



**Evergold Division**

**2019-2020**

**Leadership Guide**

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# Introduction

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Greetings Evergold Division,

For those of you who I've had the pleasure of meeting at DCON or at prior events, I am so glad to see you all taking a leadership position in Circle K. But for those who I have not had a chance to meet, my name is Eduardo Martinez, I am currently a student at Miami Dade College - North, where I served as the Charter President. This service year I am honored to be serving our lovely division as the Lieutenant Governor for the 2019-2020 service year.

My goals this year would not be possible to obtain without your help! This service year I wish to serve as a mentor to students from other SLPs (Service Leadership Programs) in Kiwanis. I also wish to focus on growth and retention on new and old clubs alike.

I have created this guidebook to serve you all as a resource in which you can learn more about Circle K as an International organization, familiarize yourself more with what your position as a club officer entails, important dates, etc.

I hope this guidebook serves you all well and can help you better understand the impact we all have in our communities as an organization. If you come across a topic you would like some more information on, feel free to reach out to me.

Once again, thank you for attending our Club Leadership Education conference! It's thanks to leaders like you why our organization continues to thrive every single day!

*YOU* were chosen. *YOU* were elected. *YOU* accepted. **Now it's time to get started!**

Yours in Friendship, Fellowship and all things Service,



*Eduardo Martinez*

2019-2020 Evergold Lieutenant Governor  
Florida District of Circle K International

# Circle K International Information

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**THE PLEDGE** – I pledge to uphold the Objects of Circle K International, to foster compassion and goodwill toward others through service and leadership, to develop my abilities and the abilities of all people, and to dedicate myself to the realization of mankind’s potential.

**CKI MISSION** - CKI is college and university students who are responsible citizens and leaders with a lifelong commitment to community service worldwide.

**CKI VISION** – To be the leading global community service organization on college and university campuses that enriches the world one member, one child, and one community at a time.

## **THE OBJECTS** –

- To emphasize the advantages of the democratic way of life.
- To provide the opportunity for leadership training in service.
- To serve on the campus and in the community.
- To cooperate with the administrative officers of the educational institutions of which the clubs are a part.
- To encourage participation in group activities.
- To promote good fellowship and high scholarship.
- To develop aggressive citizenship and the spirit of service for improvement of all human relationships.
- To afford useful training in the social graces and personality development.
- To encourage and promote the following ideals:
  - To give primacy to the human and spiritual rather than to the material values of life.
  - To encourage the daily living of the Golden Rule in all human relationships.
  - To promote the adoption and the application of high social, business, and professional standards.
  - To develop, by precept and example, a more intelligent, aggressive, and serviceable citizenship.
  - To provide through CKI clubs a practical means to form enduring friendships, to render altruistic service, and to build better communities.
  - To cooperate in creating and maintaining that sound public opinion and high idealism which makes possible the increase of righteousness, justice, patriotism, and goodwill.

# Circle K International Information *continued*

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## **THE THREE TENETS:**

### **1. SERVICE**

#### *What does service mean?*

As one of the three tenets, service is a fundamental element of CKI. Collectively, CKI members perform more than one million hours of service on their campuses and in their communities annually. Without service, CKI would be just another campus activity. Through service, college students are making the world a better place.

As a service leadership program of Kiwanis International, CKI shares the focus of serving the children of the world. In support of this effort, the CKI service initiative is Focusing on the Future: Children. This initiative encourages members to address the issues facing children ages six to 13 and to find solutions through service for addressing these issues.

### **2. LEADERSHIP**

#### *What does leadership mean?*

Through the mission and vision of the organization, CKI is dedicated to the realization of mankind's potential. The potential of CKI lies in its ability to positively influence members of society who are facing ultimate personal decisions and those who will one day create the vision of mankind for generations to come. Leadership opportunities afford CKI members the resources and tools needed to become active citizens. CKI members can assume leadership responsibilities at all levels of the organization and through various experiential training conferences.

## Circle K International Information *continued*

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### **3. FELLOWSHIP**

#### *What does fellowship mean?*

If there is one thing that CKI members know best, it is fellowship. Whether they are planning a car wash, visiting shut-ins, reading to three-year-olds, or conducting business, CKI members across the globe take time to meet and welcome new people. With each element and aspect of CKI, members experience fellowship and develop life-long relationships with fellow collegians, advisors, Kiwanians, and citizens in their communities. Whether a CKI member is mentoring a child, networking with a businessman, or bowling with members, that CKI member is developing social skills, meeting new people, and strengthening relationships.

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#### **MEMBERSHIP BENEFITS**

- Learning the importance of voluntarism and altruism in our world.
- Discovering and developing leadership talents and skills that will be used in future career and professional positions.
- Applying concepts learned in the classroom to everyday situations when planning a project or organizing an event.
- Networking with professional men and women in similar fields of interest through interaction with members of the sponsoring Kiwanis club.
- Developing friendships that last because members spend time with others who have similar values and ideals.
- Applying to receive scholarships for future educational costs.
- Gaining professional training in areas such as membership recruitment, leadership skills, public relations, and organization through attendance at conventions and conferences.
- Participating in district and International conventions along with leadership development conferences known as Leadership Training Conference.
- Being a member of the Member Community on the CKI Web site.
- Receiving Service Program opportunities (available to clubs including partnerships with members of the Young Children: Priority One Advisory Council).



# BE THE PRESIDENT



Congratulations on your election to one of the most crucial roles of the club. The club president position is vital to your club's success and requires much dedication to the upcoming tasks. Your primary efforts consist of running club meetings, creating club activities and service projects, and maintaining communication between your board and your lieutenant governor. One of your most important tasks is finding what works best for your club. While you are making important club decisions, ask members for their input. Make sure to work with your board, as well as your advisor, outside of club meetings to ensure your club's success. Best of luck on the opportunity-filled year ahead.

