

# Michigan District of Circle K International Policy Codes



Established in the year of 1989

With consecutive revisions on:

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## Preamble

This Policy Code for the Michigan District of Circle K International has been established by the Michigan District Board of Officers, with the intentions of better coordinating the activities of our district between ourselves, our clubs, and our society, whom we pledged to serve.

Recognizing and encouraging positive change for our organization, we have designed this code to facilitate the process of positive change as well as the process of positive action. We have combined here all the intrinsic laws, save only the district Bylaws and the CKI Constitution and Bylaws to which we bind ourselves.

We hope that as new responsibilities, new authorities and new horizons for CKI are brought forth, that they will be discussed and debated and the best of these made policy and stated succinctly herein for all to see.

We have dedicated ourselves to the idea that clarity and specificity of operation is an integral party of our ability to function successfully. As new policy is formulated, the responsibility for its enactment is absolute.

It is to achieve these hopes and aspirations that we form this, the Policy Code of the Board of Officers

Michigan District of Circle K International

Hereafter, any mention of the following refers to:

- 1. District Board of Officers:** Any Circle K member with voting rights at the meetings of the district, specifically the elected Governor, Secretary-Treasurer, and Editor, as well as the Representatives. The Administrators are ex-officio members of the District Board of Officers.
- 2. District Board:** Anyone involved in the deliberations of the district at its meetings, specifically the Governor, Secretary-Treasurer, Editor, Representatives, Administrators, and district chairs.
- 3. Executive Board:** Any Circle K member elected to serve the district at its annual convention, namely the Governor, Secretary-Treasurer, and Editor. The Administrators are ex-officio members of the District Board of Officers.

### Policy Code 1: General Provisions

1. Any established procedure of the District Board shall be called policy, and any decision by the Board concerning the implementation of a policy shall be called an enactment.
2. All policies of the District Board of Officers shall be contained within this Policy Code. All policies contained within this Policy Code shall be binding on all officers and clubs of the Michigan District.
3. Enactments, resolutions, and changes in the appended items shall require a simple majority vote of the District Board of Officers.
4. A current copy of this Policy Code shall be kept by the District Administrator, Governor, Secretary-Treasurer, and Laws and Regulations Committee Chairperson, who shall be responsible for its distribution to the incoming District Board, upon each change.
5. The Governor and Administrator shall share the responsibility for adherence to this Policy Code.
6. Circle K District Board members shall annually receive revised copies of this Policy Code.

7. Should any discrepancy exist between the district Bylaws and this policy, the district Bylaws shall dictate.
8. Current copies of the Policy Code shall be made available to any Circle K member in good standing within this district upon request.

### **Policy Code 2: Online Communication**

#### **1. Online District Board Meetings:**

As deemed appropriate by the District Governor, it may be necessary to hold online District Board meetings throughout the administrative year. The following are to serve as guidelines for effective online communication during these meetings:

- a. The District Governor shall notify all those as outlined in Policy Code 3 of the date and time of the online District Board meeting. This notification and an agenda for the meeting shall occur at least 48 hours prior to each meeting, and shall be considered the official call to the online district board meeting.
- b. Online District Board meetings shall be considered official meetings of the District Board. The District Secretary-Treasurer shall take minutes and submit them to the district within forty-eight (48) hours following the conclusion of the online District Board meeting.
- c. The District Governor will moderate online District Board meetings. In the event that the District Governor is unable to perform this task, the District Secretary-Treasurer will be responsible for moderating this meeting.
- d. The individual moderating the online District Board meeting will be responsible for setting up the chat room ten minutes prior to the scheduled start of the online District Board meeting, and for inviting all appropriate individuals into the chat room.
- e. At the scheduled start time of the online District Board meeting, the moderator will begin the meeting by providing a list of all topics to be discussed. At this time, the moderator will ask for participants to provide any additional topics that need to be addressed.
- f. Each time that the moderator asks for suggested topics at the beginning of an online District Board meeting, or any time that the moderator asks for a response to a question or is requesting a vote on a given motion, it is expected that responses will be given in an organized manner. Responses will cycle through each participant twice, in the order of District Secretary-Treasurer, District Editor, and Council of Representatives [in alphabetical order by club]. In non-voting circumstances, the International Representative and administrators will follow the final representative, and finally, district chairs will be asked to participate in alphabetical order by position.
- g. If at any time a voting member of the District Board wishes to make a motion, he or she should type the word "motion" into the chat room. At that time, all discussion shall end. The moderator will then ask the individual to make his or her motion. After the motion has been made, all seconds, amendments, and discussion will follow the same procedure by typing the words "second," "amendment," or "discussion" into the chat room. After this procedure has concluded, the moderator will request a vote from each District Board member following the standardized sequence.

