

# LA.-MISS.-W.TENN. KIWANIS POLICIES

## SECTION 500: CIRCLE K DISTRICT

*Note: These procedures have been adopted by the Kiwanis District Board for the governance of Circle K. However, please be aware that Circle K District has adopted additional Policy Codes, under the approval of the Kiwanis District Board, which provide further governance of Circle K. These are shown below, numbered as 510-526.*

### 500 GEOGRAPHY OF THE DISTRICT

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- 500.1** A district is a geographical area in which Circle K clubs are associated for administrative purposes. The activities and organization of a Circle K district shall exist only to help individual Circle K clubs and Circle K International advance the Objects, objectives, Policies and goals of Circle K and shall not diminish services provided by Circle K clubs or individual Circle K members at the club level.
- 500.2** The territorial limits of the Louisiana-Mississippi-West Tennessee District of Circle K shall be the same as is the territorial limits of the Louisiana-Mississippi-West Tennessee District of Kiwanis International. Neither the district name nor territorial limits shall be changed unless permission shall first have been obtained from the Kiwanis District Board of Trustees and the Kiwanis International Board of Trustees.
- 500.3** The District shall be sub-divided into smaller administrative units to be known as “divisions.” The activities and organization of a Circle K division shall also exist to help individual Circle K clubs and Circle K International advance the Objects, objectives, policies and goals of Circle K, as well as increase fellowship.
- 500.4** The divisional boundaries of Louisiana-Mississippi-West Tennessee Circle K shall be based upon the current Kiwanis Regions and Divisions:
- A. Bayou South: Kiwanis Regions V & VI - Divisions 7, 8A, 8B, 12, 13 and 17
  - B. Delta Central - Kiwanis Region III - Divisions 3, 5, 14, and 15;
  - C. The Plantations - Kiwanis Region IV - Divisions 4A, 4B
  - D. Natchez Trace - Kiwanis Regions I & II - Divisions 1A, 1C, 2, 10, and 16
  - E. Piney Hills - Kiwanis Region VII - Divisions 6, 9, 11

### 501 DISTRICT ADMINISTRATION

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- 501.1** Operations for the La.-Miss.-W.Tenn. Circle K District's activities shall be governed by the Kiwanis district board of trustees, the Bylaws of Circle K International, and the Circle K district bylaws. The maintenance of all Circle K district records and finances shall be under the supervision of the Kiwanis district board of trustees.
- 501.2** The District Administrator, appointed by the governor (subject to approval by the Kiwanis district board of trustees), shall be directly responsible to the Kiwanis district board for the proper conduct and direction of administrative functioning within the Circle K district, and the coordination of Circle K clubs with sponsoring Kiwanis clubs. The district administrator or an approved representative of the Kiwanis district board shall give guidance to all meetings of the Circle K district board of officers, the annual Circle K district convention, and all other authorized district functions.
- 501.3** The La.-Miss.-W.Tenn. Circle K District's obligations to Circle K International shall be the responsibility of the Circle K district board and a concern of its sponsoring Kiwanis district board of trustees and the district Circle K administrator.
- 501.4** The Circle K division is an administrative unit of the Circle K district. Each division shall be administered by a Circle K lieutenant governor who, by virtue of such office, shall be a Circle K district officer.
- 501.5 Minimum Standards for District Financial Operations**
- A. **Financial Counselor:** The Kiwanis Executive Director shall serve as the financial counselor to the Circle K district. The financial counselor shall be an official representative of, and shall be responsible to, the Kiwanis district board.
  - B. **Budget:** La.-Miss.-W.Tenn. Circle K District shall work within an established budget of revenues and expenses for operations, conventions, and conferences, which must be approved by both the Circle K and the Kiwanis district boards. Such budgets shall be prepared with the guidance of the Circle K district administrator and the Kiwanis Executive Director. Approval by the Circle K District Board shall be no later than October 31<sup>st</sup>, and the

Kiwanis Board shall review the budget for approval at the first Board meeting following Circle K Board approval.

- C. **Collections and Disbursements:** The collection of district dues and the disbursement of district funds shall be the responsibility of the Circle K district board and shall be supervised by the Kiwanis district board of trustees through the Circle K district administrator and the financial counselor. The signature of the financial counselor shall be the only signature required for Circle K disbursements.
- D. **Accounting:** On a continuing basis, a complete and standardized system of financial and accounting records shall be maintained for the La.-Miss.-W.Tenn. Circle K District by the Kiwanis district board of trustees. The Kiwanis Executive Director shall submit periodic financial reports of the Circle K district to the Kiwanis district board.
- E. **District Convention:** In order to assist the Circle K district administrator and the Circle K District Board, the Kiwanis district board may appoint a Kiwanian in the host city of the Circle K district convention to act as the host chair for the event.
- F. **Annual Review:** An annual financial review of the books of accounts of the Circle K district shall be included in the annual financial review of the Kiwanis district.

## 502 CIRCLE K DISTRICT BOARD OF TRUSTEES

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**502.1** Under the supervision of the Kiwanis district board of trustees, the Circle K district board shall be responsible for the administration of the Circle K district. The board also shall study and suggest methods to build and strengthen the district administration and its Circle K clubs and to secure active participation in sponsorship by Kiwanis clubs and members. Worthwhile local Circle K club activity and administrative suggestions should be disseminated in written form to all Circle K clubs and sponsoring Kiwanis clubs in the district. The development, distribution, and control of a Circle K district directory, if one is produced, shall be the responsibility of the Circle K district board, and should be economically produced.

**502.2** The Circle K district board should hold no more than three (3) meetings annually (excluding meetings held in conjunction with the district convention). Such meetings shall be approved by the district administrator. Any additional meetings must be approved by the district administrator and Kiwanis district board of trustees. The district administrator or an approved representative of the Kiwanis district board shall be in attendance at any official district board meeting.

