. The management and control of the affairs of the district not otherwise provided for in these Bylaws shall be vested in the Board of Trustees, subject to the direction and approval of the Kiwanis District Board of Trustees, through the District Administrator, as well as the Circle K International Board of Trustees.

Section 9. Standard operations, procedures, and policies for the District shall be specified and maintained in the District Policy Code.

Section 10. The District Board of Trustees shall hold a minimum of five (5) meetings annually; one of which is to be held during the period between academic years.

Section 11. A special meeting of the District Board of Trustees may be called by the Governor, the Secretary, or two-thirds (2/3) of the members of the Board of Trustees.

Section 12. The Secretary shall be responsible for sending a tentative agenda, as prepared and approved by the Governor, for meetings of the Board of Trustees to each member of the Board of Trustees, the Kiwanis Governor, the Kiwanis Governor-Elect, the Kiwanis Vice-Governor, and the Kiwanis Executive Director not less than fourteen (14) days prior to each meeting.

Section 13. In the absence of the Governor from a meeting, the Board of Trustees shall designate a member of the Board of Trustees to act as chairperson

for that meeting upon recommendation of the Governor and/or the District Administrator.

Section 14. A majority of the voting members of the Board of Trustees shall constitute a quorum, and a majority vote of those present shall decide any question, except for those questions for which a greater proportion is specifically required by these Bylaws.

Section 15. Within fifteen (15) days after any special or regular meetings of the Board of Trustees, the Secretary shall distribute the meeting minutes to members of the district mailing list.

Section 16. A member of the District Board of Trustees may be removed from office for just cause by a vote of two-thirds (2/3) of all voting members of the District Board of Trustees duly elected and serving at the time, except for the member in question. Whenever there appears to be sufficient cause for such action, the Governor shall notify the accused Trustee of the allegations and shall give said Trustee immediate notice of the scheduled hearing of the District Board of Trustees as well as the allegations presented. If the District Board of Trustees, except for the member in question, shall find the alleged facts to be true, by a vote of two-thirds (2/3) majority, the District Board of Trustees shall have the power to declare such office vacant, and the vacancy will be filled in accordance with these Bylaws.

Section 17. Conduct unbecoming a member of the District Board includes but is not limited to harassment, bullying, and inappropriate use of their position on the club level.

Section 18. Anyone can report non-criminal misconduct of a member of the District Board of Trustees to the Governor or District Administrator. There is a deadline of 90 days to report such misconduct.

ARTICLE VI

Duties of Trustees

Section 1. Governor shall:

- a. Further the objects of Circle K International, promote the interests of Circle K clubs within their district, and work closely with other International and district offices to strengthen and expand Circle K;

- b. Be the chief executive of the district and shall preside at the Circle K District Convention, Leadership Training Conference, District Officers' Training Conference, and all meetings of the District Board of Trustees;
- c. Attend the International Convention and all meetings of the International Council, the Kiwanis District Convention, and the Key Club District Convention;
- d. Be responsible for the leadership training of club presidents, the updating of the president's and vice-president's manuals, due no later than the fall conference, as well as ensuring proper training is provided for other club officers, for workshops which will be held at the district convention, and for developing all communication with clubs;
- e. Work closely with the Kiwanis District Circle K Administrator on all matters dealing with the operation of the district;
- f. Work to increase the membership of the District and to increase the quality and number of service projects in the District;
- g. Work with the District Administrator, appropriate district committees, and Lieutenant Governors on new club building and the rebuilding of inactive clubs;
- h. Make at least one visit to each division;
- i. Serve as an ex-officio member of all District Committees.

Section 2. Secretary shall:

- a. Keep all records of the district convention and of all meetings of the District Board of Trustees;
- b. Submit a report at such times as the Governor and the District Board of Trustees may require;
- c. Submit to the proper officials and committees all communications received from Circle K International;
- d. Cooperate with the Governor in forwarding all official reports required by Circle K International;
- e. Maintain the District Mailing List. The District Mailing List shall include all members of the District Board of Trustees and Ad-hoc Committee Chairs,

Circle K Club Officers, the Kiwanis Committee on Circle K, the Executive District Boards of the Florida District of Kiwanis and Key Club, as specified in their District Bylaws, the International Director and the International Counselor, the President and Secretary of the Florida Circle K Alumni Association, the President and Executive Director of the Florida Kiwanis Foundation, and the Florida District Kiwanis Committee on Key Club, as well as the District Administrators of Builder's Club, K-Kids, and Aktion.