- h. All business matters in relation to making motions, including seconds, amendments, and discussion, will adhere to parliamentary procedure as outlined in *Robert's Rules of Order*.
- i. No participant in an online District Board meeting will provide feedback within the chat room out of the standardized sequence.
- j. No participant will provide feedback or discussion for any longer than three (3) minutes at any given time. The moderator will be responsible for keeping track of time and for keeping the online District Board meeting on task.
- k. When a speaker is finished or yields his or her time to the next person in sequence, he or she will type the symbol "^" into the chat room.
- l. Every participant is responsible for being attentive in the meeting. During general discussion if one minute has elapsed without response, that person will be skipped.
- m. In voting circumstances, if one minute has elapsed without response, the moderator will prompt for a response. If another minute has elapsed for a total of two unanswered minutes, this will be counted as an abstention.

## **2. District Reflectors and Email:**

Due to the increasing presence of technology in our daily lives, it is necessary to enhance the efficiency of online communication within our organization. The following are to serve as guidelines for effective online communication via district reflectors and email:

- a. The only thing that should come across the district reflectors is business-related material. This includes anything related to district activities, meetings, or other Kiwanis Family information. Some examples of inappropriate material include, but are not limited to the following: forwards, jokes, party invitations, or personal attacks.

### **Policy Code Number 3: Board Member Removal**

Executive Board members or chairs may be removed for a violation of the policies outlined in the district governing documents, or for poor performance.

#### **1. Upon a Violation of Policies:**

- a. The member bringing the complaint must notify the District Administrators within five (5) business days of discovering the violation.
- b. Within five (5) business days, either the District Administrator or Assistant Administrator shall notify the District Board member in violation in telephone or in person. Upon notification, the Board member shall be placed on suspension, during which they may not receive the privilege of reimbursement.
- c. Within three (3) business days of notifying the District Board member in violation, either the District Administrator or the Assistant Administrator shall notify the entire District Board of the circumstance. Said notification shall include at least the policy violated, a timeline of events, and information contained herein about the removal process. Any notification of non-District Board members shall be done with discretion, taking care to preserve the District Board member in question's reputation.
- d. Material supporting the violation and all communication of said violation shall be documented and recorded at the district office, to be made available at the discretion of the administrators.

- e. Vacancies shall become official only by a super-majority vote of the District Board of Officers, excluding the vote of the officer in question. A special meeting to resolve this violation may be called in accordance to the provisions of Policy Code Number 3, after which any action taken becomes immediately effective. Declared vacancies shall be filled through the provisions outlined in Article X of the district Bylaws.
- f. Representatives shall be removed from office by their respective club's procedures, at the discretion of their home club, and not the District Board of Officers.

**2. For poor performance:**

- a. Any member in good standing within an active status club of the Michigan District of Circle K International may file a complaint against an elected district officer or chair. This complaint shall be limited to the activities of one District Board member, and shall address their alleged performance deficiencies, along with any supporting materials, as well as a request for their removal.
- b. Said complaints shall be directed toward either of the administrators, who shall determine whether the complaint has merit within three (3) days of its receipt. If it is deemed to be unreasonable, the complaint shall be dismissed, and a notification shall be sent to the filer of the complaint.
- c. Sections ii. Through vi. Of "Upon violations of policies" shall be referred to for notification and removal procedures.
- d. A hearing will be held to determine the legitimacy of the complaint, during which the District Board in member in question is permitted to explain the actions, or lack thereof, in question. The filer of the complaint may be present at the hearing to address said member.

