

# California-Nevada-Hawai'i District

## Circle K International

### District Operating Procedures

*Strikethroughs and underlined portions are pending Kiwanis approval.*

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**100 The Circle K District**

**110 Purpose**

The purpose of the Circle K District is to assist in the efficient functioning of each local Circle K club and to extend the Circle K program to additional college campuses. The Circle K leadership and organization should have a full understanding of the purpose of the Circle K District, and its relationship to the responsibilities of Kiwanis.

(I. 1, II)

**120 Operating Procedures**

Operating Procedures for District Circle K activities shall be governed by the Circle K District Bylaws, the Constitution and Bylaws of Circle K International, the Official Policies of Kiwanis International, and these official District Operating Procedures. A simplified District structure is desirable and must be maintained. Specific sections of the District Bylaws referred to in these Operating Procedures will be designated in parentheses as such, (Article I Section 1).

(VI. 2b)

**200 Circle K Divisions**

210 The Circle K division is an integral part of the Circle K District organization and is used for administrative purposes of the District. The division is headed by a Circle K Lieutenant Governor, who is an elected Circle K District Officer.

(VI. 3)

220 Creation of Circle K divisions depends upon the number of existing Circle K clubs and the geographical factors affecting the clubs and the District. To improve liaisons and communications, the Circle K divisions should be similar to the Kiwanis regions or zones. However, for better Circle K administration, certain schools may be reassigned from one Circle K division to another.

(VI.2, V. 1b, VI.3)

**230 Divisional Boundaries**

Circle K divisional boundaries are determined by the boundaries of the Kiwanis divisions they contain. Several Kiwanis divisions are combined to form one Circle K division.

**231 Capital Division**

Capital Division includes Kiwanis Divisions 7, 14, 23, 27, 39, 44, and 45.

**232 Central Coast Division**

Central Coast Division includes Kiwanis Divisions 5, 18, 24, 29, 33, 42, and 46.

**233 Citrus Division**

Citrus Division includes Kiwanis Divisions 4, 30, and 41.

**234 Desert Oasis Division**

Desert Oasis Division includes Kiwanis Divisions 28, 36, 38, and 47, as well as those portions of Division 15 that include the cities of Jurupa Valley, Norco, and Riverside.

**235 Foothill Division**

Foothill Division includes Kiwanis Divisions 3, 10, and 35, as well as those portions of Division 15 that are not included in the Desert Oasis Division.

**236 Golden Gate Division**

Golden Gate Division includes Kiwanis Divisions 2, 8, 20, 26, and 32, as well as those portions of Division 34 that include the cities of San Francisco and South San Francisco.

**237 Metro Division**

Metro Division includes Kiwanis Divisions 13, 16, and 19.

**238 Paradise Division**

Paradise Division includes Kiwanis Divisions 11, 21, 22, 31, and 37

**239 Sunset Division**

Sunset Division includes Kiwanis Divisions 12 and 43, as well as those portions of Division 34 that are not included in the Golden Gate Division.

**300 Circle K District Board of Officers**

**301 Executive Board**

The District Governor, District Secretary, and District Treasurer, shall be collectively called the “Executive Board.” This term shall be used for reference purposes and does not apply any special powers or privileges.

**310 General Responsibilities**

The Circle K District Board of Officers is responsible for the management and control of the affairs of the Circle K District, subject to the Circle K District Bylaws and to the direction and approval of the Kiwanis District Board of Trustees. Such direction and approval may be exercised through (1) the Kiwanis District Governor or Governor-Elect, and/or (2) the Kiwanis District Circle K Administrator. The Circle K District Board shall study ways and means for building and strengthening Circle K clubs in the District.

(VI. 2a)

**320 Administrative Year**

The administrative year begins on the first day of April following the District Convention where the members of the District Board are elected. If the convention takes place later than the first full weekend in April, the year shall begin on April 15th.

321 In a year during which no District Convention is held, the administrative year shall end one year after it began.

(V. 3)

**330 General Duties of All Officers**

- 331 Increase the quality of service projects and membership in the District. As a service of the Circle K District, worthwhile local Circle K club activities and administrative suggestions will be disseminated in writing to all Circle K clubs in the District.
- 332 Be familiar with the Circle K programs as outlined in the various International and District publications.
- 333 Speak on Circle K, when requested, at Kiwanis club meetings and Kiwanis District meetings, provided that the meetings can fit into the officer's schedule, and that the cost of travel shall be both minimal and reasonable.
- 334 Assist, whenever possible, the Kiwanis District Circle K Committee on Circle K and local Kiwanis clubs in the building and reactivation of Circle K clubs.
- 335 Assist in the collection of District and International dues.
- 336 The members of the Board shall attend the District Convention, the Fall Training Conference, and all meetings of the District Board of Officers. If possible, officers should attend the Circle K International Convention and any Kiwanis District conferences or conventions.
- 337 Develop proper communication within Circle K and the entire Kiwanis Family. This includes keeping the general office of Circle K International, the Kiwanis District Secretary, the Circle K District Secretary, and the Circle K District Administrator informed of the officers' current addresses and telephone numbers.
- 338 Submit any administrative reports required by International or the District, on time.
- 339 Arrange for the transfer of the officer's files to the duly elected successor. All Circle K District records are the property of the District and not that of any individual officer, and must be carefully kept and properly transmitted.

(V. 2, 3, 5, 6, VI. 1, IX)

#### **340 Specific Duties**

##### **341 Governor**

- 341.1 Be the executive officer of the Circle K District.
- 341.2 Preside at all official District functions, including meetings of the Board of Officers, Fall Training Conference, and District Convention.
- 341.3 Be responsible for the leadership training of all officers.
- 341.4 Be an ex-officio member of all standing and special District committees.
- 341.5 Be responsible for assisting in the planning of both the Fall Training Conference and the District Convention.
- 341.6 Work closely, at all times, with the Kiwanis District Governor and the Governor's appointed representatives, the District Circle K Administrator, and the Kiwanis Circle K Committee.
- 341.7 Attend Kiwanis District meetings through arrangements made with the Kiwanis District Governor and District Circle K Administrator.

