



POLICY CODE

Approved by the Florida District of Circle K International, Inc. Board of Trustees January 9, 2021.

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Section A: General Provisions

1. Policy Code
 - a. Any established procedure of the Florida District of Circle K International shall be called a policy and any decision by the District Board concerning the implementation of a policy shall be called an enactment.
 - b. All policies of the District shall be contained in this Policy Code and shall be binding on all officers and clubs of the Florida District. The provisions of this Policy Code are superseded by the Bylaws of the Florida District of Circle K International and by the Circle K International Bylaws and Policy Code.
 - c. The Adoption of this Policy Code shall require a two-thirds (2/3) vote of all seated voting members of the District Board. This Policy Code supersedes and nullifies all earlier policies and rules adopted by the District Board.
 - d. This Policy Code may be amended by a majority vote of the Florida District Board of Officers. Decisions by the District Board concerning the implementation of a policy shall require a simple majority.
 - e. A current copy of this document shall be kept by the members of the District Board, the District Administrator, CKI Committee, and each CKI Club President. A current copy of this Policy Code shall be made available, upon request, to any CKI member in good standing with this District. The District Secretary shall be responsible for the necessary distribution.
 - f. The CKI District Board and the District Administrator shall share responsibility for adherence to this Policy Code.
 - g. The latest edition of Robert's Rules of Order shall be the parliamentary authority for all matters of procedure not addressed by this Policy Code, the District Bylaws or the Circle K International Bylaws and Policy Code.
 - h. The District Board shall annually review this document and adopt any necessary revisions.
2. Policy Definition
 - a. Majority: Unless otherwise defined, the terms "majority" and "simple majority" shall be achieved when more than half of the total, of those eligible to be voting, vote in the affirmative.
 - b. Supermajority: Unless otherwise defined, the terms "supermajority" and "2/3 majority" shall be achieved when 2/3 or more of the total, of those eligible to be voting, vote in the affirmative
 - c. Quorum: the minimum number of members who must be present for business to be transacted.

Section B: The District Board of Trustees

1. District Board Meetings
 - a. The District Board will meet at least five (5) times per administrative year. It is recommended these meetings be held in April (at District Officer's

Training Conference), during the summer (at Summer Board Meeting), October (at Leadership Training Conference), December or January (at Winter Board Meeting) and at District Convention.

- b. The District Secretary shall send out the official call to each Board Meeting at least two weeks in advance. The call shall be made in writing and shall include the time, date and place of the meetings including directions. This shall be mailed to the established District Mailing List.
 - c. Written reports shall be presented at each meeting by all District Board Members and Committee Chairs unless otherwise directed by the Governor. Reports are to be sent to the District Secretary via e-mail, prior to each board meeting.
 - d. Two unexcused absences from regularly scheduled Official District Board meetings by any voting District Board member shall be that board member's resignation from the district office they hold. Any absence may be excused by a majority vote of the District Board, provided that the Governor is informed in advance by the officer as to the cause of their impending absence.
 - e. The Governor may call emergency board meetings at events with no or little prior notice provided that an attempt is made to notify all voting District Board Members prior to the meeting.
 - f. If a District Board meeting is unable to be held in person, the District Board may hold this meeting virtually using a suitable online meeting tool.
2. District Governor
- a. The Governor shall serve as the Chief Executive Officer of the District.
 - b. They shall attend and preside at the CKI District Convention, Leadership Training Conference, District Officers' Training Conference, and all meetings of the District Board. They shall attend the Governor and Administrator's Training Conference (GATC) and oversee all District Committees.
 - c. They shall abide by, fulfill, and enforce all policies and procedures in all district and CKI governing documents.
 - d. They shall attend the Circle K International Convention, The Kiwanis District Convention, and the Key Club District Convention. They shall maintain close contact with the Governors of Kiwanis and Key Club and the CKI International Trustee to keep them fully aware of District CKI activities.
 - e. They shall work to increase the membership of the District and to increase the quality and number of service projects in the District. They shall also work with the District Administrator, appropriate district committees, and Lt. Governors on new club building and the rebuilding of inactive clubs.
 - f. They shall appoint the chairs of the district committees with the approval of the District Board.
 - g. They shall make no less than one visit to each division. They shall attend as many clubs or divisional events as possible.
 - h. They shall ensure that all other District Officers are performing their assigned duties in a satisfactory manner, including reporting, record keeping, and the accounting of funds.