## ➤ **OFFICIAL DUTIES**

Your club will be as strong as your officer team, and that team is designed to empower each officer to carry out his or her own duties. When your officers work with one another, the team's success will take precedence over individual success. Below is a list of official duties related to your position, but feel free to add to it based on the needs of your club.

- **Establish** a climate of enthusiasm, support and open communication within the club. Make sure all members feel their voices are heard and their hard work is celebrated.
- **Ensure** all club and board meetings are well planned and executed. Make sure your meetings keep members engaged; have clear organizational structure and follow parliamentary procedure; have up-to-date information from Circle K on local, district and international levels.
- **Keep** members connected and engaged through well-developed and frequent programming.
- **Assist** your club officers in completing annual achievement reports, contest and award applications and the necessary steps regarding club dues.
- **Develop** necessary relationships with school administrators, faculty advisors and Kiwanis clubs.
- **Create** strategies, conduct evaluations and work to set goals aimed at continuous club improvement.
- **Develop** membership recruitment goals throughout the year. Once members are inducted, be sure to help them become actively involved.
- **Manage** the club election process. Set a date in January for elections and inform members about the process. (Primarily just before DCON.)

# Be the *PRESIDENT* continued

## ➤ CHECKLISTS

WEEKLY	MONTHLY	ANNUAL
<input type="checkbox"/> CONDUCT AND PRESIDE OVER MEETING.	<input type="checkbox"/> ARRANGE AND CONDUCT A BOARD OF DIRECTORS MEETING.	<input type="checkbox"/> INCREASE IN MEMBERSHIP OVER THE PREVIOUS YEAR.
<input type="checkbox"/> CREATE AND ABIDE BY AN AGENDA FOR YOUR MEETING.	<input type="checkbox"/> WORK WITH COMMITTEE CHAIRS ON THEIR PROPOSED PROJECTS.	<input type="checkbox"/> RECEIVE INFORMATION FROM THE PAST PRESIDENT.
<input type="checkbox"/> KEEP OFFICERS ON TASK AND PROVIDE ASSISTANCE TO COMMITTEES.	<input type="checkbox"/> SUBMIT ANY ON-TIME MONTHLY REPORTS.	<input type="checkbox"/> REVIEW ALL CIRCLE K EDUCATIONAL MATERIALS.
<input type="checkbox"/> LEAD MEMBERSHIP IN ACTIVITIES AND PROJECTS.	<input type="checkbox"/> COMMUNICATE WITH STUDENT COUNCIL AND STUDENT LIFE.	<input type="checkbox"/> UNDERSTAND PARLIAMENTARY PROCEDURE.
<input type="checkbox"/> ENSURE THAT DELINQUENT MEMBERS ARE HANDLED PROPERLY.	<input type="checkbox"/> ORGANIZE OR PARTICIPATE IN INTER-CLUB EVENTS.	<input type="checkbox"/> ESTABLISH CONNECTIONS WITH SPONSORING KIWANIS CLUB AND OTHER K-FAMILY CLUBS.
<input type="checkbox"/> ENSURE THAT AT LEAST TWO MEMBERS ATTEND A KIWANIS MEETING.	<input type="checkbox"/>	<input type="checkbox"/> REVIEW YOUR MEMBERSHIP ROSTER AND FORM COMMITTEES.
<input type="checkbox"/> MAKE SURE THAT EACH OFFICER IS AIDING THEIR ASSIGNED COMMITTEE.	<input type="checkbox"/>	<input type="checkbox"/> CONDUCT ELECTIONS.
<input type="checkbox"/> KEEP A FILE OF ALL CORRESPONDENCE.	<input type="checkbox"/>	<input type="checkbox"/> PLAN SUMMER SERVICE PROJECTS.
<input type="checkbox"/> WORK ALONGSIDE BOARD MEMBERS TO ENSURE THAT THEY ARE DOING THEIR TASKS.	<input type="checkbox"/>	<input type="checkbox"/> SERVE ON CLUB ELECTIONS COMMITTEE. <i>(If one exists.)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> CONFIRM THAT CLUB ACTIVITIES ARE SENT TO THE DISTRICT PUBS AND INTERNATIONAL.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> VERIFY EACH MEMBER PAID HIS/HER DUES TO BOTH DISTRICT AND INTERNATIONAL.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> WORK WITH THE SECRETARY IN FILING YOUR CLUB'S ANNUAL AND MONTHLY REPORTS.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> ORGANIZE THE ADVISOR APPRECIATION DAY PLANS.
<b>NOTES TO SELF</b>	<b>NOTES TO SELF</b>	<b>NOTES TO SELF</b>

# BE THE VICE PRESIDENT



Congratulations on being elected club vice president. The role of vice president is very important, and the work you do this year will help determine your club's success. Your main focus will be supporting the president, organizing committees and assisting with whatever else your club needs. You might be asked to help plan and run meetings, recruit members or host a service project. Make sure to communicate with the president and your fellow club officers so that everyone is on the same page. Assign committee chairs and help each committee create goals and directives. Every club is unique, so sit down with your advisor and officers to determine additional responsibilities for your position. Good luck, and have a wonderful year.

## ➤ **DEVELOP YOUR OFFICIAL DUTIES**

Your club will be as strong as your officer team, and that team is designed to empower each officer to carry out his or her own duties. When your officers work with one another, the team's success will take precedence over individual success. Below is a list of official duties related to your position, but feel free to add to it based on the needs of your club.

- As mentioned before, the vice president has the unique opportunity to help the club by being flexible to meet the needs of their club and fellow officers. Use the spaces below and to the right to work with your club president and advisor to establish your role for the year.