**Policy Code Number 4: District Bulletin**

- 1. The official publication of the Michigan District of Circle K International shall be named *The Helping Hand*.
- 2. *The Helping Hand* shall be published in editions using a timetable similar to the following and revised at the discretion of the district editor, who will serve as the final authority on all content and distribution decisions: April/ May, June/July/August, September/ October, November/December/January, and February/March.
- 3. *The Helping Hand* is designed to be an informative publication for all members of the district, and as such, should consist of articles, including but not limited to the following topics within the administrative year:
  - a. The CKI mission
  - b. Club and member spotlights
  - c. Tomorrow Fund
  - d. Kiwanis Family updates
  - e. Club and district officer training
  - f. Dues collection
  - g. Service hour reporting
  - h. Member education
  - i. New club building
  - j. District and CKI Convention
  - k. District Board initiatives

- l. District updates
  - m. Club, district, and International event promotion
  - n. CKI service initiative and partners
  - o. District service project
4. Due to the increased usage of the internet for communicative purposes, *The Helping Hand* may be officially distributed and published through electronic means.

**Policy Code Number 5: District Correspondence Procedure**

1. All letters and other communications concerning the business of the District Board shall have copies mailed to the Governor, Secretary-Treasurer, counseling International officer, District Administrators, and copies shall be kept in personal files.
2. It is required that all official correspondence by district officers be copies to the District Governor, Secretary-Treasurer, Administrators, counseling International officer, and respective Lieutenant Governor. Also, any correspondence by clubs to district officers shall be copied to the Governor, Secretary, Administrator, and Lieutenant Governor.
3. All correspondence to the District Administrators shall be copied to the Circle K Governor, Circle K Secretary-Treasurer, and Kiwanis Governor.
4. All correspondence concerning finances shall be copied to the Governor, Secretary-Treasurer, and District Administrators.
5. All correspondence to any International Board members shall be copied to the International President, International Director, and the counseling International officer in addition to the appropriate district officers.
6. The Governor, Secretary, and District Administrator should receive copies of all correspondence.
7. The following are the types of appropriate correspondence for a District Board member to use:
  - a. **Business Letters:** The content of the letters is only limited by the particular situation and your imagination. There are various styles of business letters which may be used, but certain elements must be included:
    - i. Your return address
    - ii. The current date
    - iii. The complete name, title, and address of the person the letter is to
    - iv. A carbon list
  - b. **Memos:** Many times you will be faced with a situation which calls for you to disseminate the same information to a large group of people quickly. Rather than type individual letters, you may want to use a memo. Memos should be restricted to one or two items.
  - c. **Newsletters:** Newsletters are most effective when used to spread information on many different items. The image projected by your newsletter reflects directly on you as an officer.
    - i. The use of graphics to break up items in your newsletter will make it much easier to read. "Clip art" can be taken from other newsletters, magazines, advertising publications, or the International public relations kit. Circle K logos, theme logos, and International Convention logos are available in velox form from the International office.

- ii. An easy way to save money is to use one-third or one-half of the back page for addresses, then fold and staple rather than using envelopes.

**d. Electronic**

**e. Phone**

8. In the event that a direct formal discussion with any member of the district must take place, the proper order of making contact is as follows:
  - a. In person
  - b. Telephone/ TTY
  - c. Email
  - d. Internet chat/ Instant Messenger