- i. They shall be responsible for the leadership training of club presidents, as well as ensuring that provisions are made for the leadership training of all club officers.
 - j. They shall insure that plans for the District Convention are made and executed by the District Convention Committee in cooperation with the District Board.
 - k. They shall maintain a set of files on past District activities to be passed on to the next administration, shall brief the incoming Governor on the duties of the office, and shall attend the District Officers' Training Conference of the next Administration (if possible).
 - l. They shall submit a monthly report as requested by Circle K International.
3. District Secretary
- a. They shall serve as the administrative officer of the District, keep all appropriate records.
 - b. They shall abide by, fulfill, and enforce all policies and procedures in all district and CKI governing documents.
 - c. They shall take minutes at all District Board Meetings and the House of Delegates at District Convention. They shall send said minutes within fifteen (15) days to the established District Mailing List.
 - d. They shall compile, prior to April 15, a Directory of the addresses and telephone numbers of the newly elected District Board. They shall maintain a District Directory of all club and district officers and advisors that is continually updated.
 - e. They shall be responsible for the District's Mailings, establish a District Mailing List and make monthly address and phone list updates. The District Mailing List shall include: all District Board Members and Committee Chairs; Florida CKI Club officers, faculty advisors, and Kiwanis advisors; the Kiwanis Committee on CKI; the executive district boards of Kiwanis and Key Club as specified in their District Bylaws; the CKI International Trustee; the CKI Director; the President and Secretary of the Florida CKI Alumni Association; the District Administrators of Key Club, Builders Club, K-Kids, and Aktion Club; and the President and Executive Director of the Florida Kiwanis Foundation.
 - f. They shall receive a copy of each club's Monthly Report Form (MRF), shall keep a MRF "score card" according to the Monthly Report Grading Plan, and shall inform each club of its status.
 - g. They shall report a club's status to their respective Division Lieutenant Governor monthly.
 - h. They shall preside over meetings of the district board in the absence of the District Governor.
 - i. They shall attend the CKI District Convention, Leadership Training Conference, District Officers' Training Conference, and all meetings of the District Board. They shall also attend the Circle K International Convention and, when possible, the Kiwanis District Convention and the Key Club District Convention.

- j. They shall send appropriate materials (Monthly Report Forms, District Directories, Meeting Minutes, etc.) to the President of any newly chartered club as soon as possible after notification of charter from Circle K International.
 - k. They shall maintain a set of files on District activities to be passed on to their successor, shall brief the incoming Secretary on the duties of the office, and shall attend the District Officers' Training Conference of the next Administration (if possible).
4. District Treasurer
- a. The District Treasurer shall serve as financial officer of the District, keeping all appropriate financial records.
 - b. They shall abide by, fulfill, and enforce all policies and procedures in all district and CKI governing documents.
 - c. They shall issue a call for District and International dues, advising all clubs how to access the Membership Update Center and where to send dues payments throughout the year.
 - d. They shall submit a written report reflecting the dues status of member clubs at all District Board Meetings and at such other times as the Governor, Administrator or District Board may require.
 - e. They shall inform clubs of their standing by means other than the newsletter (i.e., phone calls, emails, or other forms of written communication).
 - f. They shall work with the appropriate district committees to develop and promote programs for dues incentives and membership growth.
 - g. They shall submit a minimum of two (2) articles to the district newsletter informing clubs on relevant financial matters, such as payment of dues and membership growth program status, to include specifically International and District dues and club status as received by International.
 - h. They shall attend the CKI District Convention, Leadership Training Conference, District Officers' Training Conference, and all meetings of the District Board. They shall attend the Circle K International Convention, the Kiwanis District Convention, and the Key Club District Convention, when possible.
 - i. They shall be responsible for assisting clubs with raising funds and create fundraising programs for the Florida District of Circle K International.
 - j. They shall maintain a proper set of files to be passed on to their successor, shall brief the incoming Treasurer on the duties of the office, and shall attend the District Officers' Training Conference of the next Administration (if possible).
 - k. They shall be a dues paid and active member of their home club.
5. District Editor
- a. They shall abide by, fulfill, and enforce all policies and procedures in all district and CKI governing documents.

