

CKI Board Procedure Code

PART I: INTERNATIONAL OFFICERS

Section A: International President

1. The CKI President shall be the chief executive officer and shall perform those duties as prescribed in Article 14, Section 1 of the CKI Bylaws and Service Agreement.
2. The President, in consultation with the Director of Circle K International, shall assign the Board members to their Board Committees no later than the conclusion of the Fall Board Training/Meeting.
3. The President shall represent CKI at the Kiwanis International Convention, Kiwanis International Council, and the Key Club International Convention, and approved President Visits. If the President is unable to attend an event, he/she shall appoint a representative.
4. The President shall assign International Representatives to make appropriate visits per district. Upon timely receipt of the appropriate visit request form, the President, in consultation with the Director of CKI, shall evaluate all requests. Evaluation will be based on specific duties requested, district need, percent of district membership impacted, timing of the event, and the ability of the International Officer to perform those duties specified in the request. The President shall then reply to the appropriate district and International Representative, informing them of the approval or disapproval of the visit within two weeks of receipt of the request. The request forms must be completed and submitted no later than 45 days prior to the event in order to be considered.
5. The President shall set an official travel schedule for the year, in consultation with the Director of Circle K International. All travel will conform to budget allocations.
6. The President shall chair the Executive Committee and shall submit a written report at all Board Meetings.

Section B: International Vice-President

1. The Vice-President shall perform those duties as prescribed in Article 14, Section 2, of the CKI Bylaws and Service Agreement.
2. The Vice-President shall serve as an ex-officio member of all standing International committees and ad hoc committees, providing the committees with continual direction and guidance.
3. The Vice-President shall assume the duties of the President and have the same authority as the President in the event that he or she is unable to perform his or her duties.
4. The Vice-President shall also perform those duties prescribed in Part I, Section C, subsections 2 through 6, of this Procedures Code.
5. The Vice-President shall record the minutes of all Board Meetings, the CKI Convention House of Delegates, and International Council meetings. The Vice-President shall prepare typed minutes and distribute those minutes to the Board of Representatives, district leadership, and membership within 14 days of the completion of these meetings. Before distribution, the minutes shall be reviewed by the CKI President and Director.
6. Each International Officer candidate shall receive one set of Board Meeting minutes upon request.

Section C: International Representatives

1. The CKI Representatives shall perform those duties as prescribed in Article 14, Section 3, of the CKI Bylaws and Service Agreement.
2. The representative will serve all clubs in his or her representative service agreement. The International Representative will attend approved visits to districts in respective sub-region and must be directly involved in operational training and/or personal development training. In addition to Circle K events, the representative may attend Kiwanis or Key Club events. The representative may participate in local club training efforts or new club building efforts, depending upon the needs of the district. Following each, he/she shall report the activities of that event by completing the appropriate report forms and submitting them to the President. District International Representatives shall serve their sub-region by attending Kiwanis-family events, participating in club training and new club building efforts, being directly involved in the operational training and personal development training of the districts in which they serve. A Board member shall make appropriate visits to each of the districts he/she is assigned to act as a liaison unless a conflict arises or the International President decides otherwise.

3. A status report of each district shall be submitted as a part of the monthly report to the CKI President, Director of Circle K International, CKI Specialist and Kiwanis Counselor. The nature and content of the district status report shall be at the discretion of the President.
4. Each Representative shall complete a Monthly Report Form by the 20th of each month. This shall be sent to the President, Director of Circle K International, CKI Specialist, and Kiwanis Counselor. Representatives shall carry out such directives and activities as assigned to them by the President and/or Board of Representatives.

Section D: Service Agreements

1. The Circle K International President, Vice-President, and Representatives must sign service agreements outlining their responsibilities. The service agreement for President is outlined in Appendix A. The service agreement for Vice-President is outlined in Appendix B. The service agreement for Representatives is outlined in Appendix C.
2. In addition, each Board member must have a working email address and telephone access that they check regularly.

Section E: Director of Circle K International

1. The Director of Circle K International shall perform those duties as prescribed in Article VI, Section 5, of the CKI Constitution, and as prescribed in the Kiwanis International Board Procedures.
2. The Director of Circle K International shall maintain historical aspects of CKI.
3. The Director of Circle K International shall set the agenda for all CKI Board Meetings with input from the President and each Board Committee.
4. The Director of Circle K International shall also formulate the CKI Budget, assist in Strategic Planning, and manage staff.

Section F: Kiwanis International Counselor

1. The Kiwanis International Counselor shall perform those duties as prescribed in Article 18 of the CKI Bylaws and as prescribed in the Kiwanis International Policy and Procedures.