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- \_\_\_\_\_  
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\_\_\_\_\_

# Be the *VICE PRESIDENT* *continued*

## ➤ CHECKLISTS

WEEKLY	MONTHLY	ANNUAL
<input type="checkbox"/> ASSIST THE PRESIDENT IN LEADING THE CLUB.	<input type="checkbox"/> ATTEND ALL MEETINGS OF THE PROJECT COMMITTEE AS A COUNSELOR & EX-OFFICIO MEM.	<input type="checkbox"/> ACQUAINT YOURSELF WITH THE PRESIDENT'S DUTIES SO YOU CAN ASSIST HIM OR HER.
<input type="checkbox"/> MONITOR THE COMMITTEE SYSTEM.	<input type="checkbox"/> ASSIST SECRETARY IN COLLECTION OF MONTHLY COMMITTEE REPORTS.	<input type="checkbox"/> RECEIVE ALL MATERIALS AND POSSIBLE HELP FROM THE PAST VICE PRESIDENT OF YOUR CLUB.
<input type="checkbox"/>	<input type="checkbox"/> ATTEND THE CLUB'S BOARD OF DIRECTORS MEETINGS.	<input type="checkbox"/> ASSIST IN MEMBER RECRUITMENT.
<input type="checkbox"/>	<input type="checkbox"/> MAKE SURE THE CLUB SECRETARY SUBMITTED THE MRF TO INTERNATIONAL.	<input type="checkbox"/> CONDUCT AN EDUCATIONAL PROGRAM FOR NEW MEMBERS.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> ENSURE THE SUCCESSFUL TRANSITION OF THE NEW VICE PRESIDENT TO THE ROLE.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<b>NOTES TO SELF</b>	<b>NOTES TO SELF</b>	<b>NOTES TO SELF</b>

# BE THE SECRETARY



Congratulations on being elected club secretary. The role of secretary is very important, and the work you do this year will ensure that your club's efforts will be documented. You will be tasked with keeping all records for your club, including (but not limited to) meeting minutes and district monthly reports. You will constantly collaborate with the president and vice president to ensure that club operations run smoothly. Every club is unique, so sit down with your advisor and other officers to determine additional responsibilities for your position. Good luck, and have a wonderful year.

## ➤ **OFFICIAL DUTIES**

Your club will be as strong as your officer team, and that team is designed to empower each officer to carry out his or her own duties. When your officers work with one another, the team's success will take precedence over individual success. Below is a list of official duties related to your position, but feel free to add to it based on the needs of your club.

- **Establish** or maintain organization systems for club records.
- **Keep** updated copies of Club bylaws, District bylaws and constitution, and International Guidebook.  
Record minutes of all club meetings—regular and board meetings.
- **File** monthly reports and annual achievement reports.
- **Archive** copies of current and past dues submission.
- **Share** and promote district and international publications and resources.
- **Document** attendance of members and guests at meetings and projects.
- **Develop** maintain club roster and member information including:
  - Member's full name, home address, phone, and email address
  - Date of birth
  - Date of joining Circle K International
  - Committee assignments and offices held in Circle K
  - Graduation year

# Be the *SECRETARY* continued

## ➤ CHECKLISTS

WEEKLY	MONTHLY	ANNUAL
<input type="checkbox"/> ATTEND CLUB AND BOARD MEETINGS.	<input type="checkbox"/> ATTEND ANY DIVISION TRAININGS OR EVENTS.	<input type="checkbox"/> WORK WITH THE CLUB BOARD TO CREATE GOALS FOR THE YEAR.
<input type="checkbox"/> ATTEND KIWANIS CLUB MEETINGS.	<input type="checkbox"/> COMPLETE SUBMIT THE CLUB MONTHLY REPORT FORM OR OTHER DISTRICT LEVEL REPORT.	<input type="checkbox"/> ATTEND DISTRICT TRAINING CONFERENCES, DISTRICT CONVENTIONS, ETC.
<input type="checkbox"/> RECORD MINUTES DURING CLUB AND BOARD MEETINGS.	<input type="checkbox"/>	<input type="checkbox"/> COMPLETE AND SUBMIT THE ANNUAL ACHIEVEMENT REPORT AND OTHER DISTRICT LEVEL REPORTS.
<input type="checkbox"/> ATTEND CLUB EVENTS (CLUB FAIRS, SERVICE EVENTS, FUNDRAISERS, SOCIALS, ETC.)	<input type="checkbox"/>	<input type="checkbox"/> SUBMIT THE NEW ELECTION RESULTS AT THE END OF YOUR TERM.
<input type="checkbox"/> PROVIDE EVENT SIGN-UP SHEETS.	<input type="checkbox"/>	<input type="checkbox"/> ASSIST THE INCOMING CLUB SECRETARY FOR THE NEW TERM.
<input type="checkbox"/> ATTEND DIVISION EVENTS (DCMs, SERVICE EVENTS, FUNDRAISERS, ETC.)	<input type="checkbox"/>	<input type="checkbox"/> ASSIST WITH UPDATING CLUB MEMBERSHIP RECORDS IN THE MUC.
<input type="checkbox"/> COMMUNICATE WITH MEMBERS, OFFICERS, ADVISORS, AND LIEUTENANT GOVERNOR.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> UPDATE AND ORGANIZE FILES AND RECORDS.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> KEEP TRACK OF MEMBERS' SERVICE HOURS AND ATTENDANCE AT MEETINGS.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>NOTES TO SELF</b>	<b>NOTES TO SELF</b>	<b>NOTES TO SELF</b>

# BE THE TREASURER

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Congratulations on being elected club treasurer. The role of treasurer is very important, and the work you do this year will help bring more recognition to your club and members. Your job as treasurer is to ensure that the Membership Update Center is always current, set the year's budget and help your club raise money for international and district-specific causes. Make sure to sit down with your advisor and other officers to determine additional responsibilities for your position. Good luck and have a wonderful year.

## ➤ **OFFICIAL DUTIES**

Your club will be as strong as your officer team, and that team is designed to empower each officer to carry out his or her own duties. When your officers work with one another, the team's success will take precedence over individual success. Below is a list of official duties related to your position, but feel free to add to it based on the needs of your club.