- b. The District Editor shall publish no fewer than six (6) issues of Circle Kapers, the official publication of the Florida District. The deadlines for the six issues are June 1st, August 1st, October 1st, December 1st, and March 30th.
 - c. They shall ensure that issues of the Circle Kapers are distributed to the District Board and posted on approved social media formats.
 - d. They shall encourage clubs, members, and district officers to assist in the news gathering efforts of the Circle Kapers.
 - e. They shall attend the CKI District Convention, Leadership Training Conference, District Officers' Training Conference, and all meetings of the District Board. They shall also attend the Circle K International Convention, the Kiwanis District Convention, and the Key Club District Convention, when possible.
 - f. They shall keep proper files to be passed on to their successor, shall brief the incoming Editor on the duties of the office, and shall attend the District Officers' Training Conference of the next Administration (if possible).
6. Lieutenant Governor
- a. The Lieutenant Governor shall abide by, fulfill, and enforce all policies and procedures in all district and CKI governing documents.
 - b. The Florida District shall be subdivided into five Divisions: Citrus, Everglades, Panhandle, Sungold, and Suwannee (see Appendix: FLACKI Map). There shall be a Lieutenant Governor for each established division.
 - c. They shall assist the Governor with the work of the District within their Division with a special emphasis on new club building and membership growth.
 - d. They shall make no less than one (1) official visit to each club within the division. The visit may include club meetings and/or events. This policy shall not apply when travel distance to a club from the Lt. Governor's home club exceeds 150 miles by standard travel routes. In case where this travel distance exceeds 150 miles, the Governor shall establish alternate visitation and communication requirements.
 - e. They shall compile and maintain a complete list of club officers' names, addresses and phone numbers, and submit them to the Governor and Secretary upon request.
 - f. They shall assist in the collection of Club Monthly Reports and District and International dues.
 - g. They shall establish contact with all Kiwanis and Key Club District Officers within the division through introductory letters. They shall keep in continuous contact with these individuals throughout the year, keeping them informed of all CKI events and actions.
 - h. They shall attempt to reactivate any inactive clubs within the division and shall build as many new clubs as possible with the assistance of Kiwanis and other CKI Clubs, and the appropriate district committees.
 - i. They shall hold no fewer than four (4) divisional council meetings with the clubs in the division. They shall actively conduct interclubs and shall hold divisional rallies or other division-wide events as appropriate.

- j. They shall be responsible for the growth of membership, service projects and CKI education within the division. They shall assist each CKI Club President upon request, and keep each club informed of all District and International functions, and shall speak about CKI at club, divisional, and district meetings upon request.
- k. They shall prepare material from the division for no fewer than two (2) issues of Circle Kapers. Each division shall be guaranteed a divisional section in Kapers for members to promote the division and divisional projects.
- l. They shall attend the CKI District Convention, Leadership Training Conference, District Officers' Training Conference and all meetings of the District Board and the Florida District Presidents' Council. They shall also attend the Circle K International Convention, the Kiwanis District Convention, and the Key Club District Convention, when possible.
- m. They shall maintain a proper set of files to be passed on to their successor and shall brief the incoming Lieutenant Governor on the duties of the office.

Section C: District Committees

- 1. Each district committee chair is expected, with the assistance of the district board, to recruit as many members for their committee as necessary for the successful completion of the committee's assigned responsibilities.
- 2. District Committee Chairs shall send a monthly report by the date set by the District Governor.
- 3. Committee Chairs shall complete directives provided by the Governor within the period stated. In the absence of a stated period, the assumed deadline will be prior to the distribution of the next set of directives or end of the term in office, whichever comes first.

Section D: Responsibilities of a Member

- 1. Each member club shall send District and International dues for each member on or before December 1.
- 2. The Secretary of each club shall file an Official Monthly Report. The Official Monthly Report is to be filed with the International Monthly Report Form System.
- 3. Any member club more than sixty (60) days in debt to Circle K International or this District shall be considered not in good standing.
- 4. Any member club must be considered in good standing with Circle K International to be considered in good standing with the District
- 5. Each member club not in good standing with this district may be denied all rights of a club in good standing, including seating delegates and entering awards, provided four (4) weeks' notice of such standing be given for purpose of appeal to the District Board.