### 502.3 - Travel and Other Expenses

- A. Official travel by Circle K district officers is defined as travel as part of conducting the business of the Circle K district and/or for the purpose of promoting the work and betterment of Circle K International.  
All official travel by a member of the Circle K district officers to a destination outside the boundaries of his/her home division is directed by these policies. Travel should be planned in order to minimize the number of academic days missed due to travel.
- B. Within the limits of the approved Circle K district budget, travel and other expenses may be paid to district officers to carry out their office responsibilities; to attend district board meetings, conventions, and training conferences; and to visit counseled clubs. All requests for the payment of travel and other expenses shall be approved by the Circle K District Secretary/Treasurer, in accordance with the District Administrator.
- C. **Customary Travel for District Governor:** Within the limits of the approved district budget, and upon approval of the district administrator, customary travel for the district governor should be limited to and not exceed:
  - 1. Circle K district board meetings and training conferences;
  - 2. Circle K district convention;
  - 3. Circle K International Convention;
  - 4. Kiwanis district convention;
  - 5. Key Club district convention; and
  - 6. If invited, Clubs within the governor's district.
- D. **Customary Travel for the District Secretary/Treasurer, and Lieutenant Governors:** Within the limits of the approved district budget, and upon approval of the district administrator, customary travel for the district secretary/treasurer, and lieutenant governors should be limited to and not exceed:
  - 1. Circle K district board meetings and training conferences;

2. Circle K district convention;
  3. Circle K International Convention; and
  4. Visits to regular meetings and to board of directors meetings of clubs in their Circle K division (lieutenant governors only).
- E. Additional Travel:** Excessive travel by district officers must be limited. Except for customary travel authorized by this Procedure, additional travel by district officers requires advance approval by the district administrator.
- E. Submission and Approval of Travel Expenses:** Approved travel by the District Board Members shall be paid by the Circle K District. Appropriate expense reports shall be submitted to the District Secretary/Treasurer for approval within the published time constraints.
- F. Suspension of Travel Privileges:** Failure by the Circle K District Board Members to perform the duties of office as outlined in the Circle K District Officer Service Agreement, to adhere to travel procedures, or to meet proper academic standards, at the discretion of the Circle K Administrator, may result in the suspension of travel privileges.

### **503 - CIRCLE K DISTRICT ACTIVITIES**

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- 503.1** The La.-Miss.-W.Tenn. Circle K District shall adopt a code of conduct for their conventions and events consistent with the Circle K International Code of Conduct. Additionally, the La.-Miss.-W.Tenn. Circle K District shall be bound by the Circle K International Alcohol Policy for their conventions and events.
- 503.2** A Circle K club officers training conference may be scheduled on a weekend or during a vacation period. Prior approval of the Kiwanis district board or the Circle K district administrator shall be obtained before scheduling such conference.
- 503.3 The Tomorrow Fund:** On occasion, as deemed necessary to help balance the Circle K District budget, the Circle K District Board may request permission from the Kiwanis District Board to solicit financial support from Kiwanis clubs within the District, who may not already sponsor a local Circle K club, or other SLP club.
- 503.4** The following guidelines shall be met in order to conduct a “Tomorrow Fund” fund-raising efforts:
- A. **Approval:** Permission to contact the Kiwanis clubs of the District must be obtained from the Kiwanis District Board of Trustees prior to beginning any direct solicitation from the clubs.
  - B. **Coordination:** All fund-raising efforts will be coordinated by the Circle K Administrator, after consultation of plans with the Kiwanis Executive Director.
  - C. **Conformity:** All fund-raising campaigns shall follow the Policies and Procedures of Kiwanis District and the Circle K District.
  - D. **Expenditures:** Expenditures from this account will follow Kiwanis District Procedures on Finance.
  - E. **Purpose:** Funds sought must be for leadership development programs and administrative purposes.
  - F. **Alternate Fund-Raising:** No member club or person may initiate an alternate fund-raising campaign on behalf of the Circle K District.
  - G. **Administrative costs:** Any cost for administering the “Tomorrow Fund” Solicitation will be paid for from the proceeds of the fund drive.

## OFFICIAL POLICY CODE OF THE LA.-MISS.W.TENN. CIRCLE K DISTRICT

*Note: The following is the Official Policy Code, as developed over the years by the Circle K District Boards – and approved by the Kiwanis Boards. As the Kiwanis Policies were being reviewed and amended, it became apparent that the Circle K Policies should be incorporated into the Kiwanis Policy Code. The following code will be occasionally be reviewed the Circle K Board – and any amendments will then be reviewed and approved by the Kiwanis Board before being added to this document.*

### 510 General Outline

- 510.1** 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.
- 510.2** All policies of the District Board shall be contained in this Policy Code. All policies contained in this Policy Code shall be binding on all officers and clubs of the Louisiana-Mississippi-West Tennessee (LAMISSTENN) District of Circle K International. This Policy Code shall in no way void or nullify any part of the Circle K International Constitution and Bylaws or the Bylaws of the Louisiana-Mississippi-West Tennessee District of Circle K International.
- 510.2** Any and all amendments to the Policy Code shall require a majority vote of the Board. This Policy Code supersedes and makes null and void any and all previous policies and rules adopted by the District Board. Amendments to this Policy Code will not be considered effective until approved by the Kiwanis District Board of Trustees Amendments shall be considered effective upon the written consent of the District Administrator and Kiwanis District Governor until such time that the Kiwanis District Board of Trustees can review the amendment.
- 510.3** A current copy of this Policy Code shall be maintained by the Circle K District Administrator, the Circle K District Secretary/Treasurer, and the District Governor. The current District Secretary/Treasurer shall be responsible for its distribution to the Board upon each office change.
- 510.4** The Circle K Governor and Circle K District Administrator shall share the responsibility for adherence to this Policy Code.
- 510.5** The members of the Board, as well as the Kiwanis District Office, shall annually receive revised copies of this Policy Code. Current copies of this Policy Code shall be made available upon request to any member of Circle K International in good standing with this District.
- 510.6** The administrative year shall begin April 1 and will continue until March 31 of the following year. The fiscal year shall begin on October 1 and will continue until September 30 of the following year.
- 510.7** Wherever the phrase "appropriate Kiwanians" is used, it should include the following: the District Governor, District Governor-elect, Executive Director, and Circle K District Administrator.
- 510.8** Wherever the phrase "appropriate Key Clubbers" is used, it should include the following: the District Governor, Secretary-Treasurer, and District Administrator.