- f. Be responsible for the leadership training of club secretaries and the club Monthly Report Form due no later than the 5th of every month.
- g. Perform such other duties as may be assigned by the Governor or the Board of Trustees.

Section 3. Treasurer shall:

- a. Under the supervision of the District Administrator or designee, shall present the district budget to the District Board of Trustees at the summer board meeting for approval. The accounts shall always be open to inspection by the Governor, the Board of Trustees, the District Administrator, Kiwanis District Board of Trustees, and any authorized auditor. The District Treasurer shall report a detailed Club Status Report at the Summer and Winter Board meeting with the current dues paid membership, potential dues paid membership (as informed by the club treasurers, Lt. Governors, and presidents), and the financial wellbeing of the clubs in the Florida District of Circle K International.
- b. Submit a membership report at all regular meetings of the District Board of Trustees and such times as the Governor, the Board of Trustees, or the Kiwanis District Board of Trustees may require;
- c. Facilitate and encourage dues submission for each Florida District Club;
- d. Be responsible for the leadership training of club treasurers;
- e. Track of the status of donations made from the clubs and the Florida District for any financial initiatives developed by International as well as the Florida District;
- f. Develop any district fundraisers, as well as assist the district committees and clubs with any grants or fundraising efforts as needed;
- g. Perform such other duties as may be assigned by the Governor or the Board of Trustees;

Section 4. District Editor shall:

- a. Publish of a minimum of six (6) issues of the district newsletter, Circle Kapers, subject to the control and discretion of the District Board of Trustees as stated in these Bylaws;
- b. Be responsible for the leadership training of club editors.
- c. Perform such other duties as may be assigned by the Governor or the Board of Trustees.

Section 5. Lieutenant Governor shall:

- a. Assist the Governor in the work of the district, represent the Governor and have full responsibility under the direction of the Governor in supervising the district executive work in their respective division;
- b. Encourage clubs within the division to increase their membership while working with the appropriate district committees to complete worthwhile service projects and remain up to date on the condition of the clubs;
- c. Work with the Governor, District Administrator, appropriate district committees, Kiwanis Lieutenant Governors, and surrounding area Kiwanis clubs on the building of new clubs and the rebuilding of inactive clubs;
- d. Assist the Governor with the leadership training of vice-presidents and presidents all club officers within their division, as needed and requested;
- e. Perform such other duties as may be assigned by the Governor or the District Board of Trustees.

Section 6. District Convention Committee Chair shall:

- a. Plan and execute all conferences and conventions and shall prepare any mailing or materials necessary to promote or operate the conference or convention;
- b. Transmit registration information and forms no less than sixty (60) days prior to the registration due date to the established district mailing list;
- c. Promote attendance at the International Convention;
- d. Create an Awards Chair Subcommittee whose responsibilities will be:

- i. Annually review the rules for club awards and recommend any needed changes to the District Board of Trustees;
 - ii. Cooperate with the board to draft proposed changes.
 - iii. Revise the Awards Manual, should any changes be approved with any such changes in the Awards Manual becoming effective the following administrative year;
 - iv. Transmit to each club a copy of the Awards Manual reflecting all changes not less than sixty (60) days following their taking effect;
 - v. Send a copy of the Awards Manual to each club not less than 120 days prior to the District Convention.
 - vi. Perform such other duties as may be assigned by the Governor or the District Board of Trustees.
- f. Perform such other duties as may be assigned by the Governor or the District Board of Trustees.

Section 7. Kiwanis Family Relations Committee Chair shall:

- a. Improve the relationship between the member clubs and all the Kiwanis family organizations;
- b. Develop projects and educational programs to expand and strengthen these organizations' bonds;
- c. Promote Circle K International within Kiwanis and Kiwanis family organizations;
- d. Perform such other duties as may be assigned by the Governor or the District Board of Trustees.

Section 8. Legal Committee Chair shall:

- a. Review the District Bylaws annually and submit recommendations for amendments to the District Board of Trustees. Should the amendments be accepted as proposals, the proposals will then proceed through the process to be voted on at the annual convention, as outlined in these Bylaws, the District Policy Code, and the Policy Code of Circle K International.
- b. Answer questions concerning parliamentary procedure when asked or when appropriate;
- c. Send out an official call for submission of Bylaws amendments to all clubs in good standing not less than 120 days prior to District Convention;
- d. Assist any clubs with the establishment of club Bylaws;

- e. Perform such other duties as may be assigned by the Governor or the District Board of Trustees.

