

Michigan District of Circle K International Bylaws



Last revised on March 19, 2016

Article I: Name and Territorial Limits

1. The name of this organization shall be the Michigan District of Circle K International.
2. The territorial limits within which the district shall function shall coexist within the territorial limits of the Michigan District of Kiwanis International unless other territorial limits are petitioned by the Kiwanis and Circle K International Boards and such petition is approved by the Circle K International Board of Trustees and the Kiwanis International Board of Trustees.

Article II: District Board

1. The Michigan District Board shall consist of a Governor, Secretary, Treasurer, Bulletin Editor, the district chairs, and representatives from each club in good standing of the Michigan District of Circle K International. *If at any time the Governor feels that he/she requires additional assistance to complete their tasks, an assistant may be appointed at their appointed at their discretion with the approval of the District Board of Officers and shall have the same privileges of district committee chairs.* The District Administrators and committee chairs shall serve as non-voting ex-officio members.
2. The Representative from each club shall be the president of that club. In the event that a president is unable to attend a duly called board meeting they may appoint another member of the clubs' executive board to be present and serve in their place.
3. The management and control of the affairs of the district not otherwise provided for in these bylaws shall be vested in the District Board, subject to the direction and approval of the Kiwanis Board of Trustees, through the District Administrator and the Circle K International Board of Trustees.
4. The Michigan District Board shall hold a minimum of five (5) meetings annually, one of which is to be held during the period between academic years. The Governor shall notify each member of the District Board, the Kiwanis Governor, the members of the Kiwanis District Committee on Circle K, of the time, place (including directions), and date of all District Board meetings not less than thirty (30) days prior to the meeting.
5. A special meeting of the District Board may be called by the Governor, Secretary, Treasurer or two-thirds (2/3) of the voting members of the District Board.
6. The Governor shall be responsible for sending a tentative agenda, approved by the District Administrator, to each member of the District Board, the Kiwanis Governor, and members of the Kiwanis District Committee on Circle K not less than seven (7) days prior to each meeting.
7. In the absence of the Governor from a meeting, the District Board shall designate another member of the District Board to act as Chairperson for that meeting upon recommendation of the Governor and/or the District Administrator.
8. A majority of the voting members of the District Board shall constitute a quorum, and a majority vote of those present shall decide any questions, with the exception of those questions for which a greater proportion is specifically required by these bylaws.
9. Within seven (7) days after any special or regular meeting of the District Board, the Secretary shall distribute minutes to members of the District Board, and make the minutes accessible to the CKI Director, the International Counselor, the Kiwanis Governor, and Executive Director.

Article III: District Officer Responsibilities

1. The elected officers of the Michigan District of Circle K International shall be a Governor, Secretary, Treasurer, and Bulletin Editor.
2. Appointed committee chairs and administrative personnel shall also be considered officers of the Michigan District Board, but shall not have voting privileges.

3. All elected officers, as defined above, shall be elected at the annual district convention in accordance with Article VI of these bylaws. Each member nominated must sign an established service agreement prior to their nomination or immediately thereafter. In the event that an elected officer position remains vacant at the conclusion of the district convention or becomes vacant at any point during the year, the vacancy will be filled in accordance with the provisions contained in Article VII of these bylaws.
4. The duties of the officers shall be as follows:
 - a. **Governor:**
 - i. Further the objects of Circle K International and promoting the interests of Circle K International within the district.
 - ii. Work closely with other International and district officers to strengthen and expand the organization.
 - iii. Act as the chief executive of the district, shall appoint all standing and special district committees, shall serve as ex-officio member of all committees with the approval of the District Board and shall preside at the district convention and all meetings of the District Board.
 - iv. Attend the International Convention and all meetings of the International Council.
 - v. Responsible for the leadership training of club officers, coordinating workshops to be held at District Convention, submitting a report on the annual convention, and developing all communications with clubs for the purpose of bringing administrative aid to said clubs.
 - vi. Develop and work within an established income and expense budget, and shall work closely with the District Administrator on all matters dealing with the operation of the district
 - vii. The governor is responsible for submitting his/her monthly report to the International office in a timely manner. He/she is also to remain in close contact with his/her International Trustee and/or the International President and Vice President. The governor is charged with seeing that all District Board members submit their respective reports prior to each District Board meeting.
 - b. **Secretary:**
 - i. Maintaining all records of the district convention and all meetings of the District Board.
 - ii. Submitting to the proper officials and committees all communications received from Circle K International.
 - iii. Cooperate with the Governor in forwarding all official reports required by Circle K International.
 - iv. Producing the minutes of each official District Board meeting, which will be available to members no later than seven (7) days after the said meeting. ST
 - v. Keep accurate records of service hours and interclubs performed in the district. He/she is to tabulate the monthly reports submitted by each club secretary and submit the figures to the District Board and Governor no later than the tenth (10th) of each month.
 - vi. The Secretary shall also perform other such duties as may be assigned to the Governor or the District Board.
 - c. **Treasurer:**
 - i. Under the supervision of the Assistant District Administrator, shall receive district dues, and other district income. The Treasurer shall disperse these funds in the manner authorized by the District Board and Section 13 of Article 10 of the CKI Bylaws. The accounts shall at all times be open to inspection by the