### 511 District Board

- 511.1 GOVERNOR** - shall fulfill all duties outlined in the District Bylaws with special emphasis on promoting the interest of Circle K clubs within the District, working closely with the District Board and Program Directors, furthering the aims of increased recognition and cooperation within the Kiwanis Family and these specific duties:
- A.** Attend (or appoint a representative to) the Louisiana-Mississippi-West Tennessee District Convention, the Circle K International Convention, the Kiwanis District Convention, the Key Club District Convention, Kiwanis Mid-Winter Conference(when held) , and all duly called meetings of the District Board. **(dup: 502.3C)**
  - B.** In cooperation with the Circle K District Secretary/Treasurer, Kiwanis Executive Director, and the District Administrator, prepare the Annual Budget, the District Convention Budget, and all other necessary budgets.
  - C.** Shall also review all club bylaws submitted for District approval, make revisions and approval recommendations to the District Board, and forward approved bylaws to the International office for the final approval the International Board of Officers.
  - D.** Visit as many of the clubs of the District as possible, making no less than one (1) visit to each Division (with the knowledge and approval of the District Administrator).
  - E.** Ensure that other District Officers are satisfactorily performing their assigned duties with special emphasis on reporting, record keeping and accounting for funds.

- F. Communicate with the Board, the Counseling Circle K International Trustee, the Circle K International Administrator, and keep them informed of District activities.
- G. Ensure that plans for the District Convention are made and executed.
- H. Work closely and communicate with the Circle K District Administrator, the Key Club District Governor, the Kiwanis District Governor, and his appointed representatives at all times.
- I. Work with the District Administrator to prepare a list of the tentative dates for meetings of the District Board, and other district-wide events to be approved by the District Board, and shared with the Kiwanis Governor, Governor-elect, and Executive Director.
- J. Submit reports on a monthly basis to the counseling trustee and the Circle K International Office.
- K. Maintain a set of files which can be passed on to the next administration
- L. Brief his/her successor on the duties of his/her office.
- M. Shall be required to maintain relations between the Sub-Region D/Sister Districts coordinating all Sub-Region D/Sister District Projects, events, and obtaining District Directories from all Sub-Region D/Sister Districts.
- N. Shall also be responsible for coordinating with the Key Club Governors efforts to have Circle K members attending Key Club Divisional Rallies and any other Key Club events that Circle K members can assist.

**511.2 SECRETARY/TREASURER** - shall fulfill all duties outlined in the District Bylaws with special emphasis on promoting the interests of Circle K clubs within the District, working closely with the District Board and Program Directors, furthering the aims of increased recognition and cooperation within the Kiwanis Family and these specific duties:

- A. Compile a District Directory containing the names, addresses, and telephone numbers of all District and Club Officers, Faculty and Kiwanis Advisors, and the Kiwanis and Key Club District Boards and Lieutenant Governors. There shall be two editions - Summer and Fall - containing the appropriate information. This Directory shall be forwarded to the International Director, International Board Representative, Club presidents, the Board, and the Kiwanis and Key Club District Boards. These Directories shall be compiled and distributed no later than June 10 (Summer Directory) and the Fall Membership Conference (Fall Directory). For clubs with no officers present at the Fall Membership Conference, directories will be mailed.
- B. A list of changes in the Directory (addenda) will be published Fall and Spring terms (if necessary) and sent to the International Director, International Board Representative, Club Presidents, the Board, and the Kiwanis and Key Club District Boards.
- C. Receive Club monthly reports submitted by each active club in the District, keeping track of those clubs that do not regularly submit monthly reports, and submitting to the District Administrator and Governor a list of those Clubs not regularly submitting monthly reports.
- D. Establish with the Governor and District Administrator a District Mailing List to be used when sending out information, notices, and agenda.
- E. Send appropriate materials (i.e. monthly report forms, directory, and addenda, Board Meeting minutes, etc.) to presidents and secretaries of newly chartered clubs, immediately after notification by Circle K International.
- F. Attend all duly called meetings of the District Board and the Louisiana-Mississippi-West Tennessee Circle K District Convention. Record the official minutes of each meeting and the convention, and distribute to the members of the District Board, and to the Kiwanis Governor, Governor-Elect, and Executive Director within 30 days after each meeting.
- G. Maintain effective communications between the officers and members of this District.
- H. Issue a call for the District and International dues at least thirty (30) days prior to the due date, advising all clubs where to send their dues.
- I. Assist the Governor, Kiwanis Executive Director, and District Administrator in preparing the annual District Budget, annual Convention Budget, and any other necessary budgets.
- J. Assure that each expenditure is justified by the use of expense vouchers. Inform the Board what portion of their budget remains.
- K. Shall facilitate the constituent clubs in their quest to raise funds by ensuring that fundraisers are in accordance with the Circle K International Constitution, Bylaws and Policy Code
- L. Shall create literature and handouts to be given to members to educate them about the District Tomorrow Fund, if and when necessary.
- M. Shall distribute literature to members with fundraising techniques for use by the constituent clubs.

- N. Assist the Governor with District functions as required.
- O. Perform such other duties as may be authorized by the Governor and the District Board.
- P. Submit to the Governor and District Administrator a bi-weekly report of the current District membership statistics, including: Club membership and percentage membership goal attained.
- Q. Ensure that the District funds and records are transferred to his/her successor and brief him/her on the duties of his/her office.
- R. Oversee the activities of each District Committee and keep all appropriate records as such.
- S. Serve as an ex officio member of all District Committees.