- 341.8 Keep close check on the work of the other Circle K District Officers with special emphasis on keeping records and the careful accounting of District funds.
- 341.9 Appoint convention chairs, committee chairs, and other committee members, with the exception of the Finance and Fundraising Committee.
- 341.10 Upon taking office, work with the Treasurer and District Administrator to develop a District Operations Budget for the upcoming year, and to submit it to the Board of Officers for approval.
- 341.11 At the beginning of the administrative year, develop and distribute a monthly report form for District Officers, and one for clubs.

(V. 4a, VII. 2, VIII. 4, X. 6,7)

- 341.12 In the event of a resignation submitted by letter received by the District Governor and District Administrator of any member of the Circle K District Board of Officers, seven days after received, the Governor can conditionally accept it on behalf of the District Board of Officers pending the Board of Officers' approval at their next board meeting. If a candidate is found prior to the next District Board Meeting, the Governor will attempt to contact each voting member of the Circle K District Board for their opinions and pending approval by the Governor and the Circle K District Administrator, the Governor will appoint an individual to perform the duties of that office pending final approval by the District Board Officers at their next board meeting.
- 341.13 In the event of a necessitated absence of the District Treasurer as determined by the Circle K District Governor and District Administrator, the District Governor and the Circle K District Administrator will be authorized to sign vouchers to insure the smooth running of the District. The Governor and Administrator may determine the Treasurer to be on a necessitated absence for one of the following reasons: a) the Treasurer has informed the Governor and Administrator in writing that they will be gone for an extended period of time and request that the Governor and Administrator process vouchers, b) a lengthy period of time, as determined by the Governor and the Administrator, has passed without contact with the Treasurer. For there to be a period of no contact, the Governor must have tried to contact the Treasurer several times through phone and written communication with no response being received back. If a necessitated absence is determined through option b, then the Governor must make immediate written or verbal notification of this action to the District Board of Officers. For this section, the terms in writing and written cannot be satisfied with electronic mail. Also, for the vouchers to be processed during a necessitated absence, they must have the signatures of both the Governor and the Administrator.

## **342 Lieutenant Governor**

- 342.1 Assist the Governor in the work of the Circle K District within the officer's respective division.
- 342.2 Attend, except in special circumstances, a meeting of each club in the officer's division at least once per term (twice annually), and the charter party of any new club in the division.
- 342.3 Conduct training conferences for officers and members of the clubs in the division, and hold division social functions as appropriate.
- 342.4 Compile a complete list of club officers' names and addresses, and submit them to the District Secretary, the District, the District Office, and to the Administrator of Circle K International.
- 342.5 Assist the Publications Editor by preparing and submitting material concerning the division for publication.

- 342.6 Work closely with the Kiwanis Family Lieutenant Governors and the Kiwanis District Circle K Committee for the respective Circle K division.
- 342.7 Submit monthly reports of activities to the District Governor, the District Secretary, the District Administrator, the Kiwanis Committee member(s), and the International Representative. These reports shall be in a format specified by the Governor, and should be received by the above no later than the 10th of each month
- 342.8 Perform such other duties as may be assigned by the Governor or the Board of Officers.

(V. 4b, VI 3)

### **343 Secretary**

- 343.1 Keep all records of the District Convention and the meetings of the Board of Officers. Within thirty (30) days after any meeting of the Board and the District Convention, the Secretary shall make a report of the proceedings, including a complete synopsis of all actions taken, and transmit a copy thereof to each member of the Board, the Administrator of Circle K International, the president of each Circle K club in the District, the Kiwanis District Governor, the Kiwanis District Circle K Committee, and the Kiwanis District Office.
- 343.2 Submit all communications received from Circle K International, the Kiwanis District, and others, to the proper officers and/or committees.
- 343.3 Cooperate with the Circle K District Governor in forwarding all official reports required by Circle K International or the Kiwanis District.
- 343.4 Work with the District Circle K Administrator and the Kiwanis District Secretary, who will assist with handling the details in maintaining records of the Circle K District.
- 343.5 Notify the Kiwanis Governor, the Kiwanis District Circle K Committee, all club presidents, the Circle K District committee chairs, and the members of the Board of Officers, in writing, no less than thirty (30) days in advance of all regular meetings of the Board of Officers, including time, date, place, and directions.
- 343.6 Send a tentative agenda prepared by the Governor no less than two (2) weeks before any regular meeting of the Board of Officers to the persons listed in Section 343.5.
- 343.7 Issue an official call to convention no less than thirty (30) days beforehand to the District Administrator, International Administrator, Kiwanis District Governor, Key Club District Governor, and the KIWIN'S District Governor.
- 343.8 Receive club monthly reports and publish at each regular board meeting a list of which clubs have submitted monthly reports for the preceding months. This list should be broken down by division, and should include when the report was received, and if any special needs were noted.
- 343.9 Submit monthly reports of activities to the District Governor, the District Administrator, the Kiwanis Committee member, and the International Representative. These reports shall be in a format specified by the Governor, and should be received by the above no later than the 10th of each month.
- 343.10 Perform such other duties as may be assigned by the Governor or the Board of Officers.



- 343.11 Review the official documents of Circle K International, including but not limited to: District Bylaws, District Operating Procedures, International Bylaws, and International Policy Code, in order to ensure that these documents are up to date and consistent.

(V. 4c, VI. 5, 6, 7, 10, 11, VIII. 2, 10)

#### **344 Treasurer**

- 344.1 Under the supervision of the Kiwanis District Director of Service Leadership Programs assist in the collection and oversee the disbursement of all District dues, convention registration fees, and other District income.
- 344.2 Work closely with the Kiwanis District Director of Service Leadership Programs to assure that proper accounting procedures are used, and that all disbursements are within the Circle K budget and are made with proper authorizations on the vouchers.
- 344.3 Continue to fulfill all responsibilities until the accounting for the records, receipts, and disbursements for the fiscal year has been completed.
- 344.4 Make a financial report to all meetings of the Circle K Board of Officers, the Circle K District Convention, and such other times as the Circle K Governor or Board of Officers, or the Kiwanis District Board, may require.
- 344.5 Have books open at all times for inspection by the Governor, Board of Officers, District Administrator, and/or any authorized auditor.
- 344.6 Chair the Finance and Fundraising Committee and actively commit to raising funds for the District.
- 344.7 Upon taking office, work with the Governor and District Administrator to develop a District Operations Budget for the upcoming year, and submit it to the Board of Officers for approval.
- 344.8 Submit monthly reports of activities to the District Governor, the District Administrator, the Kiwanis Committee member, and the International Representative. These reports shall be in a format specified by the Governor, and should be received by the above no later than the 10th of each month.
- 344.9 Perform such other duties as may be assigned by the Governor or the Board of Officers.

