



**Florida District
of Circle K International's
Bylaws**

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ARTICLE I

Name and Territorial Limits

Section 1. The name of this organization shall be the Florida District of Circle K International.

Section 2. The territorial limits within which this district shall function shall be co-extensive with the territorial limits of the Florida District of Kiwanis International. This district shall be sponsored by, but not a part of, Florida District of Kiwanis International.

ARTICLE II

Objects

Section 1. The objects of this district shall be:

To accept and promote the Objects of Circle K International;

To coordinate the projects of member Circle K clubs;

To strengthen and extend Circle K in the district;

To increase the fellowship and cooperative efforts of the clubs within the district;

To provide the goods and services necessary for the welfare of the clubs and individual members;

To promote participation of the clubs within the district in the general objects, programs, and policies of the district and of Circle K International; and

To accept and promote the bylaws and policy code of Circle K International.

ARTICLE III

Divisions

Section 1. The Board of Officers may create suitable administrative divisions with the approval of the Kiwanis District Board. There will be a Lieutenant Governor for each division who will also be a voting member of the District Board.

ARTICLE IV

Membership

Section 1. Each Circle K club situated within the territorial limits of this Circle K district shall be a member of the district.

Section 2. Any member club more than thirty (30) days in debt to Circle K International, its district, or its sponsoring Kiwanis club shall be considered "not in good standing."

Section 3. Any member club having failed to file an official monthly report for each month of the current administrative year at least two weeks prior to District Convention shall be considered "not in good standing."

Section 4. Any member club must be considered in "good standing" with Circle K International to be considered in "good standing" with the District.

Section 5. Any member club "not in good standing" with this district shall be denied all rights of a Circle K club in good standing" as bestowed by the Florida District; provided four (4) weeks notice of such standing be given to the Circle K Club and their sponsoring Kiwanis club for the purpose of appeal to the District Board of Officers.

Section 6. Any club considered "not in good standing" can correct the situation by following the procedures outlined in the Circle K International bylaws or the Florida District bylaws.

ARTICLE V

Officers

Section 1. The voting officers of the district shall be the Governor, the Secretary, the Treasurer, the Editor, and such Lieutenant Governors as deemed necessary by the Circle K District Board of Officers and the Kiwanis District Board of Trustees. These officers make up the District Board of Officers.

Section 2. The officers of this district, as defined above in Section One of Article V of these bylaws, shall be elected at the annual district convention.

Section 3. The Governor, Secretary, Treasurer, and Editor shall be defined as the executive officers of this district.

Section 4. Lt. Governors shall represent the division in which they serve. Should a Lt. Governor transfer to a club outside of the division they represent prior to the end of their term in office, they may retain their position as Lt. Governor with a two-thirds (2/3) vote of the District Board. This vote must occur prior to the Lt. Governor transferring their membership to their new club.

Section 5. All officers shall assume their official duties as outlined in these District bylaws.

Section 6.

Governor's Duties:

- a. The Governor shall have the duty of furthering the objects of Circle K International and promoting the interests of Circle K clubs within their district. This person shall work closely with other International and district offices to strengthen and expand Circle K.
- b. The Governor shall be the chief executive of the district, shall appoint all standing and special district committees, and shall preside at the Circle K District Convention, Leadership Training Conference, District Officers' Training Conference, and all meetings of the District Board.

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- c. This person shall attend the International Convention and all meetings of the International Council, the Kiwanis District Convention, and the Key Club District Convention.
- d. The Governor shall be responsible for the leadership training of club presidents, the updating of the president's and vice-president's manuals, due no later than the fall conference, as well as ensuring proper training is provided for other club officers, for workshops which will be held at the district convention; and for developing all communication with clubs for the purpose of bringing administrative aid to said clubs.
- e. The Governor shall work closely with the Kiwanis District Circle K administrator on all matters dealing with the operation of the district.
- f. The Governor shall work to increase the membership of the District and to increase the quality and number of service projects in the District.
- g. The Governor shall also work with the District Administrator, District Club Building Committee, and Lt. Governors on new club building and the rebuilding of inactive clubs.
- h. The Governor shall make no fewer than one visit to each division. This person shall attend as many club or divisional events as possible and should attempt to visit each club in the District at least once.
- i. This person shall serve as an ex-officio member of all District Committees.