**Policy Code Number 6: District Awards**

1. All awards shall be annual, running from the previous convention award deadline to this award deadline, and shall be given for recognition of projects and accomplishments completed during that period.
2. All awards must be approved by the District Board of Officers, which shall have the authority to maintain and finance any of the awards. No awards other than those approved by the District Board of Officers shall be presented.
3. To be eligible for any award, the pertinent club and/or individual must be in good standing with this district and Circle K International, except in cases where this obviously does not apply. [Example: Outstanding Kiwanis Advisor, etc.]
4. All award entries by clubs must meet the specifications set by the District Board of Officers in order to be considered for judging.
5. Entry forms for all awards shall be sent to all appropriate Circle K officers a minimum of ninety (90) days prior to the submission deadline. Entry forms shall be distributed by the District Board of Officers. All entry forms shall be returned to the District Administrator for official entry into the awards competition. All awards must be submitted in the manner prescribed [time, date, place] by the District Board. Any deadline established will be enforced.
6. The District Board of Officers shall design judges for any of the awards contest that they deem it appropriate to do so. The judges shall be Kiwanians who are not associated with a club that sponsors one of the Circle K International clubs within the Michigan District. It is suggested that an odd number of judges be appointed in order to assure majority. These judges shall meet at the specified time and shall continue meeting until a decision is made. The awards judging will be overseen by the District Administrator. All decisions made by the judges and the District Board of Officers shall be final. All judges and District Board members shall not discuss the winners or any specifics of the judging before winners are announced.
7. Judges with any past or present association to a specific club in the Michigan District will be required to abstain from judging said club's entry.
8. Questions raised during the judging should be directed to the Governor and the District Administrator.
9. The following awards shall be given at the annual district convention:
  - a. Clay Nichols Outstanding Sponsoring Kiwanis Club
  - b. Dennis Dimoff Outstanding Advisor
  - c. Single Service Award
  - d. Outstanding Club Scrapbook Award

- e. John Nash Outstanding Circle K Member
  - f. Club Achievement Award
  - g. Outstanding District Board Member
  - h. Outstanding Club President
  - i. Outstanding Club Vice President
  - j. Outstanding Club Secretary
  - k. Outstanding Club Treasurer
  - l. Outstanding Club Bulletin Editor
  - m. Outstanding Club Committee Chair
  - n. District Project Recognition Award
  - o. Road-Runner Inter-clubbing Award
  - p. Kiwanis Family Award
  - q. James D. Heymes Club Newsletter
  - r. Scrapbook Award
  - s. Distinguished Club Growth
11. Any awards found to be non-applicable at a particular convention may be deleted from the convention schedule. Also, any additional awards deemed appropriate may be added to the convention schedule. Each decision is at the behest of the Governor.

#### **Policy Code Number 7: District Events**

1. **Fall Leadership Training Conference:** The district shall hold a fall training conference called the Michigan District Fall Leadership Training Conference (FLTC) for the purposes of service, membership development, and fellowship. FLTC shall be held annually between the dates of September 1st and November 15th.
2. **Snowpia of Service and LovePit:** The district shall hold two service-social events, to be hosted by applying clubs in good standing. Host clubs shall be reimbursed for their incurred expenses, the amount of which shall be annually determined upon the creation of the new district budget.
  - a. Snowpia shall be held annually between the dates of November 1st and December 31st.
  - b. LovePit shall be held annually between the dates of January 1st and March 1st.
3. **District Convention:** Refer to Policy Code Number 10 for information concerning this event.
4. Additional events may be created at the discretion of the governing District Board.

#### **Policy Code Number 8: Protocol**

1. The following shall be dais guests when a dais is used:
  - a. All members of the District Board of Officers
  - b. District Administrator
  - c. Any International officer
  - d. Kiwanis District Governor
  - e. Key Club District Governor
  - f. Master of Ceremonies
  - g. Any guest speakers
  - h. District Convention Chair
  - i. Director of Circle K International
  - j. Kiwanis or Key Club International officers

2. The following are appropriate dais guests if adequate seating is available, at the Governor or District Board's invitation:
  - a. Visiting officers from other districts
  - b. All members of the Kiwanis Committee on Circle K [i.e. Administrator, Assistant Administrator, Regional Advisors]
  - c. Immediate Past Governor
  - d. Past International officers from the Michigan District
  - e. Kiwanis District officers
  - f. Key Club District officers
  - g. Staff and officers from the International office
  - h. Kiwanis Governor-Elect
  - i. Invocator
  - j. Key Club District Administrator
3. Dais seating arrangements shall be based on the following order:
  - a. Other dais guests
  - b. Key Club Governor
  - c. Kiwanis Governor
  - d. International Director
  - e. Circle K International officers
  - f. District Administrator
  - g. Master of Ceremonies
  - h. PODIUM
  - i. Governor
  - j. Circle K International President
  - k. Speaker
  - l. Kiwanis International officers
  - m. Key Club International officers
  - n. District Secretary-Treasurer
  - o. District Bulletin Editor
  - p. Immediate Past District Governor
4. Special Guidelines:
  - a. The spouses of dais guests should be seated next to their husbands and wives. If the length of the head table is a problem, the spouses may be seated at a special table directly in front of the dais. Whenever possible, ladies should not be seated at the end of the dais.
  - b. Past Governors of the Michigan District of CKI and past International officers and their spouses shall be seated at a reserved table near the dais.
  - c. Special mention and recognition should always be made of all the Kiwanians present. This may be done in a collective manner.