**511.3** LIEUTENANT GOVERNORS - shall fulfill all duties outlined in the District Bylaws with special emphasis on promoting the interests of Circle K clubs within the District, working closely with the District Board and Program Directors, furthering the aims of increased recognition and cooperation within the Kiwanis Family, and these specific duties:

- A. Attend all duly called meetings of the District Board and the Louisiana-Mississippi-West Tennessee District Convention.
- B. Make at least two (2) official visits to each Circle K club within the Division. Although more than two visits can be made, one visit must be made in the fall semester (or the equivalent for schools using different systems) and one must be made in the spring semester.
- C. Compile and maintain a complete list of club officers' names, addresses, and phone numbers and submit them to the Governor, Secretary/Treasurer, District Administrator, and the Circle K International Office.
- D. Submit a Divisional Report to the Governor, Secretary/Treasurer, and District Administrator each month outlining events, happenings, and problem areas within the Division.
- E. Assist in the collection of District and International dues and monthly reports from clubs which are delinquent.
- F. Establish communications with the Kiwanis and Key Club District Officers within the Division.
- G. Assist Kiwanis in building or re-activating Circle K Clubs within the Division.
- H. Assist the Circle K Club Presidents when requested and keep them informed of all District and International functions. Speak about Circle K at Club, Divisional, and District meetings when requested.
- I. Be responsible for the growth of membership, service projects, and Circle K education within the Division.
- J. Encourage clubs to submit material for Inside the Circle.
- K. Maintain effective communications with the Division clubs and with the members of the Board.
- L. Ensure that Division files are transferred to his/her successor and brief him/her on the duties of his/her office.
- M. Submit material for an edition for the fall and spring Inside the Circle.
- N. Each lieutenant governor is encouraged to recruit at least two (2) Circle K members in good standing within the District to serve on his/her committee. These committee members will help serve as a link between the distant clubs in the District and the District Program Director.
- O. All committee chairs will be responsible to turn in committee reports on the 10<sup>th</sup> of each month to the District Secretary/Treasurer, District Governor, and District Administrator.
- P. Shall also be responsible for coordinating with the Key Club Lieutenant Governors efforts to have Circle K members attending Key Club Divisional Rallies and any other Key Club events that Circle K members can assist.

## **512 Board Committees**

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- 512.1 The Governor shall appoint the members of District Board of Officers to serve as the Chairs of the standing District Committees.
- 512.2 No committee member is authorized to mail any questionnaires or forms of any kind without prior approval of the current serving Lieutenant Governor sending a copy to the District Secretary/Treasurer, District Governor, and District Administrator.
- 512.3 Each COMMITTEE member must be expected to turn in a monthly report on the 5<sup>th</sup> of each month to the committee chair.

#### **512.4 Membership AND DISTRICT DEVELOPMENT**

1. Shall compile a packet of membership recruitment, and retention materials to be distributed to the District Board, all Circle K Club Presidents, and all appropriate Kiwanis and Key Clubbers.
2. Conduct Membership Development and Education sessions as needed at Fall Conference, District Convention, and/or Divisional Rallies.
3. Shall research the history of the Louisiana-Mississippi-West Tennessee District Circle K and pass down to the District Governor.
4. Will be responsible for maintaining a list of all institutions at which a Circle K club can be chartered within the boundaries of Louisiana-Mississippi-West Tennessee and shall compile resources for successful new club building strategies to be handed down to committee members.
5. Shall create literature and handouts to be given to members to educate them about recruitment tactics
6. Shall create a comprehensive plan for recruitment and retention of members and new club building efforts in each division.

#### **512.5 Kiwanis Family Relations**

1. Shall work to improve the relationships between all Kiwanis and Kiwanis-sponsored organizations.
2. Shall be responsible for developing projects and educational programs to expand and strengthen the bonds between these organizations.
3. Shall work with a selected group of Circle K members in the District called "The Speaker's Bureau" which shall be responsible for speaking to various groups within the community to promote a positive image of Circle K.
4. Shall be responsible for publicizing Y'all Conference, Kiwanis Family Conference, and all other conferences deemed necessary.
5. Shall assist clubs in establishing a Key to College program and the promotion thereof.

#### **512.6 Service Initiative**

1. Shall update the packet containing a listing of International Service Partners including the addresses and telephone numbers of these organizations and a list of possible projects geared toward the current International Service Initiative and District Service Initiative.
2. Shall inform and educate the clubs about Service Initiative Week, International Service Day, and Circle K Week.
3. Shall actively promote the District Service Project to the clubs through newsletters, articles in the **INSIDE OF THE CIRCLE**, and by speaking at various District events.
4. Shall assist in the planning of service projects for district events and to coordinate a District wide service day.

#### **512.7 Technology**

1. Shall be responsible for ensuring that communication flows smoothly between the members of the District Board and Cabinet as well as the constituent clubs. The Technology Committee shall be responsible for the district website, **INSIDE THE CIRCLE**, and any other electronic means of communication. Furthermore, the Committee shall promote tools to assist the District in communication.
2. Shall update the district website monthly, or as needed.
3. Collect materials for each edition of Inside the Circle from the district divisions and to send them out monthly

**512.8** If a member of any serving committee fails to meet a requirement of their service agreement, without an excuse approved by a majority of the District Board, they shall be subject to removal from the committee upon a majority vote of the District Board at the next meeting of the District Board or special meeting called for that purpose. In the case of vacancy, the position shall be filled by the method of original selection no earlier than fourteen (14) days after the vacancy with a seven (7) day application period and seven (7) day period to allow for review of applications and vote to fill the vacancy. The dismissed cabinet member may not reapply for the same position in the same administrative year. If the District Committee Chair deems that a member is not fulfilling their duties or subscribing to the mission of the District Committee, they may recommend by majority vote that the District Board remove the committee member. The District Board maintains the right to independently act on the removal process.

