

California-Nevada-Hawai'i District

Circle K International

District Operating Procedures

Strike-through's and underlined portions are pending Kiwanis approval.

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, ~~and 42~~, **and 46**.

233 **Desert Oasis Division**

Desert Oasis Division includes Kiwanis Divisions 6, 28, 36, 38, and 47.

234 **Foothill Division**

Foothill Division includes Kiwanis Divisions 3, 10, 15, and 35.

235 **Golden Gate Division**

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

236 **Magic Kingdom Division**

Magic Kingdom Division includes Kiwanis Divisions 4, 30, and 41.

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, 24~~, 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. The chairperson of the Finance and Fundraising Committee shall be the District Treasurer as specified in the District Bylaws. Additionally, the chairperson of the Laws and Regulations Committee shall be the District Secretary.
- 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.
- 341.13I 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 reason: 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 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 Publications Editor, 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 Publish periodically a newsletter primarily for the benefit of the club officers and members within the division.
- 342.7 Work closely with the Kiwanis Family Lieutenant Governors and the Kiwanis District Circle K Committee for the respective Circle K division.
- 342.8 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.
- 342.9 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~~ 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 Chair the Laws and Regulations Committee to 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 Appoint, subject to the Governor's approval, an Assistant Editor Publications and Communications Committee to help with the administrative duties of publishing and distributing the "Sunburst" and relaying information to clubs via the Member Bi Monthly Mailing List.
- 345.3 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.
- 345.4 The Publications Editor shall produce ~~seasonal~~ publications ~~every other month~~ comprising of articles submitted by members of the District Board of Officers and committee chairs.
- 345.5 Perform such other duties as may be assigned by the Governor or the Board of Officers.
- (V. 4e)

346 Immediate Past Governor

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

(VI. 1)

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 International Convention;~~ (5) (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 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.
- 355 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.
- 356 The District Secretary shall send to the persons listed in Section 343.5 notice of each regularly scheduled District ~~Board~~ board meeting no less than thirty (30) days prior to the meeting, and, in cooperation with the Governor, a tentative agenda no less than two (2) weeks prior to the meeting.

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.

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 Location

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 District. The Fall Training Conference shall be found available in the northern region of the 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 mail the official call to convention 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 selfsupporting 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 nonperishable 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 District. It should be a wellbalanced 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 businessmen 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

Declaration of candidacy, defined as any verbal or written announcement of candidacy (Application for Candidacy for District Office form, etc.) may not be made until sixty (60) days prior to the District Convention.

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 ~~he/she is~~ they are seeking to represent. Only members 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, 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, the Circle K club president and secretary, the Kiwanis club president, and the 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.

463 Endorsement

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. A candidate for District Office may only seek endorsement from ~~his or her~~ their home club.

464 Campaigning

464.1 No campaign materials may be distributed before the end of the opening session of the District Convention. No campaign materials are permitted in the House of Delegates, including the gallery. Candidates wishing to announce their candidacy may do so by sending a photocopy of their Application of Candidacy for District Office form.

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.

465 Elections Committee

465.1 The Elections Committee Chair shall be the Immediate Past Governor, or a qualified individual selected at the discretion of the District Board, providing that they are a duespaid Circle K member.

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

466 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.

(VIII. 4)

467 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 that set by the District Board.

469 Fall Training Conference

470 Date and Place

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). There should be present at every club and Board meeting a member of each sponsoring Kiwanis club.

- 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, Publications Editor, District Administrator, the Lieutenant Governor, the Kiwanis and Faculty Advisor and the applicable Regional Advisor. These reports shall be in a format provided by the Governor, and shall be sent and received by the 5th of each month. It is acceptable to submit the monthly report via electronic mail.

- 621 The Circle K club shall supply the District Secretary, the District Publications Editor, 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 Dues and Membership Form, 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 onehalf (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 Kiwanis representatives 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.

645 Unless permission of the Kiwanis District Circle K Administrator is obtained, fundraising activities must be limited to the community in which the school or the Circle K club are located.

(X. 9)

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 insure 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 insure conformity with the Bylaws of the CaliforniaNevadaHawaii 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 voluntarily 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 Initiative is a cause 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 cause.

870.2 The District Service Initiative 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 the District Board of Officers.

870.4 The District Service Committee shall propose options for the District Service Initiative to be promoted in the upcoming Administrative Year and 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 selected by the previous board, if they deem the DSI to be inconsistent with the causes they aim to promote. In this case, the District Service Chair or the newlyappointed 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.

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 preselected 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 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 newlyappointed 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: a service hour is 60 minutes of uncompensated volunteering that benefits a charitable and/or nonprofit organization. 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 event will not be considered as service hours. 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.
- 910 The recording of service planning hours will be restricted to events classified as Service Fundraising Events and Single Service Events which are discussed in Sections 860.1, 1000, and 1010. 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.
- 920 The definition of a service hour is mentioned in the International Bylaws (Section J, Paragraph 1, line f and Section J, Paragraph 2, line a) The International Bylaws and Policy Code standards for a service hour will apply, except

where the California Nevada Hawaii District Bylaws or District Operating Procedures set a higher or narrower standard.

- 930 Work can only be counted as service at an event focusing on raising funds if both definitions of service and fundraising are met. No member can receive service hours simply for paying admission, having meals, more than four travel hours, going to and from service projects or events, etc. Members can receive hours for their work put forth in planning a fundraiser if the funds raised are going to a charity entity, but members who simply attend cannot receive the same amount of hours. Travel hours going to and from service projects or service events may only be counted up to a maximum of four 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 or service events are not subject to this limitation.
- 940 A Single Service event is considered a volunteer event that is entirely planned and executed by any Circle K 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).
- 950 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.
- 960 In order for a Single Service event to be eligible to win the Outstanding Single Service Project Award at District Convention, the event must fit the criteria stated above to be considered a Single Service event

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” and “Webinar.” They should not be tagged as District or International since those tags are reserved for events where physical interaction is present.