Section 7

Lieutenant Governor's Duties:

- a. The Lieutenant Governor shall assist the Governor in the work of the district. This person shall represent the Governor and have full responsibility under the direction of the Governor in supervising the district executive work in their respective division.
- b. The Lieutenant Governor shall be charged with encouraging clubs within the division to increase their membership while working with the Club Building Committee, complete worthwhile service projects, and remain up to date on the condition of the clubs.
- c. The Lieutenant Governor shall also work with the Governor, District Administrator, District Club Building Committee, Kiwanis Lieutenant Governors

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and area Kiwanis clubs on the building of new clubs and the rebuilding of inactive clubs.

- d. The Lieutenant Governors of each division shall also be responsible for assisting the Governor with the leadership training of vice-presidents and presidents all club officers, as needed and requested.
- e. This person shall also perform such other duties as may be assigned by the Governor or the district board of officers.

Section 8

Secretary's Duties:

- a. The Secretary shall keep all records of the district convention and of all meetings of the district board of officers.
- b. The Secretary shall submit a report at such times as the Governor and the district board of officers may require.
- c. This person shall submit to the proper officials and committees all communications received from Circle K International.
- d. The Secretary shall cooperate with the Governor in forwarding all official reports required by Circle K International.
- e. The district secretary shall be responsible for maintaining the District Mailing List. The District Mailing List shall include all District Board Members and Committee Chairs, Circle K Club Officers, The Kiwanis Committee on Circle K, the Executive District Boards of the Florida District of Kiwanis and Key Club, as specified in their District Bylaws, the International Director and the International Councilor, the President and Secretary of the Florida Circle K Alumni Association, the President and Executive Director of the Florida Kiwanis Foundation, and the Florida District Kiwanis Committee on Key Club, as well as the District Administrators of Builder's Club, K-Kids, and Aktion.
- f. The District Secretary shall also be charged with the leadership training of club secretaries, as well as the updating of the club secretary's manual, the club Monthly Report Form, and the Monthly Report Form Manual, due no later than the fall conference.

Section 9

Treasurer's Duties:

- a. The Treasurer, under the supervision of the District Administrator, shall present the district budget to the district board at the summer board meeting for approval. The accounts shall at all times be open to inspection by the Governor, the board of officers, the District Administrator, Kiwanis District Board of Trustees, and any authorized auditor. The District Treasurer shall report a detailed Club Status Report at the Summer and Winter Board meeting with the current dues paid membership, potential dues paid membership (as informed by the club treasurers, Lt. Governors, and presidents), and the financial well being of the clubs in the Florida District of Circle K International.
- b. The Treasurer shall submit a membership report at all regular meetings of the District Board and such times as the Governor, the Board of Officers, or the Kiwanis District Board of Trustees may require.
- c. The treasurer shall facilitate and encourage dues submission by each Florida District Club.
- d. The Treasurer shall be responsible for the leadership training of club treasurers, as well as the updating of the club treasurer's manual and club fundraising manual, due no later than the fall conference.
- e. The District Treasurer shall be responsible for keeping track of the status of donations made from the clubs and the Florida District for any financial initiatives developed by International as well as the Florida District.
- f. The District Treasurer for be responsible for the development of any district fundraisers, as well as assisting the district committees and clubs with any grants or fundraising efforts as needed.
- g. The Treasurer shall also perform such other duties as may be assigned by the Governor or the Board of Officers.

Section 10

District Editor's Duties:

- a. The Editor shall have complete charge of, and responsibility for, the issuance of a minimum of six (6) issues of the district newsletter Circle Kapers, subject to the control and discretion of the district officers as stated in these bylaws.
- b. The Editor shall be responsible for the leadership training of club editors, as well as the updating of the club editor's manual and annual club editor's manual, due no later than fall conference.
- c. The Editor shall also perform such other duties as may be assigned by the Governor or the Board of Officers.

Section 11. A district officer may be removed from office for just cause by a vote of two-thirds (2/3) of all voting members of the District Board of Officers duly elected and serving at the time, with the exception of the member in question. Whenever there appears to be sufficient cause for such action, as determined by the District Administrator or a majority of the voting members, the Governor (or the district secretary if the governor is the accused) shall notify the accused officer of the allegations and shall give said officer immediate notice of the scheduled hearing of the District Board of Officers as well as the allegations presented. A minimum of fourteen (14) days clear notice must be given to the Board of Officers, the accused, and the District Administrator of the time and place of a hearing. 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 hearing to explain or refute the allegations. In the event that the district board of officers, with the exception of the member in question shall find the alleged facts to be true, by a vote of two thirds (2/3), the District Board of Officers shall have the power to declare such office vacant, and the vacancy will be filled in accordance with the provisions contained in these bylaws.