Section E: District Convention

1. The District Board shall have full supervision and management over District Convention, under the guidance of the District Administrator and the Florida District of Kiwanis.
2. The District Administrator or the Kiwanis District Executive Director shall handle the hotel contract for the District Convention
3. The District Convention Program shall include:
 - a. The address of the Governor of the Florida District of Kiwanis and the Florida District of Key Club or their representatives;
 - b. The State of the District Address and the Farewell Address of the retiring CKI Governor;
 - c. Educational Workshops;
 - d. The Presentation of District Awards; and
 - e. The Annual House of Delegates.
4. No registration fee shall be refunded after the time specified in registration materials unless explicitly approved at a regularly scheduled meeting of the District Board.

Section F: The Election of District Offices

1. All Candidates for District Office shall be active members in good standing of their home club, the Florida District of CKI and Circle K International.
2. All Candidates to be elected at the convention shall sign a Statement of Commitment to be submitted to the District Administrator at the Candidates' Meeting following the Opening Session.
3. In no event shall a member of this district officially announce a candidacy for District Office or begin campaigning prior to October 1 of the CKI year during which they plan to seek office.
4. All policies related to elections and candidacy for district office not already outlined in the CKI Bylaws, CKI Policy Code, the Florida District Bylaws or Florida District Policy Code shall be delineated in the Candidacy and Election Rules packet. The Candidacy and Elections Rules packet shall be considered part of this policy code for purpose of revision. These rules shall be reviewed and considered part of this policy code. These rules shall be reviewed annually at the Winter Board meeting. Following approval, they will be available on the website and distributed via social media.
5. The Governor shall call for the nominations of candidates for District Office at the Opening Session of the District Convention, in increasing order of office (Editor, Treasurer, Secretary, Governor and International Endorsement).
6. Divisional Caucuses will be held on Saturday Morning, at which time candidates may be introduced, present their platforms and answer questions. Candidates shall be allowed to bring three assistants into caucus (2 aids and 1 introducer). The moderator of each caucus shall be chosen by the Elections and Credentials Chair. Any member of a CKI club in good standing within one of the divisions represented shall be considered a member of a caucus. Only members of a caucus shall be allowed to ask questions of a candidate. Kiwanis Family guests and District Officers shall be allowed to visit a caucus.

7. Voting District Board members shall be prohibited from lending either active or verbal support to any candidate running for District Office. Failure to adhere to this policy may result in disciplinary action against both the candidate and the board member involved, potentially including disqualification of the candidate or removal of the board member involved from office.
8. Voting District Board members can provide candidates with any information or answer any questions relevant to the specific duties and requirements of the office the candidate is seeking. They may also answer questions about the duties and tie commitments of serving on the District Board in general. Involvement of this nature shall not be considered an act of providing active or verbal support to a candidate running for office.
9. Lieutenant Governors shall be elected at a Divisional Council Meeting prior to the District Convention.
 - a. If a Lt. Governor position remains or becomes vacant in a division, the Governor must request written opinions from all presidents of active CKI Clubs within said division about any individuals wishing to be appointed by the District Board. These requests must be made at least fourteen (14) days prior to an appointment of a Lt. Governor.

Section G: The House of Delegates

1. The House of Delegates shall be convened at District Convention. It shall consider Resolutions, Bylaws amendments, the Election of district officers, the State of the District Address and other such business as may properly come before the House.
2. All voting members of the District Board shall serve as Delegates-at-Large. Each member club in good standing is entitled to three (3) voting delegates from a list of certified delegates and alternates, who may vote on any issue brought before the house. Voting delegates must be dues paid members of a member club in good standing.
3. The District Administrator and the International Representative, if present, shall be non-voting members of the House of Delegates and will be available for consultation.
4. The Committee on Elections and Credentials shall report to the House of Delegates the number of clubs represented and the total number of delegates present.
5. District Bylaws Amendments
 - a. Only member clubs in good standing or the district board may propose amendments to the District Bylaws.
 - b. Amendments proposed by clubs must be submitted in writing and be received by the District Secretary or the Legal Committee Chair at least sixty (60) days prior to the opening of the convention. The Legal Committee shall decide if the proposed amendment(s) meets the criteria for submission to the House of Delegates. Such criteria will include clarity of intent and absence of conflicts with other sections of the Bylaws. If time permits, the Legal Committee may advise the

submitting club on how to revise their proposal to qualify for consideration by the House of Delegates.