#### **Policy Code Number 9: Alcohol Policy**

1. **Alcoholic beverages, illegal drugs, and misuse of prescription and over-the-counter drugs policy for CKI sponsored conventions, events, and/ or special programs:**
  - a. The possession, sale, distribution, or consumption of alcoholic beverages, illegal drugs, and misuse of prescription and over-the-counter drugs during any event or situation sponsored or promoted by the Michigan District of CKI will not be

tolerated. Any member of the Michigan District of CKI is said to be in attendance at an event from the moment of arrival at the event site, or at 12:00 a.m. on the scheduled starting date of said event, whichever is later. A member is said to be departed from the event upon final departure from the event site. In any instance where pre- or post-event accommodations are included in the schedule for the event, where an additional activity is planned and/or sponsored by CKI, or this district or a club within it [i.e., a planned meal or district tour], such activities are bound by this policy.

- b. Members of Circle K International are to abide by this policy at all Kiwanis Family events.
- c. Guests, alumni, and Kiwanis Family members in attendance are asked to observe this policy in terms of their use of alcohol, illegal drugs, and misuse of prescription and over-the-counter drugs at Michigan District of Circle K International events.
- d. Each club, under the leadership of the club president and/or membership development and education chairperson, is encouraged to include alcohol, illegal drug, and misuse of prescription and over-the-counter drug awareness education as part of the membership development and education program.

**2. Alcohol, illegal drug, and misuse of prescription and over-the-counter drugs policy for Michigan District of CKI sponsored conventions, events, and/or special programs:**

- a. Assessment herein shall be defined as follows: Investigation of alleged violation will be considered by the individuals designated to oversee the various types of violations. Evidence of alleged violations [both physical and testimonial] shall be reviewed by designated assessors in the manner and time-frame prescribed. The designated assessors will make a determination of action to be taken as prescribed within this Policy Code. Discipline beyond the scope of that which is prescribed herein is prohibited except in circumstances which merit special consideration and in which approval of the action has been obtained by the District Board and the Michigan District Board of Kiwanis International.
- b. Enforcement of disciplinary action will be carried out by the parties specified herein.
- c. **Individual Level Violation:** The individual must have engaged in at least one of the following activities to be considered in violation of the policy: He/she must have possessed, consumed, distributed, and/or participated in the sale of an alcoholic beverage, illegal drugs, or misuse of prescription or over-the-counter drugs while in attendance [as defined above] at a Michigan District of CKI sponsored convention, event, and/or special program.
  - i. **Designated Assessors:** Designated assessors for an individual violation shall be the District Administrator and the Kiwanis District Governor.
  - ii. Notification of alleged violations must be reported in writing to the Michigan District of CKI and Kiwanis District Governor to be considered for review.
  - iii. Once the assessors have received notification of a violation, he/she will contact the District Governor as well as the club president and instruct them as to their responsibilities.
  - iv. The assessors will report their findings to the District Governor who will enforce appropriate sanctions with the assistance of the District Board of Officers and the District Administrator.