Section 12. No elected district officer may hold an elected International office or club office in addition to their district office.

ARTICLE VI

Board of Officers

Section 1. The Board of Officers of this district shall consist of the Governor, the Secretary, the Treasurer, the Editor, and the Lieutenant Governors. All district committee chairs and directors shall serve as non-voting members of the board. The District Administrator shall serve as a non-voting ex-officio member of the board. The Immediate Past Governor shall also serve as an ex-officio non-voting member of the board providing this person is a current member of a Circle K club in good standing.

Section 2. The management and control of the affairs of the district not otherwise provided for in these bylaws, shall be vested in the Board of Officers, subject to the direction and approval of the Kiwanis District Board of Trustees, through the District Administrator, as well as the Circle K International Board of Representatives.

Section 3. The District Board of Officers shall hold a minimum of five (5) meetings annually; one of which is to be held during the period between academic years.

Section 4. The Secretary shall notify each member of the district mailing list, in writing, of the time, place (including directions), and the date of all meetings of the Board of Officers not less than fourteen (14) days prior to each meeting.

Section 5. A special meeting of the board of Officers may be called by the Governor, the Secretary or two-thirds (2/3) of the members of the Board of Officers.

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Section 6. The Secretary shall be responsible for sending a tentative agenda, as prepared and approved by the Governor, for these meetings to each member of the Board of Officers, the Kiwanis Governor, the Kiwanis Governor-Elect, the Kiwanis District Treasurer, the Kiwanis Executive Director, the District Administrator, not less than fourteen (14) days prior to each meeting.

Section 7. In the absence of the Governor from a meeting, the Board of Officers shall designate a member of the Board of Officers to act as chairperson for that meeting upon recommendation of the Governor and/or the District Administrator.

Section 8. A majority of the voting members of the Board of Officers shall constitute a quorum, and a majority vote of those present shall decide any question, with the exception of those questions for which a greater proportion is specifically required by these bylaws.

Section 9. Within fifteen (15) days after any special or regular meeting of the Board of Officers, the Secretary shall distribute the meeting minutes to members of the District Mailing list.

ARTICLE VII

District Standing Committees

Section 1.

The Membership Development and Education Committee:

The Membership Development and Education committee shall cooperate with all of the clubs in this district to assist them in the maintenance of an adequate membership of appropriate standards, in the proper education and induction of new members, in the utilization of all members, assist in updating the club officer manuals, and in the promotion of the concept of regular attendance at club meetings.

Section 2

The Kiwanis Family Relations Committee:

- a. The Kiwanis Family Relations Committee shall work to improve the relationship between all Kiwanis and Kiwanis sponsored organizations.
- b. It shall be responsible for developing projects and educational programs to expand and strengthen the bonds between these organizations.
- c. The committee shall also be responsible for promoting Circle K within Kiwanis and Kiwanis sponsored organizations.

Section 3

The Awards Committee:

- a. The Awards Committee shall annually review the rules for club awards and recommend any needed changes to the District Board.
- b. The committee shall cooperate with the board to draft proposed changes.
- c. The committee shall revise the Awards Manual accordingly, should any changes be approved. Any such change in the Awards Manual shall become effective the following administrative year.

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- d. A copy of the Awards Manual reflecting all changes shall be transmitted to each club no later than sixty (60) days following their taking effect.
- e. A copy of the Awards Manual will be sent to each club at least 120 days prior to the District Convention.

Section 4

The Legal Committee:

- a. The Legal Committee shall review the District Bylaws annually, and shall submit recommendations concerning revisions thereof to the District Board. Should the revisions be accepted as proposals, the proposals will then proceed through the process to be voted on at the annual convention, as outlined in these bylaws and the Bylaws and Policy Code of Circle K International.
- b. The Legal Committee shall also be responsible for the answering of questions that are concerning parliamentary procedure, when asked or when appropriate.
- c. The committee shall, 120 days prior to District Convention, send out an official call for submission of bylaws amendments to all clubs in good standing.
- d. The committee shall also assist any clubs with the establishment of club bylaws.