- c. All proposed amendments will be sent to member clubs no less than thirty (30) days prior to the opening of the convention and to all convention registrants no less than fifteen (15) days prior to the opening of the convention.

6. Nominations and Elections of District Officers

- a. When the agenda of the House of Delegates calls for nomination of District officers, the presiding officer shall receive nominations for the office of Governor. All nominees must be present when nominated. The nomination of a candidate who has not filed a Statement of Commitment or has not presented their self in the caucus session shall not be accepted. The requirement to caucus may be waived by a majority vote of all seated delegates.
- b. Each candidate shall be given one minute for a nominating speech and three minutes for their own remarks. Nominations will then be closed, and the balloting conducted.
- c. When the results of the election of the Governor are announced, the presiding officer shall call for the nominations of District Secretary under the restriction listed paragraph G.A.1.
- d. Each candidate shall be given thirty seconds for a nominating speech and two minutes for their own remarks. Nominations will then be closed, and the balloting conducted.
- e. When the results of the election of the Secretary are announced, the presiding officer shall call for the nominations of District Treasurer under the restrictions listed in paragraph G.A.1.
- f. Each candidate shall be given thirty seconds for a nominating speech and two minutes for their own remarks. Nominations will then be closed, and the balloting conducted.
- g. When the results of the election of Treasurer are announced, the presiding officer shall call for the nominations of District Editor under the restrictions listed in paragraph G.A.1.
- h. Each candidate shall be given thirty seconds for a nominating speech and two minutes for their own remarks. Nominations will then be closed, and the balloting conducted.
- i. When the results of these elections are announced, the presiding officer shall call for the nominations of candidates for Lt. Governor, alphabetically, by Division under the restrictions listed in paragraph G.a.1. Delegates may only nominate candidates for Lt. Governor of their home division.
- j. Each candidate shall be given thirty seconds for a nominating speech and one minute for their own remarks. Nominations will then be closed.
- k. Ballots will then be distributed to the delegates by division. Only the Delegates and Delegates-at-Large whose home club lies in a particular division may vote for the Lt. Governor of that division.

- I. Unsuccessful candidates may be nominated in the later elections.

Section H: Removal of District Officer

1. Violation of Policies

For violation of policies outlined in the Circle K International Governing Documents and Florida District of Circle K International Governing Documents.

a. Notification Process

- i. Notification of the District Governor, District Administrator and District Legal Chair.
 1. Within five (5) business days of discovering that a District Board Member is in violation of the Circle K International or Florida District of CKI Governing Documents, the District Governor, District Administrator and District Legal chair shall be notified.
- ii. Notification of the Board Member in violation
 1. Within five (5) business days of notification, the District Governor or District Administrator shall notify the member in writing.
 2. It is suggested, but not required, that the Board Member in violation also be contacted via telephone.
- iii. Notification of the District Board
 1. Within three (3) business days of notifying the Board Member in violation, the District Governor or District Administrator shall notify the entire District Board of the situation.
 2. The notification shall include, but not limited to, the policy that was violated, a timeline of events, and information of the removal process.
- iv. Notification of Non-Florida District Board Members
 1. Notification of Non-Florida District Board Members shall be at the discretion of the District Governor and District Administrator.
 2. Care shall be taken to preserve the Board Member in violation's reputation.

b. Documentation Process

- i. What is to be Documented
 1. A record of all required notifications shall be made
 2. Materials that support the existence of a violation shall be recorded.
- ii. Documentation Storage
 1. All documentation shall be recorded at the Florida District Office and maintained by the Florida District Office Staff and District Administrator.
- iii. Availability of Documentation