(V. 4d, X. 6, 7, 8)

#### **345 Publications Editor**

- 345.1 Be the Editor of the District publication, called the "Sunburst" and be responsible for its content.
- 345.2 Work with the Communications and Marketing Committee to help with the administrative duties of publishing and distributing the "Sunburst" and relaying information to clubs via the Member Bimonthly Mailing List.
- 345.3 The Publications Editor shall produce seasonal publications (minimum four) comprising of articles submitted by members and officers of the District, members of the District Board of Officers, and committee chairs

#### **346 Immediate Past Governor**

Serve as an advisor to the District Board of Officers as a non-voting, ex-officio member.

**350 Meetings**

The Circle K District Board of Officers will hold at least six meetings annually. Such meetings will be: (1) immediately following their election at the District Convention; (2) within one month thereafter for the purpose of training; (3) during the summer and not later than the Kiwanis District Convention; (4) at the Fall Training Conference; (5) at least one month prior to the District Convention; and (6) immediately prior to the District Convention. Other meetings may be held only with the approval of the Kiwanis District Circle K Administrator.

351 At District Convention after election of the new District Board the exiting District Board members must hold a transitional District Board meeting before the new Board takes office.

352 All meetings of the Board of Officers are open to any member of the District.

353 A closed session of the Board of Officers may be called for just cause. A two-thirds (2/3) vote of the Board and approval of the District Administrator are required.

354 An online closed session discussion of the District Board of Officers, consisting of the Governor, Secretary, Treasurer, and Lieutenant Governors. This meeting shall be called by the District Governor-Elect between District Convention and prior to the Spring District Board Weekend. This closed session discussion will be called to discuss the Governor's initial District Board appointments.

355 A quorum is a majority of the voting members of the District Board, and a majority of the voting members present shall decide any question, except where a greater proportion is needed.

356 Sites for the Circle K District Convention and the Fall Training Conference will be selected by the Circle K District Board of Officers, subject to the approval of the Kiwanis District Circle K Administrator and the Kiwanis District Board of Trustees. The site for the International Convention shall be as announced by the Circle K International Board. The Circle K District Governor, subject to the approval of the Board of Officers and/or the Kiwanis District Circle K Administrator will select sites for the other meetings of the Circle K District Board of Officers.

**358 Special Meeting**

A special meeting of the Board of Officers may be called to address issues of extreme urgency that arise between regularly scheduled meetings.

358.1 A special meeting may be called by the Governor, or at the written request of two-thirds (2/3) of the members of the District Board. Such meeting shall only be called with the approval of the District Administrator.

358.2 The District Secretary shall give notice of the meeting no less than ten (10) days prior to the date of the meeting. For the purpose of this section, personal telephone contact is considered adequate notice.

358.3 The meeting notice shall contain the specific purpose for which the meeting is called, and no business other than that stated in the notice may be discussed at such a meeting

(VI. 4, 5, 6, 7, 8, 9, 10, 11, VIII. 1)

**360 District Committees**

The purpose of the Circle K District committees is to assist the Board of Officers, in the specific areas outlined by the Governor and subject to the Board's approval, in their support of the local Circle K clubs.

- 360.1 Because of the large amount of responsibility they carry, if possible, District Officers should not chair committees. Whenever practical, appointees of the District Board should chair committees at the discretion of the Governor as described in Section 341.9.
- 360.2 All committee chairpersons shall be required to sign a District Committee Chairpersons Service Agreement that shall be provided by the District Board.

#### **365 Division Leadership Team**

The purpose of the Circle K Division Leadership Team is to assist their respective Lieutenant Governor, in the specific areas outlined by the Lieutenant Governor and subject to the Regional Advisor's approval, in their support of the local Circle K chapters.

- 365.1 Because of the large amount of responsibility they carry, if possible, District Officers should not be in a Lieutenant Governor's divisional leadership team.
- 365.2 All divisional leadership team members shall be required to sign a Divisional Leadership Team Service Agreement that shall be provided by the Lieutenant Governor & Regional Advisor.

#### **370 District Publication**

The official publication of the California-Nevada-Hawaii District of Circle K International shall be known as the "Sunburst" and shall be published by the Circle K District Board of Officers.

- 371 All publications shall reflect favorably on the objects and objectives of Circle K and shall inform members of Circle K activities. No editorials, pictures, or illustrations shall impugn or reflect unfavorably on the good name of Circle K or Kiwanis.
- 372 The "Sunburst" shall be published no less than four (4) and no more than six (6) times annually.

#### **400 Circle K District Conventions and Conferences**

##### **401 Site Locations**

The site selection considerations for the District Convention and Fall Training Conference shall be as follows. First consideration shall be the regional location, with north being Bakersfield and everything north of that. The District Convention be located in the southern region of the Circle K District. The Fall Training Conference shall be found available in the northern region of the Circle K District.

##### **409 District Convention**

##### **410 Date and Place**

The annual District Convention shall be held after the second weekend in February and convene before the first full weekend in April. The exact date and location shall be determined approximately one (1) year in advance by the Circle K District Board and the Kiwanis District Administrator for Circle K. Approval for the date and location of the convention must be obtained from the Kiwanis District Board of Trustees.

- 411 The convention shall be scheduled for a weekend or vacation period.

412 No less than thirty (30) days before the opening of the District Convention, the Secretary shall send the official call to convention via mail or electronic mail to the District and International Administrators, and to the Kiwanis, KIWIN'S, and Key Club Governors. The Circle K and Kiwanis clubs in the District should be notified of the time and place of the upcoming convention as soon as they are approved to facilitate planning.

(VIII. 1, 2)

#### 420 **Budget**

A convention budget, including the registration fees, must be prepared and approved as specified in Section 540. The Circle K District Convention and Fall Training Conference should be entirely self-supporting through a registration fee. The anticipated convention expenses should not exceed the anticipated revenues.