PART II: INTERNATIONAL BOARD MEETINGS

1. Any CKI member may attend meetings of the CKI Board of Representatives. Board members may not yield the floor to a non-Board members. Any expense involved in such attendance shall be borne by the individual member. The Board reserves the right to enter into executive session as necessary.
2. Each committee report, the Report of Circle K International, the President and Vice-President reports, along with any agenda points must be submitted at least 30 days prior to any meeting. The Director of Circle K International shall send the agenda for each Board Meeting to the Board and the Chair of the Kiwanis International Committee on Circle K at least 21 days prior to any meeting. In addition, a weekend agenda shall be send to the Board at least 10 days prior to any meeting.
3. Each Board member is required to attend every official function of the Board in its entirety. The CKI President and Director will consider exceptions.
4. The Board shall move into executive session at times deemed necessary. The Vice-President shall produce separate minutes for all executive sessions. The CKI Office shall distribute these executive session minutes only to the Board and Kiwanis International Board Counselor. All discussion that takes place during executive session is considered confidential and should not be discussed outside of the Board.
5. In the event of the reported misconduct of a member of the Board, or when a Board member is not performing his/her assigned duties, the President, in consultation with the Director of Circle K International, shall take action according to Section I of the International Policy Code.
6. The Board meeting shall proceed under the Rules of Parliamentary Procedure (Roberts Rules of Order). However, at times and during certain proposals and agenda points, the President in consultation with the Board, can suspend normal procedure and allow for timed discussion on each alternative without a motion to accept any alternative first being on the floor. This should be used when the alternatives are separate and distinct.
7. In the absence of the President at any Board Meeting, the Board shall elect by majority vote, a member of the Board to preside at said Board Meeting. In the absence of any committee chair, the committee shall select one of its own, upon advice of the International President, to be the chairperson pro-tempore.

Section B: Board Training

1. Outgoing Board members shall deliver all pertinent files to the International Office or prior to departure from the International Convention. The files will be distributed to the newly elected Board members at the first Board meeting/trainer.
2. During Board training, each Board member shall be provided with the following items: resources related to the organization's governance and strategic direction, support to sub-region, clubs, and members, and other pertinent training information as deemed necessary. Formal training of the new Board shall be done preceding the first International Board Meeting and shall be conducted by the CKI Director, the newly-elected President, and the CKI staff.
3. During Board training, the CKI Board must set organizational goals for the year aimed at expanding organizational membership, the quality and quantity of service hours performed, and realizing the mission of the organization. In addition, the CKI Board must set a Board Code of Ethics.

PART III: INTERNATIONAL BOARD COMMITTEES

Section A: General

1. The President, upon advice of the International Board and the Director of Circle K International, shall appoint CKI Board members to the following standing committees: Service Committee, Marketing and Kiwanis Family Relations Committee, Membership Development and Benefits Committee and Executive Committee. The directives of the standing committees shall be determined by the committee members in consultation with the President, Vice - President, and/or CKI Board.
2. The Service Committee is responsible for working with the Kiwanis International staff to develop the Tomorrow Fund and Service Initiative of CKI: Focusing on the Future: Children.
3. The Marketing and Kiwanis Family Relations Committee is responsible for working with the Kiwanis International staff to create a progressive marketing presence for CKI, its projects, and programs, and to strengthen the collaborative efforts of Kiwanis-family members.
4. The Membership Development and Benefits Committee is responsible for working with the Kiwanis International Staff to develop new and enhance existing membership programs and benefits.
5. The Executive Committee is responsible for examining, amending, interpreting, and upholding the policies and procedures which govern the organization. All amendments to the governing documents are sent through the Executive Committee prior to being addressed by the CKI Board. The Executive Committee is also responsible for the oversight of the strategic plan of the organization. The Executive Committee shall perform other duties as defined by Article XII of the CKI Bylaws and these procedure codes.
6. The CKI President has the authority to make changes to the committees at his/her discretion in consultation with the Director of Circle K International.
7. Board Committees shall consider and develop recommendations made by the House of Delegates at the previous CKI Convention, initiatives of the Strategic Plan of CKI and directives voted on by the full Board and shall perform such duties as defined in this Procedure Code. All directives must come into alignment with the Strategic Plan and the operational budget of CKI.
8. The Chair of a Board Committee shall preside over his/her Committee, serve as spokesperson for his/her Committee, and shall be responsible for fulfilling the policy requirements of his/her Committee. Each chair shall report the contents of his/her committee meetings in the Board reports and any necessary agenda points.
9. A Committee report for presentation at a full Board Meeting will be prepared by the Chairperson.
10. Any subcommittees (or ad hoc committees) of an International Board Committee shall report to the full committee and not to the Board, unless agreed upon by the full committee. Subcommittee activity should be a separate committee report at the Board meeting.
11. No Board Committee may recommend to the full Board enactment of policy that does not pertain to its own activities. Any recommendation that is out of a particular Board Committee's area of concern is to be directed to the appropriate Board Committee as directed by the President at the expense of the attendee.
12. Board Committee chairs may invite individual members of the organization, necessary office staff, or other organizations' members to attend meetings of their Committees.

13. All Committee members shall report on their activities between meetings of the full Board on the Monthly Report Form. Committee reports to the CKI President and Director of Circle K International shall contain actions of the Committee since its last report, including correspondence, meetings, publications, and business of the Committee which the Board has requested through directives and definitions of duties.
14. Committee chairs shall also submit a final report of Committee Activities throughout the year. The report shall address each individual directive and topic that the committee has worked on or was planning to work on during the year. The report should also include: the status of each directive, recommendations from the committee, and any additional valuable information that would be useful to the new Board. The report is due by the last board meeting of the outgoing Board. This information should be passed to the new President and Vice-President upon election and to the new Board at the Board training by the CKI Director.
15. No new project or expansion of any program requiring support materials shall be instituted without prior approval of the full Board.
16. Any contest or award proposed by any Board Committee must be approved by the full Board.
17. The President and Director of Circle K International must approve any survey of member clubs requested by a Board Committee
18. Committee projects involving the use of the CKI Office staff shall first be discussed with the President and Director of Circle K International to determine budget and time constraints.
19. Actions taken or issues under research by the International Board Committees shall be sent out in the monthly report submitted by the Vice-President.