- Collect dues. In coordination with the faculty advisor and club secretary, update the club roster and submit dues through the Membership Update Center at [Kiwanis Connect members.kiwanis.org](http://members.kiwanis.org).
- File the Employer Identification Number (EIN) form with the Internal Revenue Service by February 15 if money collected by the club is not deposited into the school account and reported as part of school-based funds. Forms can be found online at [irs.gov](http://irs.gov). For additional information or questions, contact member services. (For U.S. clubs only)
- Prepare the club's budget, present it to the board for approval and ensure that club activities adhere to the budget.
- Transact business through a bank or school account.
- Inform the club of its financial strengths and weaknesses.
- Maintain accurate financial records throughout the year, to be reviewed at any time by members, other officers, or administration.
- Inform the sponsoring Kiwanis Club of your club's financial status.
- Understand school and club policies regarding student financial accounts relating to school organizations.

# Be the *TREASURER* continued

## ➤ CHECKLISTS

WEEKLY	MONTHLY	ANNUAL
<input type="checkbox"/> PAY ALL BILLS APPROVED BY YOUR BOARD AND ADVISOR.	<input type="checkbox"/> COLLECT ALL FUNDS FROM CLUB PROJECTS.	<input type="checkbox"/> KEEP A RECORD OF ALL RECEIPTS AND FILES.
<input type="checkbox"/> ATTEND ALL CLUB AND OFFICER MEETINGS.	<input type="checkbox"/> ALWAYS HAVE A FINANCIAL REPORT READY FOR BOARD MEETINGS.	<input type="checkbox"/> PREPARE AN ANNUAL BUDGET.
<input type="checkbox"/> RECORD ALL THE EXPENDITURES AND INCOME FOR EACH WEEK.	<input type="checkbox"/> ATTEND BOARD OF DIRECTORS MEETINGS.	<input type="checkbox"/> ORGANIZE ALL FINANCIAL RECORDS.
<input type="checkbox"/> RECEIVE FINANCIAL ADVICE FROM YOUR FACULTY AND KIWANIS ADVISOR.	<input type="checkbox"/> COLLECT ANY DUES FROM NEW MEMBERS AND SEND TO KIWANIS INTERNATIONAL.	<input type="checkbox"/> PLAN AND EXECUTE FUNDRAISING PROJECTS.
<input type="checkbox"/>	<input type="checkbox"/> RECONCILE ANY BANK ACCOUNT OR SCHOOL ACCOUNT INFORMATION.	<input type="checkbox"/> ATTEND ANY DIVISION OR DISTRICT TRAININGS OR EVENTS.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> ASSIST IN TRAINING THE TREASURER-ELECT.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<b>NOTES TO SELF</b>	<b>NOTES TO SELF</b>	<b>NOTES TO SELF</b>

# Club Assessment

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For each item listed below, rate your club's performance on each item with 1 meaning very poor and 5 meaning excellent.

## OPERATIONS AND ADMINISTRATION

	Very Poor			Excellent	
The club president prepares a timed agenda.	1	2	3	4	5
Each meeting has a clear purpose.	1	2	3	4	5
Club meetings start and end on time.	1	2	3	4	5
Members have the opportunity to participate in the club meetings.	1	2	3	4	5
Club meetings are fun, friendly, and well-run.	1	2	3	4	5
Committees are active and carry out their service projects or administrative functions.	1	2	3	4	5
There is frequent communication among the club leaders and members.	1	2	3	4	5
The club publishes an informative, regular club bulletin.	1	2	3	4	5
The board of directors meets at least once a month with a set agenda.	1	2	3	4	5
The secretary produces meeting minutes for members in a timely manner.	1	2	3	4	5

Total:                         

Grand Total:          / 10 =         

## MEMBER SATISFACTION AND RETENTION

	Very Poor			Excellent	
Quality membership is a priority of the club.	1	2	3	4	5
The benefits I receive from my membership outweigh the costs.	1	2	3	4	5
Individual member input is solicited from club leaders.	1	2	3	4	5
The club conducts a regular assessment to find areas of improvement.	1	2	3	4	5
The club is open to new ideas to improve membership.	1	2	3	4	5
More than 50 percent of the club will return as members next year.	1	2	3	4	5
The club recognizes members who give a lot to the club.	1	2	3	4	5
When a member does not come to a meeting or project, the club follows up with them to see why.	1	2	3	4	5

Total:                         

Grand Total:          / 8 =

# Club Assessment *continued*

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## MEMBERSHIP DEVELOPMENT

	Very Poor			Excellent	
	1	2	3	4	5
Increasing membership is an ongoing club priority.	1	2	3	4	5
The club's membership committee is effective.	1	2	3	4	5
Club dues and other membership costs are reasonable.	1	2	3	4	5
The club attracts a diverse group of students (male/female, major, ethnicity, etc.)	1	2	3	4	5
New members receive pre-induction orientation.	1	2	3	4	5
New members receive a proper induction into the club.	1	2	3	4	5
Mentors are assigned to new members to help them become involved.	1	2	3	4	5
New members have realistic expectations about their commitment.	1	2	3	4	5
Throughout the year, the club continues to educate members on the Kiwanis Family.	1	2	3	4	5

Total:                         

Grand Total:          / 9 =         

## SERVICE AND FUNDRAISING

	Very Poor			Excellent	
	1	2	3	4	5
The club conducts an annual community analysis.	1	2	3	4	5
The club bases service projects on the results of the community analysis.	1	2	3	4	5
Club service projects are varied.	1	2	3	4	5
Club service projects match members' interests and availability.	1	2	3	4	5
Club service projects have a high level of participation by members.	1	2	3	4	5
Fundraisers have a high level of participation by members.	1	2	3	4	5
New members are immediately involved in service projects.	1	2	3	4	5
The club has joint projects with other Kiwanis Family clubs, service clubs, and organizations.	1	2	3	4	5
The club carried out at least one Focus on the Future: Children project in the past year.	1	2	3	4	5
The club has good fund-raising activities in which the campus and community.	1	2	3	4	5

Total:                         