1. Documentation shall be made available to any member of the Florida District of CKI.
 2. Documentation shall be made available to non-members of the Florida District only at the discretion of the District Governor and District Administrator.
- c. District Board Action
- i. Need for CKI Board Action:
A vacancy shall become official only by a super-majority (at least 2/3rd) vote of the District Board
 - ii. Need for a Special Meeting:
If it is necessary to decide prior to a scheduled District Board Meeting, a special meeting will be called in accordance with the Florida District of CKI procedure.
- d. Status of the Board Member in Violation
- i. Pending Status:
 1. Refer to section H.2.e.i.
 - ii. Declared Vacancy:
 1. Refer to section H.2.d.iii.
2. Poor Performance
- a. Complaint Process: Filing Complaints:
 - i. Any member club in good standing of the Florida District of CKI or District Board Member shall have the ability to file a complaint against a District Board Member.
 - ii. A complaint shall only address the activities of one Board Member
 - iii. Complaint Contents shall include but not limited to:
 1. A written summary of the alleged performance deficiencies.
 2. Materials that support the claims made in the summary.
 3. A formal request for the District Board member to be removed.
 4. If the complaint is from a club in good standing, the minutes of the club meeting during which the complaint was approved shall be included.
 - b. Notification Process
 - i. Refer to Section 1.1a
 - c. Documentation Process
 - i. Refer to Section 1.1b
 - d. CKI Board Action
 - i. Spurious Complaints
 1. Any complaint considered to be spurious in nature by the District Governor, District Administrator, and District Legal Chair shall be dismissed.
 2. To decide whether the complaint is spurious, the District Governor, District Administrator, and District Legal Chair

shall meet within three (3) business days of receipt of the complaint.

3. A written explanation of the decision to dismiss the complaint shall be sent within five (5) business days of the decision.
 4. If the District Governor or District Legal chair is implicated in the complaint, that officer will not be allowed to decide whether to dismiss the complaint.
- ii. Hearing
 1. Before an officer can be removed, a hearing will be held to evaluate the merit of the complaint.
 2. During the hearing, the Board Member in question will not be considered a member of the District Board and therefore will have no voting privilege.
 - iii. Declaration of Vacancy
 1. Immediately following the hearing, the District Board shall move into executive session and shall entertain a motion to remove the Board Member
 2. The Board Member in Question shall neither be allowed to be present during the motion nor to have a vote.
 3. A Board Member may only be removed by a supermajority vote of the District Board.
 4. The decision to remove the Board Member shall take effect immediately
- e. Status of the Board Member in Violation
 - i. Pending Status:
 1. Upon determination that a complaint is not spurious, the District Governor and District Administrator shall declare the Board Member in violation on Pending Status. At this time, the Board Member in Question shall maintain full rights and privileges of office.
 - ii. Removed Status
 1. Once the District Board decides, according to these procedures, to remove an officer, that office is declared vacant. At this time, the Board member in Question loses the rights and privileges of office.

Section I: Replacement of District Officer

1. Procedure
 - a. Following a declaration of vacancy in office, the District Board shall be charged with filling the vacant position. Vacancies shall be established by Policy Code Section H: Removal of a District Board Member, or by submission of a letter of resignation to the District Governor and District Administrator.
2. Vacancy Before District Officer Training

- a. If a vacancy occurs at District Convention, the District Board will act quickly to elect a new member into the office before District Officer Training, as outlined in these policies.
- b. If a vacancy occurs after District Officer Training the District Board will act quickly to fill the position.

Section J: Training Conferences

1. Club Leadership Education (CLE)

- a. Club Leadership Education (CLE) Training shall be held between the District Convention (DCON) and the District Officer Training Conference (DOTC). The out-going Governor is expected to help the planning of this event.

2. District Officers' Training Conference (DOTC)

- a. District Officers' Training Conference (DOTC) shall be held before Summer. All incoming District Officers shall attend. *(If 2021 Bylaw amendment is approved)*
- b. The Governor-Elect and District Administrator shall set the agenda for this conference which shall include; all proper forms of correspondence, Club and District Officer Monthly Reports, Club Building, Public Speaking, and other topics germane to the effective execution of District Duties. District Officers will be provided extensive training in their positions, sufficient background information to understand the status of the individual clubs and the district, and the opportunity to set the goals and focus areas of the board for the year.

3. Fall Conference

- a. Fall Conference shall be held in either September or October, as determined by the availability of the location.
- b. The Governor, District Convention Chair and District Administrator shall have the primary responsibility for setting the agenda for this conference, which shall focus on building the leadership potential of members in the Florida District.

Section K: District Awards

1. All Policies about district awards shall be delineated in the Florida District Awards Manual. The Awards Manual shall be considered appendices of this policy code for the purpose of revisions. Any changes to the Florida District Awards Manual shall become effective the following administrative year.