Section B: Executive

1. The duties of the Executive Committee shall be those as described in Article 16. Sections 1 and 2, of the CKI Bylaws.
2. The President shall determine and distribute the agenda for the Executive Committee meetings with input from the Director of Circle K International and Executive Committee.
3. The Executive Committee shall meet at each Board Meeting.
4. Along with adopting directives consistent with Part III, Section A, subsection 3 of this Procedures Code, the Executive Committee shall adopt directives that help drive the organization forward.
5. The Executive Committee shall also review the CKI Bylaws periodically and propose amendments to update them when necessary. The Committee shall review all proposed amendments to the CKI Bylaws, Policy Code, and Board Procedure Code.
6. The Committee shall be responsible for annually reviewing and updating the Policy and Board Procedure Codes.
7. The Committee, in consultation with the CKI Director, shall recommend the necessary changes in the Standard Forms for District Bylaws and Club Bylaws to bring the same into conformity with amendments adopted to the CKI Constitution and Bylaws.
8. With the assistance of the Board and district boards, the Committee shall encourage all clubs to adopt club bylaws and submit them to both the respective district board and the CKI Board of Representatives for approval.
9. The committee shall monitor the Strategic Plan for CKI.

Section C: Ad Hoc Committees and Task Forces (10/04)

1. Ad Hoc Committees will be formed by the International President for the duration of his/her administrative year or until their task is completed, whichever comes sooner.
2. Task Forces will be created by the International Board to complete certain tasks and will be in existence until those tasks are completed or for two administrative years, whichever comes first.
3. The International President will assign a member of the International Board, in consultation with the CKI Director, to be the liaison to the Ad Hoc Committee or Task Force.
4. The International President will assign a chairperson or facilitator, in consultation with the International Board and CKI Director, for each Ad Hoc committee and/or Task Force.
5. International Board Committees shall address requests for the formation of an Ad Hoc Committee and/or Task Force to the CKI President.
6. Ad Hoc Committees and Task Forces will be required to submit a written report to the International Board liaison 30 days prior to each International Board Meeting.

7. The Vice-President is responsible for submitting the Ad Hoc Committee and/or Task Force Report and any agenda points to the International Office 30 days prior to all International Board Meeting.
8. Each Ad Hoc Committee and/or Task Force will work under the specified standing committee of CKI. The CKI President, in consultation with the Vice-President and CKI Director, will determine which Board Committee will be responsible for the Ad Hoc Committee and/or Task Force

PART IV: CIRCLE K INTERNATIONAL CONVENTIONS AND CONFERENCES

1. The registration fees of attendees and alternative funding (when secured) shall finance CKI Conventions.
2. Current Conventions
 - a. An official call to convention through a convention brochure will be available to every club through the CKI website and at all district conventions at least 120 days prior to the opening of the convention. Pertinent convention information will also be made available through the website.
 - b. The Director of Circle K International and President shall recommend the official program of the CKI Convention to the CKI Board.
 - c. The President and Director of Circle K International shall determine all convention assignments and present to the CKI Board by the Spring Board Meeting.
 - d. Each CKI Convention shall include the following:
 - An address by the President-designate of Kiwanis International or his/her representative;
 - An address by the President of Key Club International or his/her representative;
 - Administrative workshops;
 - Service Initiative workshops;
 - House of Delegates sessions in which the State of CKI address shall be given, new International Officers shall be elected, resolutions shall be proposed, and amendments to the CKI Bylaws shall be considered;
 - The installation of the new CKI Board of Representatives;
 - A farewell address by the retiring CKI President;
 - The presentation of Club/District/International awards.
3. The CKI Office shall provide for the assignment of rooms to registrants, provide suites as requested (if possible), and arrange rooms for the Board, CKI Office staff, and special guests. The CKI Office staff shall be responsible for ensuring proper function space.
4. The budget for CKI Convention shall be approved by the CKI Board.
5. Publicity and promotion for the convention shall begin immediately upon the close of the previous convention.
7. Convention Committees

The CKI President shall supervise the operation of all convention committees and shall review committee duties with the committee chairs, on the opening day of the CKI Convention.

The Convention Committee shall perform duties related to the following:

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| * Credentials | * Sergeant-At-Arms |
| * Elections | * Website |
| * Resolutions | * T-Shirts |
| * Awards | |

The Director of Circle K International, as approved by the President, shall send electronic letters of appointment to the selected committee chairs.

- * The Credentials Committee shall ensure that only certified delegates from clubs in good standing shall enter the House of Delegates.
- * The Elections Committee shall orient, conduct, and certify the election of officers at the convention. The printing of ballots shall be the responsibility of the Staff. The Elections Committee chair shall announce the results of the election.
- * The Resolution Committee shall present to the House of Delegates such resolutions as may be in the interest of growth and awareness of CKI per Article IX, Section 2 of the CKI Bylaws. The deadline for resolutions shall be printed in the CKI Convention program.
- * Each district Governor shall be assigned to serve as chair/assistant on one committee. Each committee shall be assigned an International Board Liaison.