Grand Total:          / 10 =

# Club Assessment *continued*

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## KIWANIS FAMILY RELATIONS

	Very Poor			Excellent	
Two or more Kiwanians attended each club meeting.	1	2	3	4	5
Two or more club members attend each Kiwanis meeting.	1	2	3	4	5
Club members attend district and International conventions.	1	2	3	4	5
The club does at least two joint projects annually with its Kiwanis Club.	1	2	3	4	5
The club works with CKI clubs regularly.	1	2	3	4	5
The club holds a Key to College program annually.	1	2	3	4	5
The club does at least two joint projects annually with Key Club.	1	2	3	4	5
The club works regularly with Builders, K-Kids, or Aktion Club.	1	2	3	4	5

Total:                         

Grand Total:          / 8 =         

## PUBLIC IMAGE AND MARKETING

	Very Poor			Excellent	
The club has developed a public relations/marketing plan.	1	2	3	4	5
The club has implemented a public relations/marketing plan.	1	2	3	4	5
The club utilizes different media to gain exposure in the community and on campus.	1	2	3	4	5
The club benefits from high visibility and name recognition in the community.	1	2	3	4	5
The campus in general is aware of what our club does.	1	2	3	4	5
School administration is aware of what our club does.	1	2	3	4	5
Members can verbalize what CKI is and what it does.	1	2	3	4	5
Our projects are often mentioned in print or broadcast media.	1	2	3	4	5
Members can knowledgeable about club service and fundraising projects.	1	2	3	4	5

Total:                         

Grand Total:          / 9 =         

## PUBLIC IMAGE AND MARKETING

	Very Poor			Excellent	
The meeting place is convenient for the majority of members.	1	2	3	4	5
The meeting time is convenient for the majority of members.	1	2	3	4	5
Meetings are well published to the membership.	1	2	3	4	5
Service projects and fund-raisers are well published to the membership.	1	2	3	4	5

Total:                         

Grand Total:          / 4 =

# Club Assessment *continued*

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## ➤ SCORING

Total each column under each heading by adding together the numbers in that column. If you have not circled any number in that column, place a zero in the total category. Add across the total line and divide your total by the number of questions in that category. This should give you a number between 1 and 5.

If the category is a 1 – 2.5: This category is an area that your club needs to improve. Check with your lieutenant governor to see what resources are available from the district or International to help your club overcome this challenge. When setting goals, place an emphasis on this area of improvement.

If the category is a 2.5 – 4: Chances are your club is doing just fine in this area, but there is much room for improvement. Look to other categories where you are stronger and find things the club does well that you can use to help build up this category.

If the category is a 4 – 5: Way to go! Your club is doing very well in this category. To stay good or improve to that 5, make sure your club continues to practice the skills located in the category. Remember, even the best can be better!

What is your club's greatest strength? Why?

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What is your club's greatest weakness? Why?

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How can your club use your strength to improve your weakness?

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# Goal Setting

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➤ GOAL:

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## Verify that your goal is SMART

HOW IS IT...

**Specific:** *What exactly will you accomplish?*

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**Measurable:** *How will you know when you have reached this goal?*

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**Achievable:** *Is achieving this goal realistic with effort and commitment? Have you got the resources to achieve this goal? If not, how will you get them?*

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**Relevant:** *Why is this goal significant in your club?*

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**Timely:** *When will you achieve this goal?*

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# Five SMART Goals

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➤ Write five SMART goals for your club for the upcoming year.

1)

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2)

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3)

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4)

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5)

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# Goal Planning

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➤ My Goal: (SMART)

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1. Benefits: (what benefit/value/positive changes)

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2. Obstacles: (past and potential)

Solutions: (for each obstacle)

<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

3. Action Steps: (from solutions list)

By when? Who?

<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

4. Tracking Systems: (charts, plan books, club meetings)

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5. Reward and Recognition Plan:

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# Goal Planning

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➤ My Goal: (SMART)

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1. Benefits: (what benefit/value/positive changes)

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2. Obstacles: (past and potential)

Solutions: (for each obstacle)

<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

3. Action Steps: (from solutions list)

By when? Who?

<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

4. Tracking Systems: (charts, plan books, club meetings)

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5. Reward and Recognition Plan:

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# Meeting Skills

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**Excellent club meetings depend upon a number of factors:**

➤ **WELL MANAGED:**

The club president conducts a meeting that is organized and has a nice flow to it. A prepared agenda is a major help.

➤ **INFORMATIVE:**

A good club meeting is informative. Club members are informed of issues that are of general concern to the club. Good programs are those that provide the membership with information on issues affecting their community, their club, their families, etc.

➤ **FUN:**

A great club meeting is a fun place to be! Members actually enjoying themselves during the meeting will be more likely to attend more meetings. Remember, FUN is good!

➤ **A QUALITY EXPERIENCE:**

People attend functions such as CKI meetings only if they perceive that there is some value in their attendance and participation. It has been said that our CKI club meetings should be the "Best Shows on Campus".

## Meeting Skills *continued*

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1. How can we keep meetings running smoothly?

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2. How can we make our meetings entertaining?

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3. What is the purpose of our club meetings?

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4. How can we use our time efficiently?

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5. How do we make our meetings fun?

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# Club Bylaws Q&A

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Please reference yourself to the sample Club Bylaws attached following this document.

## QUESTION 1:

In the absence of the club president, who shall preside at all meetings of the club and the board of directors?

Answer: \_\_\_\_\_

Reference: \_\_\_\_\_

## QUESTION 2:

Who approves the final amount for the club's annual dues?

Answer: \_\_\_\_\_

Reference: \_\_\_\_\_

## QUESTION 3:

When should the club hold its annual elections?

Answer: \_\_\_\_\_

Reference: \_\_\_\_\_

## QUESTION 4:

If a member in good standing graduates in December, when does their membership in Circle K end?

Answer: \_\_\_\_\_

Reference: \_\_\_\_\_

## QUESTION 5:

Who is responsible for all committee activities?