Section 5

The Projects Committee:

- a. This committee shall promote projects within the District supporting the Governor's project, International Vision Partners, International Preferred Charities, International Community Partners, International Service Partners, and International Promotional Partners.
- b. It shall plan and execute any district projects.
- c. It shall provide any resources which would be beneficial to clubs in the execution of projects; including but not limited to an annual club projects manual, due no later than the fall conference.

Section 6

The Con/Con Committee:

- a. The Conferences and Conventions Committee shall plan and execute all conferences and conventions, and shall prepare any mailing or materials necessary to promote or operate the conference or convention
- b. The Conferences and Conventions Committee shall transmit registration information and forms no less than sixty (60) days prior to the registration due date to the established district mailing list.
- c. The Conference and Conventions Committee shall serve to promote attendance at the International Convention annually.

Section 7

The Director of Technology:

- a. The Director of Technology shall be in charge of maintaining the district website, making updates as requested or necessary.
- b. The Director shall distribute to each club a website template and instructions on how to build a website, and shall be available to answer any questions clubs may have about their website.

Section 8

The Public Relations Committee:

- a. The Public Relations Committee shall work to promote Circle K International to the community and to the college.
- b. The Public Relations Committee shall also assist and provide resources to help each club improve its internal and external public relations.

Section 9. The Governor shall appoint the chairs of all district committees, with the approval of the District Board of Officers.

Section 10. A district committee chair may be removed from office for just cause by a vote of two-thirds (2/3) of all voting members of the District Board of Officers duly elected and serving at the time. Whenever there appears to be sufficient cause for such action, as determined by the District Governor or a majority of the voting members. The Governor shall give said chair immediate notice of the scheduled meeting of the district Board of Officers. A minimum of fourteen (14) days clear notice must be given to the Board of Officers, the accused, and the District Administrator of the time and place of a hearing. Consideration shall be given to the facts and reasons why the office should be declared vacant. The committee chair shall be afforded the opportunity at the meeting to explain or refute the allegations. In the event that the District Board of Officers shall find the alleged facts to be true, by a vote of two-thirds (2/3), the District Board of Officers shall have the power to declare such office vacant, and the vacancy will be filled in accordance with the provisions contained in these bylaws.

ARTICLE VIII

Conventions

Section 1. The annual convention of this district shall be held at the time and place mutually agreed upon by the Florida District Board of Officers, the sponsoring Kiwanis District Board of Trustees and the Board of Representatives of Circle K International. The dates and site of the convention shall be submitted to the Director of Circle K International not less than ninety (90) days prior to the proposed convention dates, and the Director, acting for the International Board of Representatives, may approve the dates and site.

Section 2. The Governor shall appoint (a) conferences and conventions committee chair(s) as outlined in these District Bylaws.

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Section 3. The Secretary shall e-mail to everyone on the district mailing list an official call to the annual convention not less than ninety (90) days prior to the dates of the convention.

Section 4. The Board of Officers 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 of Trustees, shall handle any contractual arrangements necessary for the district convention.

Section 5. Each accredited delegate shall be entitled to vote on each question submitted at any convention. There shall be no voting by proxy.

Section 6. In the absence of the Governor from any district convention, the Board of Officers shall designate a member of the Board of Officers to act as Presiding Officer of the convention.

Section 7. A quorum for any district convention shall be the official delegates present and representing not less than one half (1/2) of the total member clubs in good standing with the district.

Section 8. Each district convention program shall include, but not be limited to, the following:

- a. An address by the governor of the sponsoring Kiwanis District or a representative of the Governor
- b. An address by the Governor of the Key Club district or a representative of the Governor
- c. An address by the International Representative, if in attendance

- d. Workshops for the purpose of stimulating enthusiasm, motivating and educating membership, training newly elected club officers, developing leadership potential, increasing awareness of International theme and emphasis areas, and increasing service activities
- e. Nomination and election of officers for the upcoming year
- f. Installation of the newly-elected district officers
- g. A presentation promoting attendance at the upcoming International Convention
- i. Presentation of club and district awards.

Article IX

Elections

Section 1. Each member club in good standing shall be entitled to three (3) voting delegates and three (3) alternates at the district convention. The delegates and their alternates shall be active 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 their home club within the Florida District.