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### **513 SPECIAL APPOINTMENTS**

#### **513.1 CONVENTION CHAIR**

The Governor shall appoint a convention CHAIR subject to approval of the District Board. He/she is responsible for

the coordination of the annual District Convention. The District Convention Chair shall:

1. Send publicity of the Convention to the District Board, all Circle K Club presidents, and the Kiwanis District Board at least ten (10) weeks prior to the event. The club registration packets shall be sent no less than six (6) weeks prior to the Convention.
2. Upon the request of the Governor, plan and arrange the details of the District Convention, which includes, but is not limited to the following:
  - A. Confirm the location and date of the Convention and the registration date at least eight (8) months prior to District Convention with the Kiwanis Executive Director.
  - B. Assist in preparation of a schedule of events, including workshops, meals, and socials.
  - C. Shall propose the theme of District Convention to the District Board for approval by December 1.
  - D. Shall be responsible for all other duties as outlined in Section IX, 2.513.1
  - E. Shall plan and coordinate a Kiwanis Cookout with one of the local Kiwanis Clubs.
  - F. Any follow-up mailings or requests of the Governor or Board concerning Convention.
  - G. Prepare registration packets and create nametags.
  - H. Shall be responsible for all other duties as outlined in Section III, 6, A, 2.

### **513.2 FALL CONFERENCE CHAIR**

The Governor shall appoint a Fall Conference Chair, subject to approval of the District Board. He/she is responsible for the coordination of the annual District Fall Training Conference. The duties of the District Fall Conference Chair will include:

- A. Planning and arranging, upon request of the Governor, details of the Conference.
- B. Work with the District Board to declare a location, date, and the registration deadline at least four months prior to the Conference.
- C. By the Board's determination, the conference shall be held on a weekend between October 1 and November 15.
- D. Work with the Governor, District Administrator, Kiwanis Executive Director, and Secretary/Treasurer in preparing the conference budget.
- E. Assist in preparation of a schedule of events, including: workshops, meals, and socials. Work with and act as a liaison with the facility staff.

### **513.3 PRESIDENT'S COUNCIL**

- A. The club presidents of the District shall be members of the Presidents' Council. The Presidents' Council shall exist for the following purposes:
  1. Shall organize and promote unity among the presidents of Louisiana-Mississippi-West Tennessee District of Circle K International.
  2. Shall encourage the other presidents to regularly submit articles for "Inside the Circle" regarding their clubs activities.
  3. Shall serve as the chair of the election for the new chair at District Convention.
  4. Shall assist the District Secretary/Treasurer in acquiring materials for the monthly mailings.

## **514: District Publications**

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### **514.1 Manuals**

- A. Manuals explaining and detailing the various aspects of Circle K operations shall be compiled as deemed necessary for administrative purposes.
- B. The topic area of all manuals must be approved beforehand by the District Board. The Governor may appoint an individual Board member to prepare or revise a manual or make it an assignment to be prepared by a committee chair.

### **515.2 Inside the Circle**

- A. Shall be the official Publication of the Louisiana-Mississippi-West Tennessee District of Circle K International.
- B. Shall be published by the Technology Committee.
- C. Shall be published once in the fall and once in the spring. The Technology Chair must submit a timetable for the



release date of each issue for approval ten (10) days following their training to the Committee Chair. Additional issues may be published as time and money permit.

- D. Shall be sent to Club officers of clubs in good standing. Club Officers are encouraged to provide copies to any club member who requests one. Also, an effort will be made to publish the article, accessible at the District Webpage. Also, the Circle K District Board, Kiwanis District Board, Key Club District Board, International Trustee, or Board Representative and anyone else directed by the Governor shall receive a copy.
- E. Is designed to be an informative publication directed at the members of the District. It should consist of article on club projects, Kiwanis Family relations, upcoming District and International events, and member education articles.
- F. Is highly suggested that the post-convention issue be a joint effort by the old/new editors in the briefing duties.

## **516: District Correspondence**

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- 516.1** All letters and communication to clubs concerning the business of the District Board and Cabinet shall have copies mailed to the Governor, Secretary/Treasurer, the Circle K Administrator, International Trustee, Kiwanis Governor, Kiwanis Governor-Elect and Kiwanis Executive Director.
- 516.2** It is recommended that all correspondence of communication by the District Board to club officers also be sent to the respective Lieutenant Governors and Secretary/Treasurer.

## **517: Budgets**

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- 517.1** Each administrative year shall be based on a budget which shall denote income and expenditures. The annual budget shall be prepared by the District Governor in cooperation with the Circle K District Secretary/Treasurer, Kiwanis Executive Director, and District Administrator. The budget shall be approved by the Circle K and Kiwanis District Board.
- 517.2** Income shall consist of dues, profits from conferences and conventions, surplus from previous years, and other such sources as deemed feasible by the District Board.
- 517.3** Expenditures shall include provisions for district officer expenses, district appointment expenses, district office expenses, and other such items as deemed necessary or appropriate by the District Board.
- 517.4** In order to receive budgeted money district board must complete an expense report form and send it to the Circle K Secretary/Treasurer, who will forward it to the Kiwanis Executive Director. The expense report form must itemize all expenses, and every expense must be accompanied by receipts or some other form of official verification. Within the timeframe as published on the expense report.
- 517.5** To receive the budgeted monies, the board member must be up to date with his/her monthly reports.
- 517.6** Budgeted money cannot be used to attend conferences and conventions unless the conference or convention is specifically budgeted. All budgeted money must be used for the betterment of the district and its membership.
- 517.8** The district shall maintain a general operating account and a Special Events account.

## **518 District Board Reimbursement**

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- 518.1** The following items can be reimbursed by the funds of the Louisiana-Mississippi-West Tennessee District of Circle K:
  - A. Postage for necessary mailings
  - B. Large mailing envelopes
  - C. Travel
    - 1. Governor's travel within the district and travel to required districts events and international convention.
    - 2. Secretary/Treasurer's travel within the district and travel to required district events and international convention
    - 3. Lieutenant Governor's travel within their division and travel to required district events and international convention
  - D. Copies
  - E. Supplies for conferences and events. These events include:

1. Summer Rally
2. Fall Training Conference
3. Divisional Rallies
4. District Convention
5. Any other board meeting

**518.2** All expenditures must not exceed respective budgetary line item; and must be submitted to and approved by the District Secretary/Treasurer.