Answer: \_\_\_\_\_

Reference: \_\_\_\_\_

## QUESTION 6:

During the school year, where and how often should the club meet?

Answer: \_\_\_\_\_

Reference: \_\_\_\_\_

## **Club Bylaws Q&A** *continued*

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### **QUESTION 7:**

How are the club's committees and chairs determined?

**Answer:** \_\_\_\_\_

**Reference:** \_\_\_\_\_

### **QUESTION 8:**

How often should the club bylaws be reviewed?

**Answer:** \_\_\_\_\_

**Reference:** \_\_\_\_\_

# CIRCLE K INTERNATIONAL

## Standard Form for Club Bylaws

### ARTICLE I - Name

#### Section 1:

The name of this organization shall be, "The Circle K International Club of *(Insert College/University Name)*".

### ARTICLE II - Sponsorship

**(Please complete Article II if you have a Kiwanis sponsor)**

#### Section 1:

Its form of organization, its ideals and its purpose shall be similar to those of the Kiwanis Club of *(Insert Sponsoring Kiwanis Club Name)*.

#### Section 2:

It shall be sponsored by, work with, but not be apart of the Kiwanis Club of *(Insert Sponsoring Kiwanis Club Name)*.

#### Section 3:

The Kiwanis Club of *(Insert Sponsoring Kiwanis Club Name)* shall assume full responsibility of all chartering costs.

- a. The Kiwanis Club of *(Insert Sponsoring Kiwanis Club Name)* is not responsible for the fiscal responsibility of the CKI Club of *(Insert College/University Name)* but should be able to help in the role of advising the club regarding financial matters.
- b. The Kiwanis Club of *(Insert Sponsoring Kiwanis Club Name)* may make a monetary donation if it is helpful to the CKI club and with the approval of the Kiwanis Club of *(Insert Sponsoring Kiwanis Club Name)* and the CKI Club of *(Insert College/University Name)*.

## **ARTICLE III - Objects and Vision**

### Section 1:

The objects of this club shall be:

1. To develop college and university students into responsible citizens and leaders with a lifelong commitment to service;
2. To collaborate with all members of the Kiwanis family to achieve our common objectives;
3. To develop positive role models;
4. To enhance intercultural understanding and cooperation;
5. To increase our service potential;
6. To provide opportunities for fellowship, personal growth, professional development, and leadership skills;
7. To work towards a greater public recognition of the organization;
8. To emphasize the advantages of the democratic way of life;
9. To serve on the campus and in the community;
10. To encourage participation in group activities;
11. To develop aggressive citizenship and the spirit of service for improvement of all human relationships;
12. To give primacy to the human and spiritual rather than to the material values of life;
13. To promote the adoption and the application of high social, business and professional standards;
14. To develop, by precept and example, a more intelligent, aggressive and serviceable citizenship;
15. To provide through CKI clubs a practical means to form enduring friendships, to render altruistic service and to build better communities;
16. To cooperate in creating and maintaining that sound public opinion and high idealism which makes possible the increase in righteousness, justice, patriotism and goodwill.

### Section 2:

The vision of this club shall be:

To be the leading global community-service organization on college and university campuses that enriches the world one member, one child and on community at a time.

### Section 3:

The mission of this club shall be:

CKI develops college and university students into a global network of responsible citizens and leaders with a lifelong commitment to service.

### Section 4:

The Circle K member pledge shall be:

“I pledge to uphold the Objects of Circle K International, to foster compassion and goodwill toward others through service and leadership, to develop my abilities and the abilities of all people, and to dedicate myself to the realization of mankind’s potential”.

## **ARTICLE IV - Motto**

### Section 1:

The motto of this club and of Circle K shall be “Live to Serve, Love to Serve.”

## **ARTICLE V - Membership**

### Section 1:

Membership of this club shall be in accordance with the following:

1. Any student who is officially enrolled for at least part-time status, as defined by *(Insert College/University Name)*, may be granted active membership in said club.
2. There shall be no discrimination on the basis of age, race, sex, gender, gender identity, gender expression, political affiliation, sexual orientation, veteran’s status, marital status, disability or religious affiliation within this organization.
3. If a member has not graduated, he or she has thirty (30) days to meet enrollment, academic or minimum membership requirements before his or her membership will cease. In the event of a member’s graduation, membership will cease on September 30 of the same CKI administrative year.
4. Any person, who holds membership (other than honorary) in any other CKI club, or other Kiwanis-family organizations, shall not be eligible for active membership in this club.

**(Note: Additional requirements for membership, not inconsistent with Bylaws and Policy Code of CKI, may be adopted by a majority vote of the Board of Officers CHECK WITH CKI BYLAWS of this club.)**

Section 2:

Hazing in any form is strictly prohibited. Hazing is considered an interference with personal liberty, and includes, any act of domination by any student over others which may lead to physical or emotional injury and discomfort. Hazing involving forced consumption of alcohol or drugs for the purpose of initiation or affiliation with any organization is specifically prohibited.

Section 3:

A member in good standing shall be in accordance with the following:

1. Payment of the district per-member fee and international fees.
2. At least a part-time student at a college or university.
3. Part of a club that is considered “active.”
4. Part of a district that is considered “active.”

**ARTICLE VI – Officers**

Section 1:

The elected officers of this club shall be a president, one or more vice president(s), and either a secretary-treasurer or a secretary and a treasurer. All officers shall be active members in good standing with this club. They shall serve for one (1) year or until their successors are elected and are qualified.