421 The budget must provide for all expenses, including, but not limited to, the following: (1) cost of each convention meal (2) awards and ribbons (3) registration materials, badges, etcetera (4) guest speakers, complimentary registration, and complimentary rooms (5) printing of programs and tickets (6) equipment and (7) entertainment.

422 All materials purchased for the District Convention and Fall Training Conference shall be cleared through the District Office, and a purchase order used to obtain them. All non-perishable materials purchased for the District Convention or Fall Training Conference shall become the property of the California—Nevada—Hawai'i District of Circle K International.

(X. 6b)

#### 430 **Convention Site**

Accommodations selected for the District Convention must be relatively inexpensive and conveniently located. The convention site must have ample meeting room space for general sessions, workshops, and election caucuses.

431 The Circle K Board should work with the Kiwanis District Director of Service Leadership Programs on the details and costs of potential convention sites.

432 Before final planning is undertaken, firm commitments and written contracts concerning room rates, meal costs, and space availability must be obtained by the Kiwanis District Director of Service Leadership Programs from the hotel and caterers involved.

#### 440 **Convention Program**

The convention program should be varied and interesting, but pertinent to the problems and needs of the Circle K clubs in the Circle K District. It should be a well-balanced program leaving ample time for conducting District business.

441 Speakers should be engaged well in advance of the convention date. The Kiwanis District Governor, Kiwanis District Governor - Elect, the Key Club District Governor, the KIWIN'S District Governor, and the official representative from the Circle K International Board should be invited to attend and speak during the convention.

442 Other speakers, such as other Kiwanis representatives, local businesspeople or professionals, or civic leaders may be invited to speak. The District Convention Committee should obtain such additional speakers.

- 443 Entertainment spots on the program should be filled by talented Circle K members. In the absence of such talented Circle K members, entertainment spots should be filled by members of the hosting community.
- 444 All convention general business sessions or conferences should be well planned, and a detailed agenda prepared for each. Those who are selected to preside over each convention session or meeting should be advised of their specific responsibilities at least three (3) weeks in advance so that proper preparation may be made.
- 445 The convention should include educational and administrative workshops for club officers, workshops for membership development, workshops for Kiwanis representatives and Advisors, and workshops for the development of the Circle K International theme.

(VIII. 9)

**450 Attendance**

- Circle K attendance shall be limited to active members of Circle K clubs in good standing, and to honorary members as registered with the Kiwanis District Director of Service Leadership Programs.
- 451 Key Club and KIWIN'S attendance shall be limited to their respective Governors, and their Immediate Past Governors if their convention precedes the Circle K convention. No other high school students shall attend, unless approved by the District Circle K Administrator. For the spring annual District convention only, senior members of the Key Club and KIWIN'S District Boards are encouraged to seek such permission.
- 452 All Kiwanis representatives, Faculty Advisors, and their spouses are encouraged to attend.
- 453 All other guests shall be admitted only with the approval of the District Board and the District Circle K Administrator.

**460 Elections Code**

**461 Declaration of Candidacy**

- 461.1 Declaration of candidacy for the House of Delegates, defined as any verbal or announcement of any kind of candidacy (Application for Candidacy for District Office form, etc.) may not be made until sixty (60) days prior to the District Convention.
- 461.2 Declaration of candidacy for a Division Election, defined as any verbal or announcement of any kind of candidacy (Application of Candidacy for District Office form, etc.) may not be made until thirty (30) days prior to the Division Election.

**462 Eligibility**

- 462.1 Candidates for District Office must be members in good standing of a Circle K club within this District. A candidate for Lieutenant Governor must also be a member in good standing from a Circle K club within that division for which they are seeking to represent. Only members in good standing from clubs in good standing from that division for which the candidate is seeking to represent may be eligible to vote for that candidate during elections. Membership in good standing is defined in International Constitution Article VI.
- 462.2 Before the opening of the House of Delegates or Division Election, candidates must present proof of at least part--time student status as defined by their respective institution. Candidates must also

present an Application of Candidacy for District Office form, which will be provided by the District Board of Officers. This form must be signed by the candidate, home club Circle K club president and secretary, as well as their sponsoring Kiwanis club president and Kiwanis Advisor. Their signatures will indicate that the candidate is a member in good standing of their club, and has completed all minimum membership requirements. For Division Elections, all forms above must be submitted to the Regional Advisor, District Governor, District Secretary, and District Administrator.

#### **463 Endorsement**

Endorsement is the act of giving approval/support for a candidate to run for either District or International Office. Endorsements may be given by the California-Nevada-Hawai'i District, the California-Nevada-Hawai'i District Board, and clubs within the California-Nevada-Hawai'i District. Candidates may be unanimously or generally endorsed. A unanimous endorsement shall be by 100% of the membership while a general endorsement shall be by super-majority (2/3) vote of the membership.

- 463.1 A candidate for International Office may seek endorsement at the annual District Convention. Such endorsement shall be by a majority vote of the House of Delegates, or by such vote as may be required by Circle K International.
- 463.2 A candidate for the positions of District Governor, District Secretary, and District Treasurer may seek endorsement from clubs within their division.
- 463.3 A candidate for the position of Lieutenant Governor may only seek endorsement from their home club.

#### **464 Campaigning**

- 464.1 Candidates for Governor, Secretary, and Treasurer may not distribute any campaign materials before the end of the opening session of the District Convention. No campaign materials are permitted in the House of Delegates, including the gallery.
- 464.2 No candidate for District Office may visit other clubs for the purpose of campaigning. No candidate for District Office may be caucused by other clubs before the end of the opening session of the District Convention.
- 464.3 A Code of Ethics for campaigns will be enforced.
- 464.4 Candidates will only be permitted Candidate Literature, or simply, literature, which will be included in the Division Candidate Booklet for Division Elections or Candidate Booklet published by the District Board of Officers, as campaign material at least one (1) week prior to the election and during the election process.
- 464.5 The one-piece of literature shall be defined as being one 8.5x11 inch page, one-sided. The piece of literature may be designed in any way that is appropriate. Elements of the literature should include but are not limited to: biographical information, resume, and platform.
- 464.6 The candidate will submit his/her candidate profile to the current Lieutenant Governor prior to the conclave to be included in the Division Candidate Booklet. The Lieutenant Governor will then distribute the Candidate Booklet to the delegates.
- 464.7 The use of gifts or distribution of any other material (i.e. pins, candy, club visits, etc) is strictly prohibited, and may result in the candidate forfeiting his or her candidacy.