- Governor, the District Board, the District Administrators, Kiwanis District Board of Trustees, and any authorized auditor.
- ii. Submit a financial report at the annual convention and at such other times as the Governor, the District Board, or the Kiwanis District Board of Trustees may require.
 - iii. Work with the Michigan District of Kiwanis to aide in the sponsorship of members to attend the annual International and district conventions. He/she shall see that appropriate funding is made available for all members in attendance to the respective function.
 - iv. The Treasurer shall also perform other such duties as may be assigned to the Governor or the District Board.
- d. **Bulletin Editor:**
- i. Shall be responsible for the distribution of the official district publication, *The Helping Hand*, of which copies shall be sent to the members of all clubs and other officials as prescribed by the District Board.
 - ii. Attend all meetings of the District Board and perform other such duties as may be assigned by the Governor or the District Board.
6. **Grievances or Complaints:**
- a. If any club or member in good standing with the district has any grievances regarding the actions or performance of a district officer, he or she may submit a signed, typewritten letter of complaint to the Governor, Administrator, and said officer.
 - b. Whenever there appears to be sufficient cause for such action, the Governor shall give said officer immediate notice of the scheduled meeting of the District Board. If postmarked at least two (2) weeks prior to a District Board meeting, action will be taken at said meeting; otherwise action will be taken at the following meeting. Consideration shall be given to the facts and reasons why the office should be declared vacant. The officer shall be afforded the opportunity at that meeting to explain or refute the allegations.
 - c. In the event that the District Board finds the alleged facts to be true, by a vote of two-thirds (2/3) the District Board shall have the power to declare such office vacant. The vacancy will be filled in accordance with the provisions contained in these bylaws. A district officer or district chair may be removed from the office for just cause by a vote of two-thirds (2/3) of all voting members of the District Board.
7. No elected district officer may hold an International office or club office in addition to his/her district office.

Article IV: Committees

1. All committee chairs shall be appointed and members by the governor within thirty (30) days of district convention.
2. The following standing committees are recommended, but not required. Additional special committees may be created at the discretion of the governor.
 - c. Membership Development and Education
 - d. Kiwanis Family Relations
 - c. Service
 - d. Technology
 - e. District Convention
 - f. Ontario International Convention
 - g. Laws and Regulations
 - h. New Club Building
 - i. District Convention

Article V: Conventions

1. The annual convention of the Michigan District of Circle K International shall be held at the time and place mutually agreed upon by the District Board, the sponsoring Kiwanis District Board, and the Circle K International Board. The dates, which must be between the second weekend in February and the first weekend in April, and site of the convention shall be submitted to the Director of Circle K International not less than one hundred twenty (120) days prior to the proposed convention dates. The International Director, acting for the International Board of Trustees, shall approve the dates and the site.
2. The District Convention chair(s) shall be appointed by the host club and shall appoint convention committees as outlined in the Policy Code and Bylaws.
3. The convention committee shall issue to each club, the District Board, CKI Director, and Kiwanis district Executive Director, an official call to the convention not less than ninety (90) days prior to the dates of the annual convention.
4. The District Board shall have full supervision and management of all conventions, in consultation with the District Administrator. The District Administrator, or representative of the Administrator selected by the Kiwanis District Board, shall handle all contractual agreements necessary for the District Convention.
5. Each club under active status shall be entitled to two (2) voting delegates and two (2) alternates at the District Convention. The delegates and their alternates shall be members in good standing of the chartered clubs they represent. The governor and other elected district officers shall be delegates-at-large at the District Convention. International officers shall not be considered delegates unless certified as representatives of a club with active status within the Michigan District.
6. Each accredited delegate shall be entitled to vote on each question submitted at any convention. There shall be no voting by proxy.
7. In the absence of the Governor from any District Convention, the District Board shall designate a member of the District Board to act as presiding officer of the convention.
8. A quorum for any District Convention shall be the official delegates present and representing not less than one-half (1/2) of the total clubs with active status in the district.
9. Each District Convention program shall include but not be limited to the following:
 - a. With Kiwanis counsel, the District Board of Officers shall adopt, adjudicate, and publicize rules of convention discipline
 - b. An address by the Governor of the sponsoring Kiwanis District or a representative of the Governor;
 - c. An address by the Governor of the Key Club District or representative of the Governor;
 - d. An address by an international board member if in attendance;
 - e. Workshops for the purpose of stimulating enthusiasm, motivating and educating membership, training newly elected club officers, determining leadership potential, increasing awareness of CKI Service Partners and emphasis areas, and increasing service activities;
 - f. Nomination and election for the District Board for the upcoming year;
 - g. Installation of the newly elected district officers;
 - h. A presentation promoting attendance at the upcoming International convention;
 - i. Presentation of club and club officer awards.
10. The Secretary shall compile detailed minutes from the House of Delegates session(s) and any other official action taken at the convention.