Section L: Official Monthly Report

1. Each club must submit an official monthly report for each month of the administrative year.
2. In the event a club secretary is unable to complete the Official Monthly Report prior to the 5th of the following month, they may receive an extension to the 15th day of the month by contacting the District Secretary on or before

the 5th. Each club may receive up to three extensions in a given administrative year.

3. Each month, the District Secretary shall be responsible for recording all hours submitted by a club secretary, as well as a club's status:
 - a. Submitted
 - b. Not Submitted
 - c. Submitted, but no activity

The club's status shall then be reported to their respective Division Lieutenant Governor/Liaison monthly.

4. The following Hours Definitions shall be used on all Florida District Monthly Reports
 - a. Service (SE)
 - i. A service hour is sixty (60) minutes of work spent on activities and projects that benefit the community at large, the campus, and/or the student body of the college/ university.
 - ii. Travel to a service project exceeding half an hour of travel shall be considered service hours. Time spent for mealtime, social time, or overnight stops, does not count as service hours.
 - iii. Service administration shall be defined as the preparation time spent coordinating a particular service project. Service administration shall be considered service hours, with a limit of one hundred (100) administrative service hours per administrative year.
 - iv. Service hours performed by CKI members that are not organized or promoted by a CKI club, CKI district, CKI in general or the Kiwanis family shall not be counted as hours performed by a club.
 - v. Service performed by a paid dues CKI member for a project promoted by the CKI Club shall count as service hours performed by the club.
 - vi. Hours spent by a non-CKI member for a project promoted by the CKI Club shall count as service hours performed by the club.
 - vii. Hours spent by non-CKI members such as faculty advisors, members of the sponsoring Kiwanis club, and honorary members shall not be counted as service hours performed by the club.
 - viii. If a member completes service hours outside of a service project promoted or planned by the CKI club, the member must receive permission from the club's president and club's secretary for the hours to be recorded to the club's total hours.
 - ix. Total club service hours on a project are to be reported as the sum of each member's individual hours on the project.
 - b. Fundraising (FR)
 - i. A fundraising activity is one for which payment, profit, or donations are received exclusively for the administrative,

- promotional, dues subsidization, or convention expenses for your CKI club.
- ii. Any time spent preparing a fundraiser shall count towards a member's service hours.
- c. Social (SO)
- i. Social hours are hours spent on activities that are "social" ... going out to eat, to the movies, at a party, etc. You need 5 dues paid members to have a social. To be an eligible social, it must be announced through an e-mail, at a club meeting, posted on a club website, or available on any other source where the information is accessible to all dues paid members.
- d. Interclubs (IN)
- i. An interclub shall be defined as a meeting or event organized by one or more CKI clubs with at least two (2) CKI clubs in attendance, each having two (2) or more members present.
 - ii. Clubs in formation may count as a club for the purpose of calculating an interclub.
 - iii. A meeting or event organized by the international or district levels of CKI shall not count as an interclub
 - iv. Each CKI club with two (2) or more members present will have individually completed an interclub, and will report having attended one interclub, regardless of the number of clubs present.
- e. Kiwanis Family Relations (KFR)
- i. A Kiwanis Family Function is any project, meeting, banquet, rally, conference, or convention of CKI, Kiwanis, Key Club, Builders Club, K-Kids Club, Aktion Club, or other Kiwanis sponsored organization.
 - ii. Kiwanis Family Relation (KFR) shall be defined as a meeting or event attended by at least one CKI club and at least one club from another branch of the Kiwanis Family, each having two (2) or more members present.
 - iii. A meeting or event organized by the international or district levels of CKI shall not count as a KFR.
 - iv. Each CKI club with two (2) or more members present will have individually completed one KFR and will report having one KFR, regardless of the number of levels present
 - v. If there is more than one CKI club at the KFR event, with each club having at least (2) members in attendance, the KFR event shall also count as an interclub.

Section M: Florida District CKI Week

1. The purpose of Florida District CKI Week is to promote the implementation of the CKI Service Partners and Service Initiative while further strengthening the relations with other branches of the Kiwanis Family within the Florida District as well as strengthening the District as a whole.