465.8 Candidates are ideally to be judged based upon their qualifications and attributes at the Division Election.

#### **465 Elections Committee**

465.1 The Elections Committee Chair shall be the Executive Assistant of the Laws & Regulations Committee, or a qualified individual selected at the discretion of the District Board, providing that they are a dues-paid Circle K member with the approval of the Governor.

465.2 Caucuses will be facilitated by members of the District Board or as designated by the Governor.

#### **466 Division Election Procedures**

Each Lt. Governor candidate shall be a member in good standing of a club in good standing and have been a dues-paid member of that club for at least one (1) administrative year. The Lt. Governor is elected at a Division Election consisting of club members from the Lt. Governor's division. The following procedures shall be used to elect the new Lt. Governor:

466.1 The Division Election shall be set by the Lt. Governor, Regional Advisor, and Presidents' Council of the division on a day no later than three (3) weeks prior to the District Convention.

466.2 In order to hold an election for Lt. Governor, the clubs in good standing that form the division shall have a quorum, defined as  $\frac{2}{3}$  or more of clubs represented with two (2) delegates.

466.3 Each club in good standing shall be entitled to two (2) delegates, including the president or designee, and two (2) alternates.

466.4 The current Lt. Governor shall serve as the election chair, with the assistance of the Laws and Regulations Committee. If the current Lt. Governor is seeking reelection, the District Governor shall designate a qualified individual to serve as Division Election chair.

466.5 Each candidate must receive a nomination by one (1) of the delegates and a second from one (1) other delegate during a Division Election in order to appear on the ballot.

466.6 Each candidate shall attend the Division Election, no video or other electronic means of attendance are allowed.

466.7 Each candidate is allotted no more than twelve (12) minutes total for both speech and questioning. While each candidate is speaking during their allotted time, all other candidates shall be out of the room.

466.8 Each candidate shall deliver a speech of their goals, intentions, and qualifications for no more than seven (7) minutes in front of the delegates at the Division Election.

466.9 After speaking, the candidates shall answer any questions asked by only the delegates for a period of five (5) minutes plus any remaining speech time. During the questioning, all other candidates shall be out of the room.

466.10 No more than two (2) delegates from each club in attendance shall vote by secret ballot after all the candidates have spoken and answered questions. Delegates shall be identified prior to the candidate speeches.

466.11 If there are two (2) candidates or more running for Lt. Governor, the delegates shall cast a secret ballot and a supermajority (67% + 1) vote shall be the winner.

- 466.12 In the event a supermajority is not reached, both candidates shall go to a runoff.
- 466.13 If there are three (3) candidates or more running for Lt. Governor, the delegates shall cast a secret ballot and the two (2) candidates that have the most votes shall go into a runoff.
- 466.14 Each runoff candidate is allotted five (5) minutes in total for both speech and questioning. During the speech and questioning, all other candidates shall be out of the room.
- 466.15 The candidate with a majority (50% +1) vote in the runoff shall be the winner.
- 466.16 In the event of a tie after two (2) runoffs and the current Lt. Governor is not in the runoff for reelection, the current Lt. Governor shall cast a ballot to break the tie. Their vote will be counted only if the secret ballot of the delegates results in a tie.
- 466.17 All ballots for a Division Election shall allow delegates to vote for only one (1) candidate or a vote of no confidence.
- 466.18 When the balloting results in a winner, the current Lt. Governor shall declare that voting is finished and announce the winner.
- 466.19 After the Division Election, the current Lt. Governor shall inform the winning candidate of Lt. Governor-Elect responsibilities and submit the winner's name to the District Office.
- 466.20 Virtual Division Election

In the event a virtual Division Election is deemed necessary by the current Lt. Governor and Regional Advisor, they shall designate a video telephony platform to conduct the virtual Division Election. They shall follow the procedure outlined in policy 142.3 to hold the virtual Division Election.

466.21 Failure to Elect Lt. Governor

In the event of the failure of the division to elect a person to fill that office the District Governor, Lt. Governor, and Regional Advisor (with assistance from the local division) shall select a person to fill that position. They shall do all in their power to find and appoint a Lt. Governor before the District Convention.

- 467 Any candidate found in violation of this elections code shall be subject to disqualification from candidacy for District Office. The District Board of Officers shall be the final authority for any dispute involving a candidate for District Office.

**468 Resolutions**

Resolutions to be considered by the House of Delegates at District Convention shall be submitted to the Laws and Regulations committee for their recommendations. The deadline for submitting these to the committee shall be at least 30 days prior to District Convention.

**469 Fall Training Conference**

**470 Date and Time**

The annual Circle K Fall Training Conference shall be held between November 1st and prior to Thanksgiving weekend. The exact time and place shall be determined by the Circle K District Board no later than the summer Board meeting of the administrative year during which the conference will be held.



471 Selection of the conference date and site shall be subject to approval by the District Administrator of  
Circle K and the Kiwanis District Board of Trustees.

472 **Budget**

The same policies apply to Fall Training Conference as are specified for Convention in Section 420.

473 **Conference Site**

The same policies apply to Fall Training Conference as are specified for Convention in Section 430.

474 **Conference Program**

The same policies apply to Fall Training Conference as are specified for Convention in Section 440.

475 **Attendance**

The same policies apply to Fall Training Conference as are specified for Convention in Section 450.

500 **Circle K District Financial Operation**

510 **Responsibility**

The Kiwanis District Governor, or Governor-Elect, and the Board of Trustees shall supervise the preparation and operation of the Circle K District annual budget, Circle K Convention and Fall Training Conference budgets, and all District Circle K finances. Such responsibilities may be exercised through the District Committee on Circle K and/or the Kiwanis District Director of Service Leadership Programs.

511 The District Administrator for Circle K and the Kiwanis District Director of Service Leadership Programs shall be responsible to the Kiwanis District Board of Trustees for continuous supervision and control of Circle K budgets and finances.