8. Workshop proposals can be submitted from any CKI Member, not limited to the CKI Board. The Staff will determine all workshops in time to meet convention deadlines.
9. A meeting for all International Officer candidates shall be held on the opening day of convention by the CKI President, where he/she shall review the rules and policies regarding candidates for office as outlined in the CKI Policy Code.
10. Standing convention rules for the House of Delegates, as set by the CKI Board, shall be adopted by a two-thirds vote of delegates. Once adopted, these rules may be suspended or changed by a two-thirds vote of the delegates.
11. Invitations to convention shall be sent to the following: families and guests of CKI Board members, new and old Kiwanis International Committee Chairs, new and old Kiwanis International Counseling Trustees, Kiwanis International President-elect, Host Committee Chairs, Key Club International President, Governors from the host district and next year's host committee, and special guests and speakers. Posting the convention registration form on the www.circlek.org will indicate an open invitation is extended to CKI Alumni.
12. The CKI Board is responsible for Code of Conduct infractions. Pending the decision of the CKI Board, gross misconduct on the part of an individual or group of individuals could result in disciplinary actions.
13. Convention Host Committee
 - a. The purpose of the CKI Convention Host Committee is to provide the coordinated local support necessary to ensure a successful CKI Convention.
 - b. The host CKI district governor and district administrator of Circle K International shall appoint a CKI Host Convention Committee Chair. The Host Kiwanis district governor and district administrator shall appoint a Kiwanis Host Convention Committee Chair.
14. Convention Site Selection – General
 - a. Subject to the approval of the Board, the Staff shall make recommendations for the proposed convention site. The official rotation of International Conventions is based on geographical distribution. A rotation schedule has been suggested based on the following five areas:
 - West: California-Nevada-Hawaii, Southwest, Utah-Idaho, Montana, Western Canada, Rocky Mountain, Pacific Northwest.
 - Northeast: Capital, New England, New Jersey, New York, Pennsylvania
 - Plains: Kansas, Missouri-Arkansas, Minnesota-Dakotas, Nebraska-Iowa, Texas-Oklahoma
 - Southeast: Alabama, Carolinas, Eastern Canada and Caribbean, Florida, Georgia, Louisiana-Mississippi-West Tennessee, Kentucky-Tennessee
 - Midwest: Illinois-Eastern Iowa, Indiana, Michigan, Ohio, West Virginia, Wisconsin-Upper Michigan
 - b. Consideration of site selection for the CKI Convention should include:
 - Cost of travel, hotel, and general expenses
 - Potential interest in the area/site for CKI members
 - Host District CKI and Kiwanis support
 - Location and convention facilities (i.e., hotel, etc.)
15. Convention Site Selection must be in accordance with Kiwanis Board Procedure. Staff will work with the CKI and KI Boards to identify potential sites that can accommodate the Circle K International convention. Staff will prepare a report based upon site evaluation, and the CKI Board will rank the sites in order of preference. The Kiwanis International Board will give final approval of the site.
16. Governors & Administrator of Circle K International Training Conference (GATC)
 - The CKI President, CKI Vice-President, International Committee of District Administrators Chair, and Director of Circle K International shall conduct the Governors/Administrator Training Conference for the purpose of education and training of newly-elected district governors and appointed administrators of Circle K districts.
 - A Governors/Administrators Training Conference should be held by April 30 each year. The conference shall be held in Indianapolis.
 - An agenda shall be sent to all administrators and governors at least 15 days in advance.
 - The CKI Staff shall be responsible for selection of the hotel site and related arrangements for GATC.

PART V: SERVICE INITIATIVE OF CIRCLE K INTERNATIONAL

1. Community Service and Awareness Week shall be the first full week in February, ending with International Service Day on that Saturday. The purpose of the week shall be to promote different aspects of the Service Initiative of Circle K International.

2. Promotion of International Service Day shall be included in a general club mailing at least two months prior to the date. Participating clubs that return the official report form to the CKI Office shall be awarded a banner patch signifying their involvement.
3. A Service Partner must meet the following criteria before it may be endorsed as an International Project:
 - a. The Service Partner must be an organization/project which assists people in many (if not all) member countries in CKI or be nationally based with similar organizations/projects in the remaining countries of CKI.
 - b. In exchange for publicity among CKI clubs, endorsed partners/organizations will be asked to advertise their endorsement (e.g., time slot on a telethon, notice of endorsement on external literature, etc.). Exhibit space will be provided at the CKI Convention subject to availability and cost. Program time at the CKI Convention will be provided subject to availability.
 - c. A Service Partner/organization may be endorsed only for the period covered by the Service Initiative of Circle K International and must be related to one of the emphasis areas of the program.

PART VI: COMMUNICATION

Section A: Circle K Magazine

1. A magazine featuring CKI activities shall be produced six times a year and be financed from the general budget.
2. The functions of the magazine are:
 - a. To serve CKI members as a source of ideas, place for recognition, and vehicle for promotion of the ideals of the organization;
 - b. To be of interest to college and university students in general and CKI members in particular; and
 - c. To serve as a public relations tool and official publication of the organization.
3. Distribution shall be to paid membership and subscriptions.
4. Subscriptions to the magazine shall be available to alumni or persons outside CKI at a rate determined by the Director of Circle K International.
5. The magazine shall publish no material that reflects unfairly on any worthy organization, institution, business, profession, religion, or custom, nor any material that is not consistent with the objectives, goals, or programs of service of CKI.
6. The magazine executive editor shall choose articles and editorials that interpret, amplify, and extend the objectives, programs of service, goals, and ideals of CKI both in specific topics and in general application.
7. Features shall include material directly related to CKI activities, administration, and service. Materials concerning club projects will be selected on the basis of general rather than local interest.
8. Criteria for Publication of Club Activities
 - a. Space limitations prevent publication of club activities such as news of club meetings, speakers, or presentations.
 - b. Reports selected shall be limited to successfully completed projects.
 - c. Projects of an unusual or innovative nature shall be given priority.