Section 9. Membership Development and Education Committee Chair shall:

- a. Cooperate with all member clubs to assist them in maintaining an adequate membership of appropriate standards;
- b. Update the club officer manuals to facilitate the education and induction of new members and officers;
- c. Promote the concept of regular attendance at club meetings;
- d. Perform such other duties as may be assigned by the Governor or the District Board of Trustees.

Section 10. Membership Recruitment Committee Chair shall:

Section 11. Public Relations Committee Chair shall:

- a. Promote Circle K International to the community and to the college;
- b. Assist and provide resources to help each club improve its internal and external public relations;
- c. Perform such other duties as may be assigned by the Governor or the District Board of Trustees.

ARTICLE VII

Conventions

Section 1. The annual convention of this district shall be held at the time and place mutually agreed upon by the Florida District Board of Trustees, the sponsoring Kiwanis District Board of Trustees, and the Circle K International Board of Trustees. The dates and site of the convention shall be submitted to the Director of Circle K International not less than ninety (90) days prior to the

proposed convention dates, and the Director, acting for the International Board of Trustees, may approve the dates and site.

Section 2. The Executive Committee shall appoint a District Convention Committee Chair as provided in these Bylaws.

Section 3. The Secretary shall e-mail to everyone on the district mailing list an official call to the annual convention not less than ninety (90) days prior to the dates of the convention.

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

Section 5. Each accredited delegate shall be entitled to vote on each question submitted at any convention. There shall be no voting by proxy.

Section 6. In the absence of the Governor from any district convention, the Board of Trustees shall designate a member of the Board of Trustees to act as Presiding Officer of the convention.

Section 7. A quorum for any district convention shall be the official delegates present and representing not less than one half (1/2) of the total member clubs in good standing with the district.

Section 8. Each district convention program shall include, but not be limited to, the following:

- a. An address by the Governor of the sponsoring Kiwanis District or a representative of the Governor.
- b. An address by the Governor of the Key Club district or a representative of the Governor.
- c. An address by the International Representative, if in attendance.
- d. Workshops for the purpose of stimulating enthusiasm, motivating and educating membership, training newly elected club officers, developing leadership potential, increasing awareness of International theme and emphasis areas, and increasing service activities.
- e. Nomination and election of trustees for the upcoming year.

- f. Installation of the newly elected district trustees.
- g. A presentation promoting attendance at the upcoming International Convention.
- h. Presentation of club and district awards.

Article VIII

Elections

Section 1. Each member club in good standing shall be entitled to three (3) voting delegates and three (3) alternates at the district convention. The delegates and their alternates shall be members in good standing of the chartered clubs they represent. The Governor and other elected district trustees shall be delegates-at-large at the district convention. International officers shall not be considered delegates unless certified as representatives of their home club within the Florida District.

Section 2. Lieutenant Governors shall be elected under the following conditions:

- a. They shall be elected only by members of their division in a manner suitable to the District Board of Trustees, providing a one-half (1/2) quorum of the division's active Circle K Clubs are represented. If a quorum is not achieved, the procedures for filling a vacancy between conventions, as outlined in these Bylaws, shall be followed.
- b. All Lieutenant Governors must be enrolled at a club within the division they are representing, for the year they are serving, unless appointed in the manner outlined in Article IX, Section 2 of these Bylaws.
- c. All Lieutenant Governors shall be elected at a Divisional Council Meeting prior to the District Convention.
- d. Lieutenant Governor Designates must attend District Convention.
- e. In the event of a tie, voting shall continue until a majority of the division's vote is reached. If the division remains deadlocked after three votes, the District Board of Trustees, by majority vote, shall decide the Lieutenant Governor.
- f. Lieutenant Governors shall be elected by the club delegates as well as the delegate-at-large currently serving as Lieutenant Governor in the division in

which they represent. Executive Committee members serving as delegates at-large are not eligible to vote in Lieutenant Governor elections.

Section 3. Each accredited delegate shall be entitled to vote on each question submitted at any convention. There shall be no voting by proxy.

Section 4. Voting Members of the Florida District of CKI shall be entitled to casting a vote of no confidence if they feel the candidate in question is not fit for the position of service. If the candidate is the only one running for the office, that office shall remain vacant and be filled as outlined in Article IX of the Florida District of CKI Bylaws.