Section 2:

The duties of the officers shall be as follows:

- a. The president shall be the executive officer of this club and shall preside over all meetings of the club and the Board of Officers. The president shall appoint committee members with the board officers. The president shall be an ex-officio member of all standing and special committees. The president shall present the views of the club to the district in relation to the club. As the official representative of the club, the president shall promote the growth of CKI on campus and within the community. The president shall cooperate with his/her sponsoring Kiwanis club **(if one exists)** and promote Kiwanis-family relations. He/she shall act as one of the delegates of the club at district convention, and it

shall be this person's responsibility to have this club represented at both the district and international convention by two voting delegates. The outgoing president, in conjunction with the Kiwanis and faculty advisors, shall make provisions for the training of the new Board of Officers prior to their installation. The president shall perform such other duties as usually pertain to the office of president or may be assigned by the Board of Officers.

b. The vice president, in the absence of the president, shall preside at all meetings of this club and of the Board of Officers, shall be directly responsible to the president for all committee activities. The vice-president shall also perform such other duties as usually pertain to the office, or as may be assigned by the president or the Board of Officers.

**(NOTE: If your club has more than one vice president, each vice president's duties shall be described here.)**

c. The secretary shall record accurate minutes of the meeting; shall maintain the club's permanent records; shall update all addresses; shall publish the club bulletin; and shall perform such other duties as pertain to this office or as may be assigned by the club president or the Board of Officers.

d. The treasurer shall collect and disburse member dues; shall prepare as adhere to an approved budget; shall maintain accurate records; shall transact business through a bank or school account; shall keep the Board of Officers informed of financial strengths and weaknesses of the club; shall order club supplies; shall have the books audited; shall communicate with the district officers; shall file appropriate forms with the IRS if necessary; shall inform the sponsoring Kiwanis club **(if one exists)** of this club's financial status; and shall perform such other duties as pertain to this office or as may be assigned by the club president or the Board of Officers.

**(NOTE: If your club shall choose to have a secretary-treasurer, the sub-sections about the secretary and treasurer shall be combined into one sub-section.)**

### Section 3:

Any member may recommend the removal of a club officer to the Board of Officers. The Board of Officers shall hold a meeting at which the officer in question shall be heard. The Board of Officers will then present their findings to the club at which time a vote by 2/3 of the quorum is required to remove the officer in questions. In the event any officer should be removed from office, the officer shall be notified in writing by the secretary.

#### Section 4:

In the event of a vacancy in the office of president, the vice president shall succeed to the office. If two or more vice presidents hold office in this club, one of them shall be elected to fill the vacancy by a majority vote of the entire active club membership of this club at the next regularly scheduled meeting. In the event of a vacancy in any other office, a majority vote of the active membership of this club present and voting at the next regularly scheduled meeting shall elect a member in good standing to serve for the remainder of the unexpired term.

#### Section 5:

No elected club officer may hold an elected district or international office in addition to their club office.

### **ARTICLE VII - Board of Officers**

The elected officers, in addition to the faculty advisor, the Kiwanis advisor (**if one exists**) and if applicable the immediate past club president shall constitute the Board of Officers (Executive Board) for this club. The faculty advisor and the Kiwanis advisor (**if one exists**) shall be non-voting, ex-officio members of the Board of Officers.

#### Section 1:

The Board of Officers of this club shall consist of the elected officers, the faculty advisor, the Kiwanis advisor (**if one exists**) and if applicable the immediate past club president. The faculty advisor and the Kiwanis advisor (**if one exists**) shall be nonvoting, ex-officio members of the Board of Officers.

#### Section 2:

The Board of Officers shall approve the budget, approve all bills, take counsel with committees, discipline members, review and report to Kiwanis the performance of the club officers, set membership requirements, and perform such other duties as shall be referred to it by the club, in compliance with these Bylaws and the requirements of CKI.

### Section 3:

The Board of Officers shall meet at least twice per month during the school year, and at least once during the summer term, at a time and place that it shall determine, and at such other times as the president or a majority of its voting members deem necessary.

## **ARTICLE VIII - Election of Club Officers**

### Section 1:

Election of officers shall be held at a regularly scheduled meeting at least two (2) weeks prior to district convention. All officers shall assume their official duties on April 1 following their election. If the district convention is held later than March 31 in any given year, all officers shall assume their official duties on April 15. They shall serve for one (1) year or until their successors are duly elected and installed.

### Section 2:

All officers who are members in good standing are eligible for re-election.

### Section 3:

Officers shall be nominated by any member of the club at least one week prior to the election date.

### Section 4:

Election of officers shall be conducted by ballot. A member shall be voted in when a majority of the quorum present is obtained.

### Section 5:

In the event of a tie for any of the offices the remaining candidates will be removed from the ballot and the two candidates shall be voted on again.

a. In the event that only two candidates are running for an office and the vote results in a tie then each candidate will be given one and a half (1.5) minutes to speak to the membership and another vote will be taken. In the event of another tie, the club president shall cast a tie breaking vote.

## **ARTICLE IX - Club Meetings**

### Section 1:

During the school year the club shall hold one weekly meeting on such day and at such place as shall be determined by the club officers and the club members. It may hold such other meetings as the officers or the membership may desire. In the event that unusual conditions prevent a weekly meeting, this club may hold a minimum of two meetings per month, with the officers meeting on all other weeks.

### Section 2:

Quorum at a club meeting shall be considered a majority (50 percent plus one) of the active club membership and is required for business to be legally transacted.

## **ARTICLE X - Committees**

### Section 1:

The president and vice president(s) shall appoint committee chairs and members to the following standing committees:

- a. Membership Development and Education
- b. Kiwanis Family Relations
- c. Service
- d. Public Relations
- e. Social

### Section 2:

The duties of the standing committees shall be as follows:

- a. The Membership Development and Education Committee shall devise effective plans to obtain new members on a regular basis and educating members about the organization.
- b. The Kiwanis Family Relations Committee shall educate the membership about the other branches of the Kiwanis family and plan projects and activities that involve the CKI club with other branches of the Kiwanis family.
- c. The Service Committee shall plan projects and activities promoting and supporting the club's service initiatives and/or CKI's Preferred Charities and Service Partners.

d. The Public Relations Committee shall be responsible for informing the campus and local community of the CKI's activities and goals through various forms of communications.

e. The Social Committee shall plan activities that will promote fellowship and strengthen friendships within the club and throughout the entire Kiwanis Family.