Section B: Membership Statistics

The most current membership statistics shall be reported at each Board Meeting. Monthly, the CKI Office staff shall report the individual club statistics to the Board, district administrator of Circle K Internationals, governors, secretaries, and treasurers.

Section C: General Club Mailings

1. General club mailings shall be sent to all clubs in good standing, district CKI officers, club faculty advisors, and CKI Board members using current addresses, which shall be reviewed periodically.
2. The Director of Circle K International shall approve all contents for each mailing.
3. The Director of Circle K International shall be responsible for having the mailings sent out as scheduled from the CKI Office.

Section D: Kiwanis Sponsor Mailings

1. Kiwanis Sponsor mailings shall be sent to all sponsoring Kiwanis Club Advisors, as well as CKI Board members.

2. The Director of Circle K International shall be responsible for having the mailings sent out as scheduled from the CKI Office.

Section E: Board Correspondence

1. Each Board liaison shall produce at least four district newsletters on a schedule as requested by the CKI President.
2. All district officers and administrator(s) in a Board member's districts should receive a newsletter upon mutual agreement of the Governor and Liaison.
3. CKI Board members shall copy all official correspondence to the CKI President, Director of Circle K International, and the Kiwanis International Counselor.
4. The CKI Board and Staff may use fax and electronic mail as official correspondence.
5. If an individual does not have access to fax or e-mail, correspondence shall be sent to them via postal service.

Section F: Mail

All Circle K Magazines, general club mailings, and Kiwanis Sponsor mailings shall be sent by the most affordable rate.

Section G: Board Communication

1. The Circle K International Board Communication Plan is designed to outline the procedure to be followed by the International Board in communicating with the organization under the areas covered in the plan.
2. The communication plan may be amended by a majority vote of the Circle K International Board of Trustees.
3. Circle K Board officers who repeatedly violate the procedures under the communication plan without valid reasons will receive a letter of reprimand from the International President. In the event that this officer is the president, the Director of Circle K International will be the messenger.

Section H: Board Business

Business shall be defined by the International Board as any transactions needing modifications to the budget, policy or procedure.

PART VII: FINANCE/ACCOUNTING

Section A: Reserve Funds

1. The use of reserve funds is dictated by Kiwanis International Procedure.
2. Any funds that accumulate in the CKI Reserve Fund in excess of the 75% maximum limit shall be returned to the membership through service program grants, as administered through the CKI Tomorrow Fund. The funds in excess will be deposited into the Tomorrow Fund for disbursement according to the Circle K International Tomorrow Fund Policy. When the maximum is reached, the CKI Board will examine the need for a decrease in the cost of International dues for the following year.

Section B: Financial Statements

The CKI Office shall provide regular CKI financial statements to the entire CKI Board of Representatives.

Section C: Board Reimbursement

1. Board members shall submit appropriate expense vouchers at least every month to the CKI Office.
2. Immediate Past Board members shall have until September 30 to submit their final vouchers.

Section D: Budget

The Director of Circle K International shall present to the Executive Committee a projected budget for the upcoming year by the Spring Board Meeting. The Board, in consultation with the Director of Circle K International, shall be able to propose amendments to the budget. The budget shall not exceed expected income, and shall be sent to the Kiwanis Board of Trustees for approval.

PART VIII: INTERNATIONAL COUNCIL

1. The International Council as a body shall be comprised of two chambers which will carry out its work. The upper chamber shall be made up of the members of the International Board while the other, known as the Governors Council,

shall have as its members all sitting district governors. All past CKI presidents who are active members of the organization shall serve as members of the upper chamber.

2. The Circle K International Council shall meet at least once per administrative year, one of which must be at the International Convention.
3. The International President, in consultation with the International Director of Circle K International, shall develop the agenda of the Council. The Chair of the Governors Council shall submit any agenda items on behalf of his/her Council to the president at least 30 days in advance of the meeting. The agenda shall be sent out to the members of the Council at least 14 days before the meeting.
4. All meetings of the Council shall include an opening speech from the International President, Chair of the Governors Council, and Chair of the International Committee of District Administrators. Any dignitaries and all past CKI Presidents in attendance shall be announced. The International Convention meeting shall also include an overview of the Convention program, a year-end report of all International Board Committees and Ad-Hoc Committees. The officially declared candidates for International Office shall also be introduced at that time.
5. A quorum of the Council shall be a majority of both chambers. The International President shall chair all meetings. If the President is not able to attend, then the Council shall select a member of the International Board to serve as Chairperson pro-tempore. If a governor is unable to attend, the governor may, with approval of the CKI Board, appoint an elected officer of the district to attend in his/her place, with full voting rights upon written authorization by the governor. Unless there are any discrepancies, the approval shall be granted.
6. Under normal circumstances, the Council shall meet for the primary purpose of discussing and deliberating on pertinent matters of the day. For the Council to make any change to CKI policy, it must be approved by the upper chamber of the Council.
7. The meetings of the International Council shall be open. However, when it is deemed necessary, the Council shall go into executive closed session. When the Council is in closed session, there shall be a separate record of the activities maintained and confidential for Council members only. Members of the Council shall conduct discussions only. However, if necessary, the Chair may allow non-members of the Council to address the Council on certain issues. The Kiwanis Board Counselor to Circle K and the CKI Director serve as non-voting ex-officio members of the Council, as per the Circle K International Constitution. Other Kiwanis officials may address the Council at the request of the International President. Such individuals should include the Kiwanis International President or President-elect, the Assistant Executive Director of Sponsored Organizations and Programs, and Editor of Circle K Magazine.
8. The Council shall continue its work throughout the year via the appropriate chamber. A special meeting of the Council may be called by the International President and Vice-President or 7 members of the International Board and 70% of the Governors, with the approval of the CKI Director and Kiwanis Board Counselor.
9. Minutes of the Council meeting shall be made available to all members of the International Council by the Vice-President. The membership may receive copies upon request of the open session minutes from the Circle K International Office.
10. In years in which there is no Circle K International Convention, the Council shall have authority as set forth in Article, 17 of the CKI Constitution. The requirements for a special meeting as listed above shall be waived.