2. The functions and timelines of the Florida District CKI Week shall be decided on by the District Board.

Section N: District Possessions

1. District Mascot
 - a. The Official Florida District mascot is FLACKI the Flamingo.
 - b. The mascot shall be taken to all District events including District Convention.
 - c. Only one mascot may be chosen by the district at any time and that mascot must be retired before a new mascot is chosen.
 - d. The mascot can be any inanimate, nonperishable object that can be easily carried.
 - e. Clubs that handle the mascot shall use due care to ensure that the mascot is safe and not exposed to harsh elements. The club shall not treat the mascot in a manner intended to cause real humiliation to the district.
 - f. If the mascot is vandalized or lost, it is the responsibility of the stealing club to repair, if possible, or replace the mascot.
2. Theft
 - a. Theft of any item belonging specifically to the Florida District of CKI is prohibited. This includes items belonging to the District Administrator, Florida CKI Committee members, or items used by members of the District Board.

Section O: Protocol

1. The club president or presiding officer shall receive International Officers, District Officers, and the Guest Speaker prior to the opening of the meeting and escort them to seats at the head table (if any). The president should do the same for any visitor whom, in their opinion, is entitled to such courtesy.
2. Any speaker taking part in the meeting's program should always be properly introduced and thanked. The speaker should be provided with a speaker's stand or podium. The main speaker should not be expected to pay for their meal if one is served.
3. No person should be expected to speak at any function without prior notifications.
4. Each club President shall maintain a cordial and honest relationship with the club's Lt. Governor throughout the year. On any official visit of the Lt. Governor, the president should give the Lt. Governor every courtesy. The Lt. Governor should not be expected to pay for their meal if one is served.
5. Upon introduction of the District Governor, the membership shall rise with applause in respect to the position. A Past District Governor is not given this honor unless they are the speaker for the meeting. The Governor should not be expected to pay for their meal if one is served.
6. The national flag shall be placed to the right of the speaker, not the audience.

7. All members should be standing for any invocation.
8. If formal dress is to be worn, advise visitors in writing.
9. Provisions should be made in the club budget to aid all delegates to the convention.

Section P: Conduct

1. Code of Conduct

The following Code of Conduct shall be in effect at all Florida District conventions and events:

- a. No drugs of any nature, except for prescribed medication, will be allowed in the possession of anyone in attendance.
- b. The Circle K International Sponsored Conventions and Events Alcohol Policy, prohibiting the possession, sale, and/or consumption of alcoholic beverages during any event or situation sponsored or promoted by Circle K International policies will always be enforced during the event.
- c. Sexual harassment is defined as behavior marked by aggressive or harassing remarks, unwanted physical contact or sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature which is unsolicited and offensive to the individual or otherwise creates an intimidating, hostile or offensive environment. Circle K International will not tolerate sexual harassment.
- d. There is no curfew hour; however, please be considerate of those around you. Loud noises and disruptive behavior will not be tolerated.
- e. Smoking is prohibited at all general sessions, contests, workshops, and caucuses. Individuals who wish to smoke must do so in the areas as allowed by the facility.
- f. Care shall be taken not to deface or destroy any property. Any damages will be paid for by the individual(s) responsible.
- g. All CKI members are expected to conduct themselves as responsible, professional men and women and are required to attend all sessions and activities.
- h. All Circle K International sponsored conventions and events will be a judgement free zone.
- i. Every attendee will respect the authority of the District Administrator.
- j. Infractions of the code of conduct will be reported to the District Administrator. Appropriate action will be taken for any infraction, including the dismissal of any attendee from the event at the expense of the individual.
- k. The code of conduct is in effect from the moment an attendee arrives at the event until the moment they leave.

2. Alcohol Policy

- a. Alcoholic beverages shall not be served at any official CKI function, nor shall they be consumed by any participant. Violations of this

policy shall be dealt with according to the Policy Code of Circle K International.

3. Violations

- a. A violation of the policy defining conduct unbecoming of a member of CKI may result in disciplinary action against the offending member. Disciplinary action can result in a private reprimand, a public reprimand, or dismissal from the organization.
- b. A private reprimand is communicated to the individual violating the "conduct policy" as a warning.
- c. A public reprimand requires notification of the District Board or District Governor of the individual violating the "conduct policy".

Appendix: FLACKI Map