Section 2. Lieutenant Governors, unlike the other Executive Officers, shall be elected under the following conditions:

- a. They shall be elected only by members of their division in a manner suitable to the District Board, providing a one-half (1/2) quorum of the division's active Circle K Clubs are represented. If a quorum is not achieved, the procedures for filling a vacancy between conventions, as outlined in these bylaws, shall be followed.
- b. All Lt. Governors must be enrolled at a club within the division they are representing, for the year they are serving, unless appointed in the manner outlined in Article X, Section 2 of these bylaws.
- c. All Lt. Governors shall be voted on after all Executive Officers are elected.
- d. In the event of a tie, voting shall continue until a majority of the division's vote is reached. If the division remains deadlocked after three votes, the district board, by majority vote, shall decide the Lt. Governor.

- e. Lieutenant Governors shall be elected by the club delegates as well as the delegate-at-large currently serving as Lt. Governor in the division in which they represent. Executive Officers serving as delegates at-large are not eligible to vote in Lieutenant Governor elections.

Section 3. Each accredited delegate shall be entitled to vote on each question submitted at any convention. There shall be no voting by proxy.

Section 4. A quorum for any district convention shall be the official delegates present and representing not less than one-half (1/2) of the total member clubs in good standing with the district.

Section 5. The District Board of Officers shall be prohibited from lending either active or verbal support to any candidate running for district office.

ARTICLE X

Vacancies in Office between Conventions

Section 1. In the event of a vacancy in the office of Governor between conventions, the District Secretary shall become acting Governor; this person shall then call a Board Meeting within the following thirty (30) days where the Board of Officers shall elect a voting member of the Board of Officers or the Immediate Past Governor to serve as Governor for the remainder of the unexpired term. The Immediate Past Governor may only be elected if this person is a current member of a Circle K club in good standing. Such action shall be communicated by the Secretary in writing to the International Director and members of the district mailing list. In any year in which the district convention is not held, the Board of Officers shall elect a qualified member of a club in good standing to serve for the upcoming administrative year.

Section 2. In the event of a vacancy in an office, the Governor shall, with approval of two thirds of the District Board of Officers, appoint a qualified member of a club in good standing with the district and Circle K International to

serve for the remainder of the unexpired term. Such approval from the Board of Officers must be made, in writing, within fourteen (14) days of the appointment.

Section 3. In the event of an officer vacancy, the Governor shall request names of potential appointments at least fourteen (14) days prior to the appointment.

ARTICLE XI

Revenue

Section 1. Each member club shall pay to the district for every active member annual dues of \$10.00.

Section 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 good standing in the district between conventions, and must be approved by the Kiwanis District Board and the Circle K International Board.

Section 3. The Kiwanis District Board of Trustees shall determine the official depository for the Circle K district.

Section 4. Each check shall carry the signature of the District Administrator or other individual designated by the Kiwanis District Board.

Section 5. Revenue may be derived from other sources in such a manner as may be determined by the board of officers. The district shall never sponsor or participate in any manner in a lottery, raffle, drawing or game of chance in connection with any fund raising activity unless the district has received the prior

approval of the sponsoring Kiwanis District Board of Trustees. Such approval so granted does not constitute official endorsement of such activities by Circle K International or by Kiwanis International. Any lottery, raffle, drawing, or game of chance so approved must not contravene any laws, mores, customs or traditions of the country, state or province in which the fund raising 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.

ARTICLE XII

Parliamentary Authority

Section 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 Florida District Bylaws, the Florida District Policy Code, or in the Bylaws of Circle K International, or the Policy Code of Circle K International.

ARTICLE XIII

Amendments

Section 1. The bylaws of this district may be amended as outlined in the International Bylaws and Policy Codes.

Section 2. The District Board shall be authorized to make corrections in grammar, spelling, punctuation, wording, and numbering within the District Bylaws in order to bring these District Bylaws up to date with International Bylaws and Policy Code or to make them grammatically sound provided that changes do not alter the effects of the bylaws so altered.

Article XIV

District Possessions

Section 1. District Possessions shall include, but not be limited to, the District Governor's gong, the District Governor's gavel, and the Florida District's mascot.

Section 2. FLACKI shall be the official mascot for the Florida District of Circle K International.

Section 3. Should a District Possession be taken without the permission of the District Governor, it must be returned as soon as possible at the request of the District Administrator or Governor.

Section 4. If a member or club is accused of possessing any of the items listed, the entity may plead their case before the Executive Board. If the Executive Board finds that the entity possessed or knows of the whereabouts of the items, the entity may be declared "inactive" in the Florida District by a super majority vote. Active status may be reinstated with the return of the item(s).