PART IX: CIRCLE K INTERNATIONAL OFFICER SERVICE AGREEMENTS

Circle K International President Service Agreement

All members of Circle K International who wish to serve as International President agree to the following contract. It is understood that failure to observe the following agreement will result in disciplinary action and possible removal from office in accordance with the Circle K International Constitution and Bylaws. This contract outlines the minimum that the president must do to remain on the International Board.

The President agrees to do the following during his/her term of office:

1. Ensure that you and your club remain in good standing with the International and district organizations throughout your term as International President.
2. Perform all duties and responsibilities as specified by the International Bylaws, Article 14, Section 1.
3. Attend the training conference for newly elected International Officers following the International Convention at which he/she is elected.
4. Preside at the Circle K International Council Meeting, normally held in conjunction with convention, and assist in facilitating the Circle K Governor/Administrators Training Conference.
5. Attend Kiwanis International Convention, Kiwanis International Council meeting, and Key Club International convention and present an address and/or report at each.
6. Attend the International Convention at the end of his/her term of office.
7. Attend all portions of all official International Board Meetings as indicated in the Circle K International Procedures Code.
8. Structure committees, assign committee chairs and supervise all International Board committee activities.
9. File reports as requested of fellow Board members and/or the International Director with copies to be sent to the appropriate individuals. These shall include the following:
 - a. Liaison Visit Reports within two weeks of visiting the assigned district if he/she is solely assigned International representative.
 - b. Monthly expense vouchers to be completed within one month of the allowed expense.
10. Regularly correspond with each International Board member, the Director and Kiwanis International Board Counselor as a means to provide counsel and direction, and to keep board members informed of issues.
11. Review and respond to governor and international board monthly reports. Work with governors through the Board liaisons.
12. Send replies to questions and requests within seven days of receipt.
13. Within the first month of office, correspond with members of the Kiwanis Family.
14. Prepare Presidential Board Reports for each Board meeting.
15. Submit articles for International publications as assigned/requested.
16. Carry out all Board Committee Assignments:
 - a. Serve as Committee Chair of the Executive Committee.
 - b. Correspond with other committee members.
 - c. Meet deadlines.
 - d. Keep everyone informed.
 - e. Prepare articles for publications as requested by International Director or as required of other committees.
 - f. Prepare agenda and exhibits for Committee Board Books and Meetings.
17. Be familiar with and abide by Circle K International Policies and Procedures, the Bylaws, all other Circle K International materials, and the Kiwanis International Board Procedures for Circle K International.
18. Send to the International Office copies of all correspondence in a timely manner.
19. Be financially prepared to meet all costs not covered by International funds, as specified in the publication CK #10: Kiwanis International Board Policies Concerning the Functioning of Circle K Clubs.
20. Perform other such functions as may be called upon from time to time by the Director, Kiwanis International Board of Trustees or Circle K International Board of Representatives.

Violations of this contract shall lead to disciplinary action according to the following guidelines:

- a. Initial coaching meeting via telephone with the International President, International Director, and International Vice-President within five (5) business days of notification of the Board Member that an infraction as occurred via telephone, e-mail, or mail.
- b. First warning and meeting via telephone with the International President, International Director and International Vice-President to review performance.
- c. Second warning and meeting with the International President, International Director and International Vice-President to review performance.
- d. Removal from the International Board by a 2/3 vote of the Circle K International Board of Representatives.

Circle K International President Service Agreement

Provided all of the above conditions are met, the International President will be reimbursed for eligible expenses. If they are not met, the President will not be reimbursed for her/his expenses, and the Director reserves the right to place the President on probation (limited board member activity) until s/he has met these conditions.

You must be willing and made aware that you will be spending your own money on various occasions as noted in CK #10: Kiwanis International Policies Concerning the Functioning of Circle K clubs. The above will constitute the limit of payment to be made to an International President in the discharge of her/his duties, unless otherwise authorized by the Kiwanis International Board.

Please print or type this following information:

Name _____

Member ID # _____

Circle K Club _____

District _____

I have read the Circle K International President Service Agreement outlining the minimum duties and responsibilities of the International President, and I am willing and able to faithfully execute the duties of the office.