- v. **Assessment Procedures:** Assessment must begin within two weeks of notification of the alleged violation. Evidence will be collected and reviewed by the assessors and findings will be reported no later than four weeks from the notification of the alleged violation.
- vi. **Sanctions:**
  - 1. **First Violation:** Any of the privileges associated with the club membership [i.e. voting, the receipt of materials from the club, attendance at club meetings, participation in CKI or Kiwanis Family projects, events and socials at the club, district, and International levels] may be suspended. The minimum suspension shall be thirty (30) days, with a maximum suspension of ninety (90) days. A letter must be sent to the individuals involved in the violation explaining the reason(s) for the suspension. If college or university rules have been violated, a copy of this letter should be sent to the appropriate school official concerned with student activities, and copied to the Kiwanis District Governor and the District Administrator.
  - 2. **Further Violations:** Should future violations occur within one year of the previous violation, the violator's membership shall be terminated for a period of at least twelve (12) months. An individual must petition the club's executive board to regain membership at the conclusion of the suspension period. This petition must be issued in the form of a letter which states the reason he/she wishes to regain membership and affirms that he/she will abide by the District Bylaws and Policy Code. The penalty for further violations will be permanent expulsion from the club. A letter must be sent to the individuals involved in the violation explaining the reason(s) for the suspension or expulsion. If college or university rules have been violated, a copy of this letter should be sent to the appropriate school officials concerned with student activities, and copied to the Kiwanis District Governor and the District Administrator.
- vii. **Grievances:** Within two (2) weeks of the notification of the sanction, a grievance may be filed with the Kiwanis Executive Director, who in conjunction with the Kiwanis District Governor shall make a determination of whether such grievance should be considered further. If so, the individual shall be given the opportunity to state his/her case at a meeting with the District Administrator and the Kiwanis District Governor. This body will determine whether to uphold or alter the sanction.
- viii. With the unanimous consent of all parties involved, the above time limitations may be amended to allow for situations in which it is impossible or extremely difficult to meet specified time limitations.
- d. **District Level Violation:** A district will be in violation of the alcohol, illegal drugs, and misuse of prescription and over-the-counter drugs policy if the District Board of Officers condones, through verbal or physical actions, the possession, distributed, sale and/or consumption of alcoholic beverages, illegal drugs, or misuse of a prescription and over-the-counter drugs at any district-sponsored event or activity. Events include a location in which the facilities used are being paid for by district funds, any situation sponsored or promoted by the District

Board of Officers, or any time a member is in attendance at a Michigan District of CKI sponsored convention, event, or special program.

- i. **Designated Assessors:** Designated assessors for a district level violation shall be the CKI Executive committee, in consultation with the CKI Director and the representative of the Sub-region.
- ii. Notification of alleged violations must be in writing to the CKI President and the Director to be considered for review.
- iii. Once the International President and Director have received appropriate notification, they will contact the other assessors and instruct them as to their responsibilities.
- iv. The CKI Board will be responsible for the enforcement of the sanctions as submitted by the CKI Executive committee.
- v. **Assessment Procedures:** Assessment will begin at the first scheduled CKI Executive committee meeting following the notification of the alleged violation. In the event a meeting is not scheduled within two (2) weeks of the notification, a special session will be called by the CKI Executive committee. Evidence will be collected and reviewed by the assessors as soon as possible prior to the meeting. During the committee meeting, time will be allotted to discuss the matter and come to a decision on the sanctions to be imposed. The findings will be reported no later than one week from the conclusion of said committee meeting.
- vi. **Sanctions:**
  1. **First Violation:** A letter will be sent on behalf of the CKI Board by the CKI President to the Kiwanis District Governor outlining the violation. A copy of this letter will be sent to the District Governor and Administrator. The District Board will be ineligible for any district level awards, limited to Distinguished District and Distinguished Officer awards, at the next CKI convention following the letter outlining the violation. In addition, individuals found in violation will also be held to the sanctions in section 1 of the Individual Level Violation policy. The district will be placed on probation for a period of one year following the issuance of the letter. During this period of probation, the district must hold at least one alcohol, illegal drug, and misuse of prescription and over-the-counter drug awareness program, or arrange for such a program, during a district sponsored event. The content of this program must meet the approval of the CKI Board in order to re-qualify the district for district level awards following the above mentioned CKI convention.
  2. **Further Violations:** Should a future violation occur within one (1) year of the issuance of the letter of violation, all sanctions mention above for a first district level violation will be enforced. In addition, the CKI Board may issue additional sanctions not specifically outlined within the CKI Policy Code excluding the elimination of the district structure. The CKI Board may petition the Kiwanis International Board to disband the district should repeated violations persist. All sanctions not specified herein must meet the approval of the Kiwanis International Board of Officers.
- vii. **Grievances:** Within two (2) weeks of notification of the sanction, a grievance may be filed with the Kiwanis International Board of Officers, who shall make

a determination whether such grievance should be considered further. If so, the CKI District Board of Officers will be given the opportunity to state their case at a meeting of representatives for the Kiwanis International Board of Officers and the Kiwanis District Board of Officers. This body will determine whether to uphold or alter the sanction.