512 The Circle K District Treasurer shall administer all Circle K funds on behalf of the Board of Officers. The Treasurer shall be under the supervision of the Circle K District Governor, the District Administrator, the Kiwanis District Director of Service Leadership Programs, the Kiwanis District Secretary, and the Board of Officers.

520 **Fiscal Year**

The fiscal year, during which membership is valid, begins October 1st and ends September 30th of the following year.

(X. 8)

530 **Financial Records**

The Kiwanis District Secretary shall maintain a complete and standardized system of financial records.

531 The Kiwanis District Secretary will supervise the preparation and verify the accuracy of a quarterly report concerning the condition of Circle K finances, and shall submit such reports to the District Administrator, the Kiwanis District Director of Service Leadership Programs and to the Circle K District Treasurer, who shall verify the accuracy of such reports.

532 The Kiwanis District Secretary will supervise the banking of all Circle K dues and receipts. A copy of all deposits shall be forwarded to the Circle K District Treasurer.

533 All checks issued for disbursements shall be properly authorized by voucher and signed by authorized Kiwanis representatives.

(V 4d, X. 5)

#### **540 Budgets**

Simple, but complete, budgets for the Circle K District, the Fall Training Conference, and the Circle K District Convention shall be prepared by the Circle K District Board and supervised by the District Administrator. The Kiwanis District Board of Trustees shall approve these budgets before they shall be considered as adopted.

(X. 6)

541 Budgets for the Fall Training Conference and District Convention shall be approved no later than five (5) months prior to the opening of the event.

#### **542 District Officer Budgets**

Each District Officer shall be provided an administrative budget that shall be a part of the general District operating budget.

542.1 Reimbursements for administrative expenses shall be made through the voucher system. Vouchers will be issued to each District Officer at the beginning of the administrative year, and thereafter as needed. For any purchase of more than twenty dollars (\$20) a purchase order must be obtained from the District Office.

542.2 Vouchers may be submitted any time after the beginning of the administrative year, and up to 30 days following the close of the administrative year or May 1st. Two (2) copies of each expenditure receipt and/or phone bill, to be covered by that voucher must accompany all vouchers. Vouchers must be submitted to the District Treasurer within thirty (30) days of the event to be considered for reimbursement.

542.3 Vouchers are to be sent to the District Treasurer who shall verify their accuracy, and forward them to the District Kiwanis District Director of Service Leadership Programs. Both individuals must approve all disbursements. Any discrepancies shall first be discussed with the District Officer who submitted the voucher. In the event of a dispute, a payment may be authorized by a two-thirds (2/3) vote of the District Board.

542.4 Telephone calls to be reimbursed by voucher shall not be more than fifteen (15) minutes long. If the discussion of urgent Circle K business requires more time, reimbursement can be made if an adequate explanation is provided.

542.5 Vouchers to be paid by the Kiwanis Foundation (e.g., District Board Meeting travel expenses) shall be kept separate from administrative expenses. All such vouchers must be submitted within thirty (30) days of the close of the event.

(X. 6b)

#### **550 Dues**

The District Treasurer shall be responsible for overseeing the collection of all District dues. These dues shall be sent to the Kiwanis District Office, and the Kiwanis District Director of Service Leadership Programs shall report to the Treasurer the number of members who have paid dues for each club.

551 The amount of District dues shall be established by the District at the House of Delegates, and announced by the Treasurer at the beginning of each administrative year. The Treasurer shall cause to be sent to each club president a copy of the "District Dues and Membership Form" no later than September 10th of that year. The club shall send a copy of this form to the District office and keep a copy for their records. The Kiwanis District Director of Service Leadership Programs shall send a copy of these forms to the Treasurer and to each Lieutenant Governor for the clubs in their division.

552 District dues are payable October 1st, and shall become delinquent if not paid by December 1st. A club placed on delinquent status shall no longer receive support from the District, subject to review by the District Board.

(X.1, 7)

## **600 The Circle K Club**

### **610 Responsibilities**

The Circle K club is an activity of and the responsibility of its sponsoring Kiwanis club(s).

611 Within school administration approved policies, the counseling of each Circle K club shall be the responsibility of the sponsoring Kiwanis club's board of directors. This responsibility is usually directed through the Kiwanis Committee on Circle K.

612 The administration, club programs, and activities of the Circle K club are the responsibility of the club's officers, functioning under the rules of the school and the counseling of the sponsoring Kiwanis club. The Kiwanis club's Circle K chairperson and the faculty advisor are important elements in such administration, club programs, and activities.

613 The Circle K club's obligation to both the District and International organizations shall be the responsibility of the Circle K club's officers and a concern of its sponsoring Kiwanis club.

614 At the beginning of each school year, the president for the upcoming year of each sponsoring Kiwanis club and the president of each Circle K club shall sign a statement of responsibility. This form is provided by the International Office and must be submitted with a complete membership list and the annual sponsorship fee to Circle K International.

615 The club's board of officers should annually review their club's bylaws to ensure that they are consistent with the "Standard Form for Club Bylaws" as published by the Circle K International Board. Any modifications to the Standard Form must be approved by the District Board of Officers and the Circle K International Board.

### **620 Reports**

Each Circle K club is required to complete and file an official monthly report documenting the club administrative and service activities. The original of the report must be forwarded to the District Secretary with copies to the District Governor, District Administrator, the Lieutenant Governor, the Kiwanis and Faculty Advisor and the applicable Regional Advisor. These reports shall be in a format

and a method of collection provided by the Secretary, and shall be sent and received on or before the 5th of each month.

- 621 The Circle K club shall supply the District Secretary, and the District office with an up to date address roster to aid in the mailing. This should be done at the beginning of the school year with the Monthly Report Form (MRF), which should be updated during the year as needed.

### **630 Budgets**

A Circle K club should not be a burden financially upon its sponsoring Kiwanis club or clubs; it should have its own budget and means of fundraising. Sponsoring Kiwanis club(s) may provide occasional or incidental financial assistance to their Circle K club.

- 631 Any dues or assessments on the membership of any Circle K club established by the club should be nominal and should be only for the purpose of covering the cost of club administration. Funds for club activities or projects should be raised apart from dues assessments.