Signature _____ Date _____

This agreement has also been reviewed and is understood by the following:

District Administrator _____ Date _____

Director of Circle K International _____ Date _____

The following attests that this individual is a Circle K member in good standing and has met the minimum membership requirements of his/her home club/chapter.

Home Circle K Club President _____

Club President Signature _____ Date _____

Official letter from University should be included with Service Agreement.

Circle K International Vice-President Service Agreement

All members of Circle K International who wish to serve as International Vice-President agree to the following contract. It is understood that failure to observe the following agreement will result in disciplinary action and possible removal from office in accordance with the Circle K International Constitution and Bylaws. This contract outlines the minimum requirements that an officer must maintain to remain on the International Board.

The International Vice-President agrees to do the following during his/her term in office:

1. Ensure that you and your club remain in good standing with the International and district organizations throughout your term as International Vice-President.
2. Perform all duties and responsibilities as specified by the International Bylaws, Article 14, Section 2.
3. Attend the training conferences for newly elected International Officers following the International Convention at which he/she is elected.
4. Attend the Governors/Administrators Training Conference (GATC) and be prepared to support the International president and all members of the International office present, as needed.
5. Attend the International Convention at the end of his/her term in office.
6. Attend all portions of all official International Board Meetings as indicated in the Circle K International Procedures Code.
7. Be responsible for preparing minutes or synopses of all official International Board Meetings and submitting them to all members of the International Board, the International Director and the Kiwanis International counselor to Circle K within fifteen days of the reported meeting.
8. File reports as requested by the International president and/or the International Director with copies to be sent to the appropriate persons. These shall include the following:
 - a. Monthly expense vouchers within one month of the allowed expense.
 - b. Monthly International Officer Reports by the 20th of each month. (10/02)
9. Serve as editor of International Speaking, Circle K International's official newsletter for club presidents.
 - a. Work with International staff to set up deadlines for the submission of the newsletter.
 - b. Assign articles and deadlines to International officers and other potential contributors.
 - c. Edit articles.
 - d. Determine positioning for newsletter, and submit articles and suggested positioning to International staff by deadline.
10. Serve as an ex-officio member of all standing International committees and ad hoc committees.
 - a. Provide direction and guidance to committees during meetings and through bi-monthly teleconference calls with committee chairs to help keep the committee on-track and on-task.
 - b. Regularly attend meetings of all standing committees. Attend meetings of the ad hoc committees when possible.
11. Carry out all board committee assignments.
 - a. Serve as a member and communications chair of the Executive committee, preparing minutes or synopses of each meeting.
 - b. Correspond with other committee members.
 - c. Meet deadlines.
 - d. Keep everyone informed.
 - e. Prepare articles for publication as requested by International president and/or International Director
 - f. Prepare agenda and exhibits for committee board books and meetings.
 - g. Supervise and serve as an ex-officio member on all International committees, except the executive committee.
 - h. Compile an update of International committee activities and accomplishments by the 25th of each month. This update will be made available to the general membership.
12. Be familiar with and abide by the Circle K International Policies and Procedures, the Constitution and Bylaws, all other Circle K International materials, and the Kiwanis International Policy and Procedures concerning Circle K International.
13. Send copies of all correspondence to the International President and International Office.
14. Submit, by the deadline established, all reports distributed or requested by the International president, assigned staff liaison, chair of his/her assigned committee.

15. Make official president/vice-president visits to districts as necessary and upon the request of the International president and/or director of Circle K International.
 - a. Submit official visit report within two weeks of the visit.
16. Serve as moderator of the email reflectors for the district secretaries/treasurers, district editors, and district lt. governors as well as moderator of the CKI Business reflector and CKI social reflector.
17. Attend the Circle K International Council Meeting normally held in conjunction with convention.
18. Perform other such functions as may be called upon from time to time by the president or Director.

Violations of this contract shall lead to disciplinary action according to the following guidelines:

- a. Initial coaching meeting via telephone with the International President, International Director, and International Vice-President within five (5) business days of notification of the Board Member that an infraction as occurred via telephone, e-mail, or mail.
- b. First warning and meeting via telephone with the International President, International Director and International Vice-President to review performance.
- c. Second warning and meeting with the International President, International Director and International Vice-President to review performance.
- d. Removal from the International Board by a 2/3 vote of the Circle K International Board of Representatives.

Circle K International Vice-President Service Agreement

Provided all of the above conditions are met, the International Vice-President will be reimbursed for eligible expenses. If they are not met, the Vice-President will not be reimbursed for her/his expenses, and the Director reserves the right to place the Vice-President on probation (limited board member activity) until s/he has met these conditions.

You must be willing and made aware that you will be spending your own money on various occasions as noted in CK #10: Kiwanis International Policies Concerning the Functioning of Circle K clubs. The above will constitute the limit of payment to be made to an International Vice-President in the discharge of her/his duties, unless otherwise authorized by the Kiwanis International Board.

Please print or type this following information:

Name _____

Member ID # _____

Circle K Club _____

District _____

I have read the Circle K International Vice-President Service Agreement outlining the minimum duties and responsibilities of the International Vice-President, and I am willing and able to faithfully execute the duties of the office.

Signature _____ Date _____

This agreement has also been reviewed and is understood by the following:

District Administrator _____ Date _____

Director of Circle K International _____ Date _____

The following attests that this individual is a Circle K member in good standing and has met the minimum membership requirements of his/her home club/chapter.