Article VI: Nomination and Election of District Officers

1. The Elections and Credentials Committee of the district convention shall have general charge the distribution, the collecting, and the counting of ballots during the House of Delegates. The District Administrator shall oversee all aspects of the election procedures.
2. Cumulative voting, absentee voting and voting by proxy shall not be allowed.
3. The elections of the Governor, Secretary, Treasurer, and Bulletin Editor shall be conducted **in that order** and using separate ballots. **After each election**, results shall be announced to the House of Delegates. Any unsuccessful candidate may be nominated for any of the not yet voted upon positions at the appropriate time.
4. **Following the election of the bulletin editor, the house may endorse any duly nominated member for an international office through the procedure specified in the Circle K International Policy Code.**
5. The district may petition the Circle K International Board of **Trustees**, providing they have the approval of the Kiwanis District Board of Trustees, to allow the combination of the office of Secretary-Treasurer or to create a new, elected position.

Article VII: Vacancies in Office

1. In the event of a vacancy in the office of Governor, a qualified member of a club with active status by the district and Circle K International may be elected by the District Board to serve for the remainder of the unexpired term. Such action shall be communicated by the Secretary in writing to the CKI Director. In any year in which the district convention is not held, the District Board may elect a qualified member of a club with active status to serve for the upcoming administrative year.
2. In the event of a vacancy in the office of Secretary, Treasurer, or Bulletin Editor, the Governor may, with the approval of the District Board, appoint a qualified member of a club with active status with the district and Circle K International to serve for the remainder of the unexpired term. Such approval from the District Board must be made within fourteen (14) days of the appointment.

Article VIII: Revenue

1. Each club shall pay to the district, for every active member, annual dues of \$10.00.
2. Assessments in excess of the annual dues may be made only upon a two-thirds (2/3) vote of all delegates attending the district convention or by a two-thirds (2/3) vote of all clubs in the Michigan District between conventions and must be approved by the Kiwanis District Board and the Circle K International Board.
3. The Kiwanis Board of Trustees shall determine the official depository for the Michigan District of Circle K International.
4. Each check must be signed according to the following options:
 - a. By the Kiwanis Executive Director
 - b. By two of the following: the District Administrator, Assistant Administrator, **District Governor** or the Treasurer.
5. Following the election, the Treasurer, in conjunction with the District Administrator, District Assistant Administrator, and the Governor, shall develop a proposed income and expense budget and present the budget to the District Board for approval, then pending approval by the Michigan District of Kiwanis Board of Officers.
6. The expenditures shall include provisions for district officer expenses, district committee expenses, and other such items as deemed necessary or appropriate by the District Board.
7. The fiscal year of the Michigan District, the period of time during which membership is valid before dues must be paid again, shall begin on October 1 and extend to September 30 of the following administrative year. Revenue may be derived from other

sources in such a manner as may be determined by the District Board.

8. The district shall never sponsor or participate in any manner in a lottery, raffle, drawing or game of chance in connection with any fundraising activity unless the district has received the prior approval of the Kiwanis District Board. Such approval so granted does not constitute official endorsement of such activities by Circle K International or Kiwanis International. Any lottery, raffle, drawing, or game of chance so approved must not contravene any laws, morals, customs, or traditions of the country, state or province in which the fundraising activity is to be held. The district shall not directly or indirectly engage in any activity, which may impugn or reflect unfavorably on the good name of Circle K or of Kiwanis International.

Article IX: Operating Procedures

1. The Governor may, with the advice and consent of the Kiwanis District Board of Trustees, establish operating procedures not specifically defined by the Circle K International Bylaws. In all other cases, the articles set forth under district structure in the Circle K International Constitution and Bylaws shall be the only and final regulations for this aspect of organizational structure.

Article X: Incorporation

1. If permitted by state, provincial or national law, this district may incorporate as a non-profit entity under the name given on its charter of organization, such as "The Michigan District of Circle K International." This district shall agree, as a condition of incorporation that it will, as a corporate entity, abide by these Bylaws and the Bylaws of Circle K International then in force and thereafter as amended.

Article XI: Parliamentary Authority

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

Article XII: Amendments

1. The Bylaws of this district may be amended as outlined in the CKI Bylaws.

CERTIFICATION

District Date of Adoption: March 13, 2011

Circle K Governor: _____

Circle K Secretary: _____

Date of Kiwanis District Approval: _____

Kiwanis Governor: _____

Kiwanis District Secretary: _____

Date of Circle K International Approval: _____

CKI Director: _____