**518.3** All Expenditures are subject to the approval of the District Administrator and District Governor. Any expenditure that exceeds the budgetary line item must be approved by the District Administrator and District Governor

## **519 District Convention**

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**519.1** The location of each District Convention should be selected at least 18 months in advance by the District Administrator subject to the approval of the District Board after hearing proposals from the District Administrator and the Kiwanis Executive Director.

**519.2** The club registration packet must contain the following: all reports and awards forms, tentative convention schedule, certification of election delegates, petitions for District Office, and Convention registration forms.

**519.3** Request for registration refund should be received fourteen (14) days prior to the commencement of the District Convention. After that date, there shall be no registration returned, except in the case of extreme circumstances as determined by the Board. A twenty-five dollar (\$25) fee will be assessed except in the case of extreme circumstances approved by the District Board and the District Administrator.

**519.4** The Kiwanis Executive Director, working with the District Administrator, shall prepare a Convention budget to be approved at a meeting of the district board. The Budget shall be submitted by the Fall District Board Meeting and approved at or before the November/December District Board Meeting.

**519.5** The Governor shall appoint attendees of the Convention to the following committees: Credentials, Resolutions, Registration, Election, and Sergeant at Arms. (Each club in attendance should designate two members to serve as Sergeant at Arms during convention.)

**519.6** Every Circle K member, Kiwanian, Key Club member, parent, and guest attending a convention must be properly registered with the convention.

## **520 Procedure for Campaigning for District Office**

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**520.1** A candidate for District Office cannot announce his/her candidacy nor campaign for said office until sixty (60) days prior to the District Convention.

**520.2** No candidate for District Office shall spend more than a total of \$150 on his/her entire campaign. This includes any donations valued at market value when the donation was received. Candidates must submit financial reports when they arrive at Convention outlining their expenditures and donations.

**520.3** Candidates must abide by all rules of the Convention Hotel regarding the posting of any campaign materials during their campaigns.

**520.4** Any candidate for District Office may not travel outside their home club for the purpose of campaigning until sixty (60) days before Convention. Prior to the campaigning period, if any candidate travels to a meeting or event of another club, he/she may not be formally introduced, whether by others or by him/herself as a candidate for District Office.

**520.5** A candidate may be officially endorsed by his/her Home Club. Multiple endorsements for all District Offices are allowed. Clubs may only endorse candidates from their home club. An official endorsement by a club is an acknowledgement by the club that they believe the candidate is qualified to hold the position that he/she is seeking and that they wish him/her the best of luck. An endorsement does not in any way bind the delegates of the club that endorses the candidate to vote for that candidate.

**520.6** During pre-convention campaigning, a candidate shall be allowed one mailing to each of the Club Presidents in his/her division (if campaigning for the office of Lieutenant Governor) or each of the Club Presidents in the District (if campaigning for the office of Secretary/Treasurer, or Governor) for the sole purpose of making a simple announcement of candidacy and presenting a platform. Other than this contact, the candidate shall not initiate any contact, whether by mail, E-mail, or phone unless said contact is requested. This letter shall be no longer than two (2) pages of 8.5" x 11" paper. The candidate shall also be allowed to contact current District Board Members for the

purpose of gathering information.

- 520.7** At District Convention, no campaign materials or literature of any kind are to be passed out or displayed before the conclusion of the District Convention Opening Session.
- 520.8** In order to actively campaign for any District Office, a candidate must be properly registered to attend the District Convention, and must complete the proper forms, agreement, and enrollment verification by the candidates meeting following opening session. The candidate must submit enrollment verification for the spring term and agree to submit in the fall, enrollment verification for the fall term. If a candidate decides to run for office following the candidates meeting, he/she must not campaign until all forms are submitted. In the case that a candidate is unable to submit enrollment verification by convention, the candidate, if elected, will have thirty (30) days to submit enrollment verification.
- 520.9** Any current Circle K members in good standing may campaign for any candidate. No past Circle K may endorse or actively campaign for a candidate. The board members should remain neutral to the campaigning policies.

## **521 Campaign Violations**

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- 521.1** Pre-Convention Violations: Notification of a possible violation must be in the form of a signed letter no later than one week following the alleged incident, to be sent to the District Governor or the District Administrator, whose responsibility it will be to notify the other. Materials that support the belief that the alleged infraction occurred must be included with the aforementioned letter (i.e. witness names and signatures, letters, phone transcripts, etc.). The candidate shall be sent a copy of this letter (with all the pertinent names withheld) and its supporting documents, by the Governor, in conjunction with the Administrator. The candidate shall reply to the charges within ten (10) days of receiving the letter, with a letter explaining or refuting his/her actions. If the candidate does not respond, the District Board will proceed with the enforcement procedure as outlined in this policy.
- 521.2** Convention Violations: Notification of a possible violation must be made in writing and signed by a witness within six (6) hours of the alleged violation. The notification will be given to the District Governor or the District Administrator, whose responsibility it will be to notify the other. Once this notification has been received, the Governor and/or Administrator shall inform the candidate and the candidate will be given time to explain or refute the alleged violation.
- 521.3** Enforcement:
- A. Any entity found in violation of this policy may be subject to loss of delegate voting rights in the elections for District Board, upon recommendation of the District Board.
  - B. Any candidate found in violation of this policy may be disqualified from running for a District Office, upon recommendation of the District Board.