- viii. With the unanimous consent of all parties involved, the above time limitations may be amended to allow for situations in which it is impossible or extremely difficult to meet specified time limitations.

#### **Policy Code Number 10: District Mascot**

Since the Michigan District of Circle K International is part of an outstanding organization, and since many outstanding organizations adopt a mascot, the Michigan District, if it so desires, may adopt a mascot by majority vote of the District Board of Officers.

#### **Policy Code Number 11: Honorary Members**

1. Since there are many individuals outside of Kiwanis and Circle K International who are great assistance to the Michigan District of Circle K International, the district may bestow upon someone who is not a member of Circle K International honorary membership in the Michigan District of Circle K for a period of one (1) year.
2. Honorary members shall pay no dues and shall be entitled to all privileges in the district with the exception of voting and holding office.

#### **Policy Code Number 12: Appropriation of Club or District Property**

1. It is recognized that the friendly practice of appropriating club or district gavel has resulted in some fun interclubbing. It should always be done in good taste, which means that the temporary loss does not seriously interfere with programs or operations. Arrangements should be made for the return of such items within a reasonable length of time. Club banners and bells should never be taken.
2. Clubs that object or otherwise wish not to be bothered should not be included.

#### **Policy Code Number 13: Charter Presentations**

1. After the receipt of the chartering materials from the CKI office, the existence of the club should be celebrated through a chartering ceremony planned by the sponsoring Kiwanis club and prospective Circle K club.
2. The cost of such affairs should not exceed the income from the sale of admission tickets to such event. Such meetings should finance themselves, eliminating the necessity of funds being taken from the club treasury to pay for the meeting.
3. The agenda for the ceremony should include the following:
  - a. Presentation of the sponsorship patch to the sponsoring Kiwanis club by the new Circle K club
  - b. Induction of the club's officers, often conducted by either the sponsoring Kiwanis club president, Kiwanis advisor, or the Circle K District Governor
  - c. Induction of the club's members, often conducted by the club's officers
  - d. Presentation of the club charter to the new CKI club by the sponsoring Kiwanis club
4. The club should invite at least the following people to join in the celebration:

- a. Charter members
- b. Circle K clubs within the district
- c. Members of the sponsoring Kiwanis club
- d. Circle K District Board
- e. Kiwanis District Board
- f. Nearby Kiwanis and Key Clubs
- g. University president
- h. University official overseeing the establishment of campus organizations
- i. Faculty advisor

#### **Policy Code 14: Alumni Relations**

While the Michigan District Board encourages alumni involvement in club and district events, it also recognizes the need to maintain the privacy of the Circle K alumni. The following guidelines govern the use of alumni contact information.

1. Only first and last name, maiden name, email address, club, and years in Circle K can be published on the Circle K district or any club webpage.
2. Clubs who wish to contact alumni through mail must do so through the Assistant Administrator or the president of the Alumni Association. Clubs will give the materials to be mailed [flyers, invitations, envelopes, stamps, etc.] to the Assistant Administrator or Alumni Association president. Clubs may contact alumni through email.
3. Clubs may not solicit donations of money or goods from alumni.
4. Alumni contact information shall not be given to the Michigan District of Kiwanis International under any circumstance.

#### **Appendix**

The following materials are recommended items for the appendix:

1. District award forms
2. District officer report forms
3. Club monthly report forms
4. District officer voucher form
5. District officer service agreement form
6. Parliamentary procedure guide
7. Code of conduct
8. Circle K International resolution on responsible consumption of alcohol