Home Circle K Club President _____

Club President Signature _____ Date _____

Official letter from University should be included with Service Agreement.

Circle K International Representative Service Agreement

Members of Circle K International who wish to serve as International Representative agree to the following contract. It is understood that failure to observe the following agreement will result in disciplinary action and possible removal from office in accordance with the Circle K International Constitution and Bylaws. This contract outlines the minimum requirements that an officer must maintain to remain on the International Board and should not limit your work.

Each International Representative agrees to do the following during his/her term of office:

1. Ensure that you and your club remain in good standing with the International and district organizations throughout your term as International Representative.
2. Perform all duties and responsibilities as specified by the International Bylaws, Article VI, Section 2 (International Representatives).
3. Attend the training conference for newly elected International Officers following the International Convention at which he/she is elected.
4. Attend the International Convention at the end of his/her term of office.
5. Attend all portions of all official International Board Meetings as indicated in the Circle K International Procedures Code.
6. File reports as requested by the International president and/or the International Director with copies to be sent to the appropriate persons. These shall include the following:
 - a. International Representative Visit Reports within two weeks of visiting the assigned district.
 - b. Monthly expense vouchers within one month of the allowed expense.
 - c. Monthly International Officer Reports by the 20th of each month.
 - d. Prepare an end-of-year sub-regional report outlining the status and future plans for each of the districts in the sub-region to be passed on to the next International Representative.
7. Make visits to his/her assigned districts within the sub-region (to the extent possible).
8. Remain in constant communication with his/her district officers.
 - a) Review and respond to monthly reports in a timely fashion.
 - b) Send replies to questions and requests within seven days of receipt of question.
 - c) Offer suggestions to improve district operations.
 - d) Within the first month of office, establish correspondence with members of the assigned district board and other members of the Kiwanis-Family of those districts.
 - e) Write and publish a minimum of six newsletters or memos to the district officers, club officers, and membership of assigned districts in his/her sub-region. The newsletters/memos should be informative and should update the sub-region to activities at the International level as well as provide information specific to the sub-region. The newsletter/memo distribution should follow the following timetable with the first newsletter or memo being published no later than October 1st: September/October, November/December, January/February, March/April, May/June, and July/August.
 - f) Prepare district board reports for assigned districts as requested by the district and/or no less than three times a year. The district board reports should concentrate on activities, updates, and happenings, as well as pertinent information in the sub-region at the time.
 - g) Submit articles for the district bulletin of assigned districts as requested by the District Governor and/or District Editor.
9. Work with the districts in his/her sub-region on building and reactivating clubs within the districts. International Representatives shall maintain a current listing of new club possibilities.
10. Carry out all board committee assignments.
 - a) Serve as committee chair of a board committee upon the international president's request.
 - b) Correspond with other committee members on a regular basis.
 - c) Meet the deadlines set by his/her assigned committee.
 - d) Keep everyone informed on committee updates.
 - e) Prepare articles for publication as requested by International Vice-President for International Speaking.
 - f) Prepare agenda, exhibits, and discussion points for committee board books and meetings as requested.

11. Be familiar with and abide by the Circle K International Policies and Procedures, the Constitution and Bylaws, all other Circle K International materials, and the Kiwanis International Policy and Procedures concerning Circle K International.
12. Send copies of all correspondence to the International President and International Office.
13. Submit, by the deadline established, all reports distributed or requested by the International president, assigned staff liaison, chair of his/her assigned committee, or the districts to which he/she is assigned.
14. Attend the Circle K International Council Meeting normally held in August.
15. Perform other such functions as may be called upon from time to time by the president or Director.

Violations of this contract shall lead to disciplinary action according to the following guidelines:

- a) Initial coaching meeting via telephone with the International President, International Director, and International Vice-President within five (5) business days of notification of the Board Member that an infraction has occurred via telephone, e-mail, or mail.
- b) First warning and meeting via telephone with the International President, International Director and International Vice-President to review performance.
- c) Second warning and meeting with the International President, International Director and International Vice-President to review performance.
- d) Removal from the International Board by a 2/3 vote of the Circle K International Board of Representatives.

Circle K International Representative Service Agreement

Provided all of the above conditions are met, the International Representative will be reimbursed for eligible expenses. If they are not met, the International Representative will not be reimbursed for her/his expenses, and the Director reserves the right to place the International Representative on probation (limited board member activity) until she/he has met these conditions.

You must be willing and made aware that you will be spending your own money on various occasions as noted in CK #10: Kiwanis International Policies Concerning the Functioning of Circle K clubs. The above will constitute the limit of payment to be made to an International Representative in the discharge of her/his duties, unless otherwise authorized by the Kiwanis International Board.

Please print or type this following information:

Name _____

Member ID # _____

Circle K Club _____

District _____

I have read the Circle K International Representative Service Agreement outlining the minimum duties and responsibilities of the International Representative, and I am willing and able to faithfully execute the duties of the office.

Signature _____ Date _____

This agreement has also been reviewed and is understood by the following:

District Administrator _____ Date _____

Director of Circle K International _____ Date _____

The following attests that this individual is a Circle K member in good standing and has met the minimum membership requirements of his/her home club/chapter.

Home Circle K Club President _____

Club President Signature _____ Date _____

Official letter from University should be included with Service Agreement.