## **522 Procedure for nomination and election of District Officers**

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- 522.1** Divisional Caucuses will be held during the District Convention at which time announced candidates may be introduced, present their platforms, answer questions, and official election of Lieutenant Governors. The rules of procedure are to be decided by the Caucus.
- 522.2** The House of Delegates will convene during the District Convention:
- A. To consider Resolutions, Amendments to the District Bylaws, to nominate and elect the District Governor and Secretary/Treasurer, and such other business as may properly come before the House.
  - B. Voting delegates and delegates-at-large will be seated in a restricted section. All others present will be accommodated in a designated gallery section and may not participate in the Delegate Session without recognition of the Chair.
- 522.3** The Committee on Elections shall have general charge of the election, including admission to the voting delegate section, and distribution, collection, and counting of the ballots.
- 522.4** Voting shall be by written ballot. No person shall be permitted to vote whose name does not appear on the list of voting delegates and delegates-at-large. Cumulative voting and voting by proxy will not be allowed. No ballot shall be counted whereon it appears that the delegate has voted for a greater or lesser number of nominees for said office than there are vacancies to be filled.
- 522.5** The Committee on Elections shall report promptly to the Governor the results of each balloting. The reports shall be signed by the Chairperson of the committee and the Circle K District Administrator. After the Committee has reported, the Chairperson shall deliver a copy of each report and all ballots to the Circle K Administrator to be retained by him for a period of ninety (90) days following the close of Convention.

- 522.6** The Committee on Credentials, prior to the Delegate Session, shall provide the Committee on Elections with a list of voting delegates and delegates-at-large registered and present at the convention. Also the Chairman of the Credentials Committee shall report to the House of Delegates the following information as often as necessary:
- A. Number of Delegates Present
  - B. Number of Clubs present (must be 1/2 of the total number of clubs in good standing)
  - C. Number of Delegates-at-Large present
  - D. Total number of Delegates and Delegates-at-Large present at Convention
  - E. Total number of Clubs represented at Convention
- 522.8** Nominees for District Governor, Secretary/Treasurer, and Lieutenant Governors of the divisions, must be active members in a Club of good standing in the District. Nominees for the offices of Lieutenant Governor must be active members of a Club in good standing in the Division from which they are nominated. Candidates prior to the election must read, understand, and sign the Officer Service Agreement that corresponds to the office they are seeking.
- 522.7** A Circle K member may only be a candidate for one office at the time of District Convention.
- 522.9** Candidates nominated in the House of Delegates, but not appearing before the Divisional Caucuses shall, at the time of nomination, be given caucus time equal to that given those candidates appearing before Divisional Caucuses.
- 522.10** All nominees for Governor, Secretary/Treasurer, and Lieutenant Governor must be present at the House of Delegates Session when nominated and must adhere to the following time limits:
- A. For Governor: one (1) nomination speech of two (2) minutes and one (1) seconding speech of one (1) minute plus three (3) minutes for the nominee's presentation of platform.
  - B. For Secretary/Treasurer: one (1) nomination speech of one (1) minute and one (1) seconding speech of one (1) minute plus two (2) minutes for the nominee's presentation of platform.
- 522.11** When the agenda for the House of Delegates calls for the nomination and election of the officers, the District Governor (or the presiding officer at the time) shall receive nominations for the office of District Governor. Nominees who appear before caucuses will be accepted first, in alphabetical order; then, any further nominations from the floor will be received. When the nominations for District Governor have been closed and the definitive results of the election announced by the chairperson of the Elections Committee, the District Governor (or presiding officer at the time) shall proceed in a similar manner with the nominations and election of the District Secretary/Treasurer. When the nominations for District Secretary/Treasurer have been closed and the definitive results of the election will be announced by the chairperson of the Elections Committee.
- 522.12** In the event of a tie for the office of Lieutenant Governor, the current Lieutenant Governor of the division effected may cast the tie-breaking vote. In the event of a tie the office shall be declared vacant.

### **523 District Awards**

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- 524.1** All Awards shall be annual, running from April 1 to District Convention, and be given for recognition of the projects and accomplishments completed or primarily conducted within that period.
- 524.2** The manner of each award shall be approved by the current District Board of the year in which the Convention is held. In the case where a similar award competition is held on the International level, the District Award requirements or rules should reflect those of the International.
- 524.3** All new awards must be approved by the current District Board.
- 524.4** There shall be no awards presented as District Awards other than those approved by the District Board. This does not exclude a Division from having awards for clubs within that Division.
- 524.5** As indicated, there shall be three divisions, Gold, Silver, and Bronze, for awards competition. The Gold Section will consist of the clubs with 41 or more members; the Silver Section will consist of the clubs with 20 – 40 members; and the Bronze Section will consist of the clubs with 19 or fewer members. The divisions shall be based on the dues paid membership of each club at the time of convention. Each division, unless otherwise indicated, will have a First Place, a Second Place, and a Third Place for each District Award.
- 524.6** Each Circle K club must be in good standing with the Louisiana-Mississippi-West Tennessee District and Circle K International in order to be eligible for awards.
- 524.7** All award entries must be submitted to the District Convention Headquarters or Convention Registration no later than deadline stated on the award packet notification.
- 524.8** Any club that is over ninety (90) days in arrears of monthly reports shall be deemed ineligible for any District Awards.

- 524.9** The following criteria shall be used for the naming of district awards after individuals:
- A. Individual was a Circle K member who served with distinction on club, district, and/or international level; or
  - B. Individual was a Kiwanian who promoted Circle K and helped to reach new heights of membership, leadership, and/or service.
  - C. Any award being named after an individual must be done after April 1 and prior to January 15.
  - D. Any award being named after an individual must be approved by a majority Kiwanis district board prior to the unveiling of the award's name at District Convention.
- 524.10** Awards may be named in honor of a distinguished Kiwanian or a former Circle K member who distinguished themselves by their service and commitment to the Circle K District. The following procedure shall be followed:
- A. The District Board shall propose the name of the distinguished Kiwanian or Circle K member in writing, providing a history of the involvement this individual has made to the organization. The proposed name change shall be recorded in the minutes of the meeting and shared with the appropriate list.
  - B. The District Board serving the following administrative year will review the name of the award, and the reasoning for the designation at a regular Board Meeting during their year. If this Board is in agreement, they will take such action to endorse the name and have that recorded in the minutes of the meeting.
  - C. The District Board serving the following administrative year will also review the name of the award, and the reasoning for the designation at a regular Board Meeting during their year. If this Board is in agreement, they will take such action to endorse the name, have that recorded in the minutes of the meeting, and will present the name of the award as a resolution to the House of Delegates at the Convention being held their year, to allow the membership the privilege of naming the District Award.
- 524.11** Established District Awards
- A. Single Service Award**