- 632 District dues shall be sent to the Kiwanis District Office and reported on the "District Dues and Membership Form," which shall be sent to each club president no later than September 10th of each administrative year. The amount of District dues shall be established by the District at the House of Delegates and will be due and on time October 1st. These dues shall be delinquent on December 1st, after which the club shall not receive support from the District, subject to review by the Board of Officers.

- 633 International dues shall be sent to the Circle K International Office, and reported in the manner prescribed by the International Board. The number of members reported to International and to the District should be the same, and should be updated during the year as necessary.

- 634 Sponsoring Kiwanis clubs may assist in sending the Circle K club's members to Circle K conferences and/or conventions. Such assistance should never exceed one-half (1/2) of the cost. In general, the costs are split equally between the Circle K club, the Circle K members attending, and the sponsoring Kiwanis club or clubs.

### **640 Fundraising Activities**

Circle K member participation should be the basis of fundraising activities.

- 641 All fundraising plans must be compatible with the school, campus, and community policy and practice.

- 642 To enhance support and to assure good public relations, fundraising practices require a public announcement of the purpose of the fundraising activity.

- 643 No fundraising project should be developed which would encourage any persons to contribute under what might be construed as pressure.

- 644 No Circle K club shall engage directly or indirectly in any activity, which may impugn or reflect unfavorably on the good name of Kiwanis or Circle K.

### **650 Faculty Advisors**

The Circle K Faculty Advisor should act as a liaison between the Circle K club and the school administration. The Faculty Advisor must supplement and not replace the Kiwanis club's responsibilities for Circle K sponsorship. The Faculty Advisor has the responsibility to determine

that all Circle K projects, administration, and fundraising activities, and members' grade point averages, are all in keeping with school regulations.

**660 Travel**

The monies for travel of Circle K club members to District and International meetings shall be limited to those approved by the faculty advisor and the chairperson of the Committee on Circle K of the sponsoring Kiwanis club.

**700 General Conduct of Circle K Members at District Functions**

710 Possession or use of alcoholic beverages and drugs shall be in strict compliance with Circle K International Policy.

720 Vandalism, rowdiness, and improper conduct shall not be tolerated, and may result in those involved being immediately dismissed from the event. School authorities and sponsoring Kiwanis clubs may be notified; this action shall be taken at the discretion of the Circle K Board of Officers in cooperation with the Kiwanis District Circle K Administrator.

730 Any damage to property or persons caused by vandalism (e.g., club banner stealing), rowdiness, or similar conduct shall be the personal liability of such person or persons causing such damage.

740 All persons attending such event shall comply with the rules and regulations of that specific event.

(VIII. 3)

750 All conduct shall be in strict compliance with Circle K International's Code of Conduct as well as strict compliance with California—Nevada—Hawai'i District's Code of Conduct.

**800 Amendments to District Bylaws and Operating Procedures**

810 Any club in good standing with the California- Nevada—Hawai'i Circle K District, or the District Board of Officers may propose changes to the District Bylaws and Operating Procedures.

820 Any proposed amendments to the Circle K District Bylaws and Operating Procedures shall have been forwarded to the District Laws & Regulations Committee no less than sixty (60) days prior to the annual District Convention at which the proposals are considered.

830 The District Laws & Regulations Committee shall review any proposed amendments to the Circle K District Bylaws to ensure conformity with the Constitution and Bylaws of Circle K International, suggest revisions, make approval recommendations to the District Board of Officers and the House of Delegates, and forward approved Bylaws changes to the Kiwanis District Office and the Circle K International Office for final approval.

840 The District Laws & Regulations Committee shall review any proposed amendments to the District Operating Procedure to ensure conformity with the Bylaws of the California-Nevada-Hawaii Circle K District, suggest revisions, make approval recommendations to the Circle K District Board of Officers, and forward approved amendments to the Kiwanis District Secretary for final approval by the Kiwanis District Board of Trustees.

850 Upon final approval, the Laws & Regulations Committee shall provide written notice of any amendments made to the Circle K District Bylaws and Operating Procedure to each club in this District no later than sixty (60) days after approval.

**860 Definition of Service Fundraiser**

- 860.1 Attendance at a service fundraiser should not count as service hours UNLESS both definitions of service and fundraisers are fulfilled. In all other cases, it would be a social or administrative event, but still a fundraiser. Work needs to be done voluntary in order for it to count as service. If work was put into planning, hours may be counted for service. Members cannot receive service hours by just paying admission to an event, having meals, etc. This constitutes as “buying” hours.

#### **870 District Service Initiative**

- 870.1 The District Service Initiatives are causes chosen by the District Board of Officers to promote throughout the California—Nevada—Hawai'i District each year. The purpose of the District Service Initiative is to unify the District and provide meaningful service to a specific causes.
- 870.2 The District Service Initiatives comprise of two pre-selected causes (Serving the Environment and Community Wellness and Equity) and an additional cause or causes that shall adhere to the time period of the Administrative Year in the District Operating Procedures.
- 870.3 The District Service Initiative shall be organized, promoted, and monitored by the District Service Committee and ultimately chosen by the District Board of Officers.
- 870.4 The District Service Committee shall propose options for the District Service Initiative(s), in addition to Serving the Environment and Community Wellness and Equity to be promoted in the upcoming Administrative Year. The District Board of Officers shall decide on an initiative prior to the end of the current Administrative Year.
- 870.5 The incoming District Board of Officers members may replace the District Service Initiative(s) selected by the previous board, if they deem the DSI(s) to be inconsistent with the causes they aim to promote. In this case, the District Service Chair or the newly-appointed District Service Committee may propose a different service organization, which must receive a majority vote by the voting District Board of Officers to override the existing DSI(s).