### Section 3:

The club president has the right to form any special committee deemed necessary for normal club function.

## **ARTICLE XI - Kiwanis and Faculty Advisor**

### Section 1:

This club shall have one (1) faculty or staff advisor which the club shall turn to when in need of advising from the college or faculty level. A faculty/staff advisor to the Circle K club will be appointed by the unanimous decision of the officers of the club and with consent of the nominee. The faculty/staff advisor shall be invited and encouraged to attend all meetings.

### **(Please complete Section 2 if you have a Kiwanis sponsor)**

### Section 2:

This club shall have one (1) Kiwanis advisor which the club shall turn to when in need of advising from the local Kiwanis level. The Kiwanis advisor should be from the sponsoring Kiwanis Club. The Kiwanis advisor shall be invited and encouraged to attend all meetings.

a. The Kiwanis advisor shall be appointed by the sponsoring Kiwanis club.

## **ARTICLE XII - Fees and Dues**

### Section 1:

The district per-member fee shall be \$\_\_\_\_\_ as dictated by the district bylaws, \$\_\_\_\_\_ for International fees, and \$\_\_\_\_\_ for individual club dues.

Note: It is recommended that club dues should not exceed Circle K International fees (for current fee amounts, refer to [www.circlek.org](http://www.circlek.org).)

**ARTICLE XIII - Amendments**

Section 1:

Proposed amendments to this constitution may be formulated by any active member in good standing of the general organization.

Section 2:

Amendments to these bylaws shall be adopted by two-thirds (2/3) vote of the membership at any regular meeting. Amendments must be submitted to the executive board at least two weeks prior to when a vote shall take place.

These Bylaws were adopted and approved on:

\_\_\_\_\_, 20\_\_\_\_  
Month                      Day    Year

Club President's signature

\_\_\_\_\_

Date \_\_\_\_\_

Club President's name printed

\_\_\_\_\_

Faculty or Kiwanis Advisor's signature

\_\_\_\_\_

Date \_\_\_\_\_

Faculty or Kiwanis Advisor's name printed

\_\_\_\_\_

*Please return two signed copies to CKI.*

# Committees

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What committees are required by the Standard Form for Club Bylaws?

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Are there any committees designed to plan and implement specific projects?

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Are there any committees designed to address a specific club issue?

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Are there other committees required by YOUR club bylaws?

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Total number of club committees identified: \_\_\_\_\_

Total active club membership: \_\_\_\_\_

List your committees in order of priority to your club.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Why are committees important?

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# Job Description for Committee Chairpersons

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COMMITTEE TITLE: \_\_\_\_\_

Position requirements:

(Define roles and responsibilities involved with the position.)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Position expectations:

(Describe tasks and desired outcomes, including deadlines, for the individual in this position.)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Skills necessary to fulfill the position:

(Describe the skills necessary to be successful in the position.)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

## **Job Description for Committee Chairpersons** *continued*

---

Resources available:

(List resources available to help the individual accomplish the jobs.)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Outline methods that will be used for follow-up:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

# Job Description for Committee Chairpersons

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COMMITTEE TITLE: \_\_\_\_\_

Position requirements:

(Define roles and responsibilities involved with the position.)

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

Position expectations:

(Describe tasks and desired outcomes, including deadlines, for the individual in this position.)

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

Skills necessary to fulfill the position:

(Describe the skills necessary to be successful in the position.)

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

## **Job Description for Committee Chairpersons** *continued*

---

Resources available:

(List resources available to help the individual accomplish the jobs.)

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

Outline methods that will be used for follow-up:

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

# Team Building

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What is a team?

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What is team building?

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Why are groups effective?

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➤ **SYNERGY**

What energy is to the individual, synergy is to groups. The synergy of a group is always potentially greater than the sum of the combined energies of its members. When team concepts are applied to group formation ,the result is not only the effective use of energy but also the creation of new energy.

➤ **INTERDEPENDENCE**

The focus of team efforts is on combining rather than coordinating resources. Interdependence in today's organizations is a simple reality. Most services and products are so complex and the skills needed to produce them successfully so specialized, that it is impossible for any individual to accomplish anything alone. The team concept provides the necessary approach to organizational objectives from a position of strength and creativity.

## **Team Building** *continued*

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### ➤ **SUPPORT BASE**

Team members share a common goal and thus are able to provide vital support and encouragement to each other in their work. Also, sometimes it's simply more fun to work with someone else than to work alone.

### **Benefits of Team Building:**

- A better understanding of the team's purpose.
- Increased communication among team members about things affecting the group.
- Greater mutual support.
- A clear understanding of the group processes-how people work together.
- More effectiveness in working through team problems.
- The ability to use conflict positively.
- Greater collaboration among team members with less competition.
- A sense of interdependence among team members.
- Greater chances for success and group and individual rewards.

## Resources

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The following resources are available to help each CKI club and leader have a successful year.

### The Lieutenant Governor & Zone Advisor



*Eduardo Martinez*

School: Miami Dade College-North  
Email: [evergold@floridacirclek.org](mailto:evergold@floridacirclek.org)  
Phone: (305) 746-0019



*Thomas Freiwald*

Kiwanis Clubs: Greater-Miami Lakes and Hialeah Kiwanis  
Email: [evergold-advisor@floridacirclek.org](mailto:evergold-advisor@floridacirclek.org)  
Phone: (305) 582-3280

### The District Board



*Josephine Di Russo*

**District Governor**

School: University of Central Florida  
Email: [governor@floridacirclek.org](mailto:governor@floridacirclek.org)  
Phone: (352) 598-1867



*Alex Perez*

**District Secretary**

School: Tallahassee Community College  
Email: [secretary@floridacirclek.org](mailto:secretary@floridacirclek.org)  
Phone: (786) 769-7651



*Alyssa Bowles*

**District Treasurer**

School: University of Florida  
Email: [treasurer@floridacirclek.org](mailto:treasurer@floridacirclek.org)  
Phone: (352) 519-6085