This award is given to the club that, through dedication and unselfish effort of its members, has produced the outstanding service project of the year. The project can either be a one-day project or an on-going event. First, second, and third place awards are presented.
  - B. Club Achievement Award**

This award is presented to the club which ranks highest in overall club achievement. There will be first, second, and third place awards presented in each of the membership divisions: Gold (45 and above), Silver (25-44), and Bronze (24 or less).
  - C. J.B. Guillory Outstanding Club President Award**

This award is presented to the most outstanding club president in the District. Distinguished club presidents will also be honored.
  - D. Jay R. Broussard Outstanding Club Secretary Award**

This award is designed to recognize the most outstanding club secretary in the district. Distinguished club secretaries will also be honored.
  - E. John T. Roberts Outstanding Kiwanian Award**

This award is presented to a Kiwanian who has devoted much time and service to Circle K. The nominee must be a member of a sponsoring Kiwanis Club, and may not be currently serving as the District Administrator.
  - F. Joe L. Pratt Outstanding Kiwanis Club Award**

This award is presented to a sponsoring Kiwanis Club which has given outstanding support to their sponsored Circle K Club.
  - G. Oratorical Award**

The subject of the oration will be announced with the distribution of the awards packet. The subject matter and presentation must be original. Each orator must have a complete manuscript of his/her presentation which is to be given to the judges prior to the elimination trials. The orations should be memorized. Each orator will be allowed to use notes only to the extent of the major topics of the speech.
  - H. Club Scrapbook Award**

This award is given to the clubs which presents the outstanding scrapbook for the year. All scrapbooks must contain photographs and videos of official Circle K functions only. Non-compliance will result in disqualification of the entry.

**I. James Smith Kiwanis Family Award**

This award is presented to the club which best exemplifies the true spirit of involvement with all aspects of the Kiwanis Family.

**J. Outstanding Vice-President Award**

This award will be presented to the most outstanding club vice-president in the district. Clubs with two vice-presidents may nominate both for the award. Distinguished club vice-presidents will also be recognized.

**K. Outstanding Club Treasurer Award**

This award will be presented to the most outstanding club treasurer in the district. Distinguished club treasurers will also be recognized.

**L. Goal Reacher Award.**

This award will be presented to all clubs that meet certain requirements set by that year's District Governor. The requirements are based upon the goals of the District Board.

**M. Growth Enhances Membership (G.E.M.) Award**

This award will be presented to the clubs in each membership category which have achieved a minimum of 10% positive membership growth during the year. The categories will be: Sapphire – Clubs with 1-19 members at the time of the last District Convention, but 20 or more members as of March 1 of the current year, Emerald – Clubs with 20-40 members at the time of the last District Convention, and Diamond – Clubs with 41 or more members at the time of the last District Convention. The top club in each category will be declared the winner. All other clubs with positive membership growth will be recognized.

**N. Outstanding District Service Initiative Project**

This award is given to the club that, through dedication and unselfish effort of its members, has produced the outstanding service project in relation to the District Service Initiative for the year.

**O. Outstanding Board Member**

This award will be presented to a member of the District Board who has served at least six months in office and was elected at the previous year's convention or officially appointed. All eligible Board members will be nominees, with the exception of the District Governor. The winner will be chosen by the Board by secret, written ballot which the District Administrator will collect and tally the votes.

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**525 Code of Conduct**

**525.1** The following Code of Conduct shall be adapted and used at district events:

- A. No drugs of any nature, with the exception of prescribed medication, will be permitted in the possession of anyone in attendance.
- B. The Circle K International Sponsored Conventions and Events Alcohol Policy, prohibiting the possession, sale, and/or consumption of alcoholic beverages during any event or situation sponsored or promoted by Circle K, will be enforced at all times during the event.
- C. Sexual harassment is defined as behavior marked by aggressive or harassing remarks, unwanted physical contact or sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature which is unsolicited and offensive to the individual or otherwise creates an intimidating, hostile or offensive environment. Circle K International will not tolerate sexual harassment.
- D. No campaign material will be allowed to be posted on any walls, windows, or doors. The candidate will be responsible should this occur.
- E. Smoking is prohibited at all general sessions, contests, workshops, and caucuses. Individuals who wish to smoke must do so in the hallways and corridors as permitted.
- F. Care shall be taken not to deface or destroy any property. The individual responsible will pay for any damages.
- G. All Circle K members are expected to conduct themselves as responsible, professional men and women and are required to attend all sessions and activities.
- H. Coat and tie for men and dresses, suits, skirts and blouses or other professional attire for women are required for those sessions indicated in the event program. Slacks and appropriate casual dress (excluding jeans, cut-offs and other similar apparel) is appropriate for other functions.

- I. Every attendee will respect the authority of the Administrator. Infractions of the code of conduct will be reported to the Board or the Administrator. Appropriate action will be taken for any infraction, including the dismissal of any attendee from the event at the expense of the individual.
- J. The code of conduct is in effect from the moment an attendee arrives at the event until the moment he or she departs.

Approved by Circle K District Board: February 19, 2000;

Amended by Circle K District Board: February 14, 2005; Approved by the Kiwanis District Board: April 16, 2005

Amended by the Circle K District Board: June 11, 2005; Approved by the Kiwanis District Board: August 5, 2005

Amended by the Circle K District Board: January 29, 2006; Approved by the Kiwanis District Board: April ?, 2006

Amended by the Circle K District Board: October 28, 2006; February 3, 2007; June 9, 2007; Approved by the Kiwanis District Board: August 19, 2007

Amended by the Circle K District Board: October 12, 2007; Circle K District Board: October 27, 2012

Approved and included in the Kiwanis Policy Code: May 4, 2013