Section 5. A quorum for any district convention shall be the official delegates present and representing not less than one-half (1/2) of the total member clubs in good standing with the district.

Section 6. The District Board of Trustees shall be prohibited from lending either active or verbal support to any candidate running for district office.

ARTICLE IX

Vacancies in Office Between Conventions

Section 1. In the event of a vacancy in the office of Governor between conventions, the District Secretary shall become acting Governor; this person shall then call a Board Meeting within the following thirty (30) days where the Board of Trustees shall elect a voting member of the Board of Trustees or the Immediate Past Governor to serve as Governor for the remainder of the unexpired term. The Immediate Past Governor may only be elected if this person is a current member of a Circle K club in good standing. Such action shall be communicated by the Secretary in writing to the International Director and members of the district mailing list. In any year in which the district convention is not held, the Board of Trustees shall elect a qualified member of a club in good standing to serve for the upcoming administrative year.

- a. The procedures of the special board meeting are as follows:
 - i. Nominations will be opened for Governor candidates of the remaining Voting Board Members.
 - ii. At the special board meeting, those nominated will be allotted two (2) minutes to speak.

- iii. A quorum of the voting board members must be present; otherwise, there shall be another special board meeting called to resolve the Governor vacancy.
- iv. Five (5) minutes will be allotted to caucus candidates. Only the caucused candidate may be in the room during caucusing.
- v. Secret ballots will be counted by Elections Chair, District Administrator and one (1) Assistant Administrator. A simple majority will be required to win. If there is no majority, the candidate receiving the least number of votes will be removed, and the vote will take place again. This process will be repeated until a majority is reached.
- vi. In the event of a tie, the Chair's ballot, which will have been sealed shall then be counted. The final vote count will be kept secret.

Section 2. In the event of a vacancy in an office other than Governor, the Governor shall, with approval of two-thirds of the District Board of Trustees, appoint a qualified member of a club in good standing with the district and Circle K International to serve for the remainder of the unexpired term. Such approval from the Board of Trustees must be made, in writing, within fourteen (14) days of the appointment by the Governor.

Section 3. In the event of a trustee vacancy, the Governor shall request names of potential appointments at least fourteen (14) days prior to the appointment.

ARTICLE X

Revenue

Section 1. Each member club shall pay to the district for every active member annual dues of \$10.00.

Section 2. Assessments more than 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 of Trustees.

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

Section 4. Each check shall carry the signature of the District Administrator or other individuals designated by the Kiwanis District Board.

Section 5. Revenue may be derived from other sources in such a manner as determined by the Board of Trustees. The district shall never sponsor or participate in any manner in a lottery, raffle, drawing or game of chance in connection with any fundraising activity unless the district has received the prior approval of the sponsoring Kiwanis District Board of Trustees. Such approval so granted does not constitute official endorsement of such activities by Circle K International or by Kiwanis International. Any lottery, raffle, drawing, or game of chance so approved must not contravene any laws, mores, customs or traditions of the country, state, or province in which the fundraising 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 of Kiwanis.

ARTICLE XI

Parliamentary Authority

Section 1. The current edition of *Robert's Rules of Order Newly Revised* shall be the parliamentary authority for all matters of procedure not specifically outlined in these Bylaws, the Florida District Policy Code, the Bylaws of Circle K International, or the Policy Code of Circle K International.

ARTICLE XII

Amendments

Section 1. The Bylaws of this district may be amended by a two-thirds (2/3) majority vote of the delegates present and voting at any conference or convention of the district provided that written notice of such proposed amendments shall have been given to each club in the district at least thirty (30) days prior to the conference or convention at which the proposals will be considered. All such amendments must be consistent with the Bylaws of Circle K International and shall become effective only after the approval of the Florida District of Kiwanis Board of Trustees and the Circle K International Board of Trustees.

Section 2. Amendments to these Bylaws may be proposed not less than sixty (60) days prior to the conference or convention at which proposals will be considered by any club in good standing within the Florida District of Circle K International, the District Board of Trustees, or the District Administrator.

Section 3. The District Board of Trustees shall be authorized to make corrections in grammar, spelling, punctuation, wording, and numbering within the District Bylaws to bring these Bylaws up to date with International Bylaws and Policy Code or to make them grammatically sound if changes do not alter the intended meaning of the Bylaws' provisions.

Article XIII

Administrative and Fiscal Year

Section 1. The administrative year for this District shall begin on April 1 and end on March 31.

Section 2. The fiscal year for this District shall be defined from October 1 to September 30.