#### **880 District Fundraising Initiative**

- 880.1 The District Fundraising Initiatives are causes chosen by the District Board of Officers to promote awareness of certain issues in society and to concentrate the fundraising efforts of the District to specifically benefit these organizations.
- 880.2 The District Fundraising Initiatives comprise of two pre-selected causes (Pediatric Trauma Program and the Kiwanis Family House) and an additional cause or causes proposed by the District Finance & Fundraising Committee and ultimately chosen by the District Board of Officers.
- 880.3 The District Fundraising Initiatives shall adhere to the time period of the ‘Administrative Year’ in the CNH District Operating Procedures.
- 880.4 The District Fundraising Initiatives shall be organized, promoted, and monitored by the District Finance & Fundraising Committee and the District Board of Officers.
- 880.5 The District Finance & Fundraising Committee shall propose options for District Fundraising Initiative(s), in addition to Pediatric Trauma Program and the Kiwanis Family House to be promoted in the upcoming Administrative Year. The District Board of Officers shall decide on an initiative prior to the end of the current Administrative Year.
- 880.6 The incoming District Board of Officers may replace the District Fundraising Initiative(s) selected by the previous board, if they deem the DFI(s) to be inconsistent with the causes they aim to promote.

In this case, the District Treasurer or the newly-appointed District Finance & Fundraising Committee may propose different charitable organization(s), which must receive a majority vote by the voting District Board of Officers to override the existing DFI(s).

#### **890 District Governor's Project**

- 890.1 The District Governor's Project is a cause chosen by the District Governor and approved by the District Board Officers to promote awareness of a specific issue or project in society that the District Governor would like to place emphasis on.
- 890.2 The District Governor's Project may not be one of the three pre-selected District Fundraising Initiatives.
- 890.3 The District Governor's Project shall adhere to the time period of the "Administrative Year" in the CNH District Operating Procedures.
- 890.4 The District Governor's Project shall be organized, promoted, and monitored by the District Board of Officers.
- 890.5 The District Governor shall propose an option(s) for the District Governor's Project to be promoted in the upcoming Administrative Year. The District Board of Officers shall decide on an initiative at the April District Board Meeting.

#### **900 Service**

- 901 The California—Nevada—Hawai'i District of Circle K International follows this definition of a service hour:
  - 901.1 A service hour is 60 minutes of uncompensated volunteering that benefits a charitable and/or non-profit organization or community.
  - 901.2 For a member to receive service hours for a service project, the event must have been properly advertised to the entire club as a Circle K affiliated event.
  - 901.3 Any form of monetary compensation received from a service project, either directly or indirectly, must be donated to a charitable entity; otherwise, the hours received from the events will not be considered as service hours.
- 902 International Policy Code
  - The definition of a service hour is outlined in the International Policy Code under Section K, Paragraphs 1 and 2. The International Bylaws and Policy Code standards will apply, except where the California—Nevada—Hawai'i District Bylaws or District Operating Procedures set a higher or narrower standard.

#### **910 Single Service**

- 910.1 A Single Service event is considered a volunteer event that is entirely planned and executed by any Circle K club or member. This includes providing materials, preparing activities, and securing a location, among other logistics. All the service hours completed during the event abides by the official definition of a service hour (stated above).
- 910.2 Fundraisers and Single Service are two separate entities. The sole purpose of a Single Service event is for Circle K members to create and bring life to an idea that is meant to help a cause or better the

community. When implemented, the project should still be work-oriented, focused around spending time and effort rather than money.

## **920 Service Fundraiser**

- 920.1 A Service Fundraiser is a fundraiser where all net proceeds must be donated to a charitable organization.
- 920.2 Attendance at a service fundraiser should not count as service hours UNLESS both definitions of service and fundraisers are fulfilled. In all other cases, it would be a social or administrative event, but still a fundraiser.
- 920.3 Members cannot receive service hours by just paying admission to an event, having meals, etc. This constitutes “buying” hours.

## **930 Service Administration Hours**

- 930.1 The recording of service administration hours will be restricted to half of a member's traditional service hours. 100 service hours, as specified for Service in Section 900, 910.1, 901.2, 901.3, and 902, allows for 50 additional service administration hours.
- 930.2 The planning hours reported for Service Fundraising Events or Single Service events should be reasonably proportional to the amount of service hours accrued from the event or the amount of funds raised.
- 930.3 All meetings related to service planning shall have formal meeting minutes recorded and submitted to the club secretary. All Service Administration Hours outside of meetings must be documented in a future meeting.
- 930.4 Advocacy  
  
Advocacy is a voluntary act in support of a particular cause or policy. Advocacy may include rallying, organizing, protesting, marching, creating educational materials, and discussions. Advocacy directly supporting a particular political party or candidate shall not be associated with California—Nevada—Hawai'i Circle K.
- 930.5 Travel hours may be counted for drivers going to and from service projects or service events when travel time is greater than 30 minutes. Time may be counted up to a maximum of two hours in total going to and from the activity, or the amount of time actually spent at the activity, whichever is less. Travel hours spent to attend District sponsored service projects are not subject to this limitation.

## **1000 Webinars**

- 1010 The definition of a webinar is a digital workshop hosted over the Internet.
- 1020 Webinars are administrative, and as such, should be recorded on Monthly Report Forms with the tags “Administrative,” “Membership Development,” and “Webinar.” They should not be tagged as District or International since those tags are reserved for events where physical interaction is present.

## **1100 Satellite Clubs**

- 1110 Satellite clubs are defined as campuses that do not have an active charter but are part of a host club that is on a different campus. They function as a short-term, transitional step on the way to becoming a full, independent Circle K club.



- 1110.1 The host club shall be responsible for general oversight and mentoring the satellite club and its members. The success of the satellite club involves continued contact, interest, counsel, and advice from the host club. The host club shall also aid in the creation of the satellite club's plan for chartering. If a host club decides to have more than one satellite club, they cannot give more resources to one over the other.
- 1110.2 A satellite liaison is the main point of contact between the two entities. They shall report all satellite club activities to the host club and update the host club when new members join. They shall also be the one who directs all recruitment efforts of the satellite club.
- 1110.3 At the beginning of each academic year, an officer from the host club and the satellite liaison shall work together to submit the member roster and District dues.
- 1110.4 Each satellite club and host club are required to separately complete and file an official Satellite Report Form on a monthly basis. This form will be distributed and monitored by the Club Building & Revitalization Committee.
- 1110.5 Each satellite club is encouraged to complete and file an official Monthly Report Form documenting the club's activities, with assistance from their host club.
- 1110.6 Satellite club members are only eligible for Member Recognition Program awards. Their hours will be recorded on their own Master Records Sheet, with assistance from their host club.
- 1110.7 Satellite club members do not count towards host club membership numbers or hours in District awards.