

**Nebraska-Iowa District Bylaws
Circle K International**

ARTICLE I

Name and territorial limits

Section 1. The name of this organization shall be the Nebraska-Iowa District of Circle K International.

Section 2. The territorial limits within which this district shall function shall be co-extensive with the territorial limits of the Nebraska-Iowa District of Kiwanis International unless other territorial limits are petitioned by the Kiwanis and Circle K district boards and such petition is approved by the Circle K International Board of Representatives and the Kiwanis International Board of Trustees.

ARTICLE II

Objects

Section 1. The objects of this district shall be:

- a. To accept and promote the Objects of Circle K International as outlined in the Constitution;
- b. To coordinate the projects of member Circle K clubs;
- c. To strengthen and extend Circle K in the district;
- d. To increase fellowship and cooperative efforts of the clubs within the district;
- e. To provide the goods and services necessary for the welfare of the clubs and individual members;
- f. To promote participation of the clubs within the district in the general objects, programs, and policies of the district and of Circle K International; and
- g. To accept and promote the Constitution and Bylaws and Policy Code of Circle K International.

ARTICLE III

Areas

Section 1. The territory of this district shall be divided into no less than three areas. One (1) lieutenant governor shall serve each area.

Section 2. The territorial limits of these areas, approved by the Nebraska-Iowa Kiwanis District Board of Trustees, shall be specified by the Nebraska-Iowa District Board of officers thirty (30) days prior to District Convention based on clubs gained and lost from the previous year.

ARTICLE IV

Membership

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

Section 2. Any member club more than thirty (30) days in past due for any indebtedness to Circle K International, its district, or its sponsoring Kiwanis club shall be considered “not in good standing” and may lose its charter and have its membership suspended or revoked as provided for in the Constitution and Bylaws.

ARTICLE V Officers

Section 1. The officers of the district shall be the governor, the secretary/treasurer, and such lieutenant governors as deemed necessary by the Circle K district board of officers and the Kiwanis district board of officers.

Section 2. The officers of a district, as defined above, shall be elected at the annual district convention.

Section 3. All officers shall assume their official duties as outlined in the Circle K International Bylaws (See Article VI—Duties of Officers).

Section 4. The duties of the officers shall be as follows:

- a. The governor shall have the duty of furthering the objects of Circle K International and promoting the interests of Circle K clubs within his/her District. He/she shall work closely with other International and district officers to strengthen and expand Circle K. The governor shall be the chief executive of the district, shall appoint all standing and special district committees and the respective district committee chairs, and shall preside at the district convention and all meetings of the district board of officers. At the start of his/her term, the governor shall decide upon a service project that shall be the focus of the district for said term. He/she shall attend the International Convention and all meetings of the International Council. The governor shall be responsible for the workshops which will be held at the district convention, leadership training of club officers, and for developing all communication with clubs for the purpose of bringing administrative aid to said clubs. The governor shall develop and work within an established income and expense budget, and shall work closely with the Kiwanis district Circle K administrator on all matters dealing with the operation of the district.
- b. The secretary/treasurer shall keep all records of the district convention and of all meetings of the district board of officers. This person shall submit a report to the annual convention and at such other times as the governor and the district board of officers may require. This person shall submit to the proper officials and committees all communications received from Circle K International. The secretary/treasurer shall cooperate with the

governor in forwarding all official reports required by Circle K International

The secretary/treasurer shall, under the supervision of the district administrator and assistant administrator(s), keep track of all district dues, convention registration fees, and other district income. This person shall disperse these funds in the manner set by the administrative budget authorized by the District Board of officers. Upon completion of the budget, the secretary/treasurer shall send a copy of said budget to the Nebraska-Iowa Circle K District Board, the Nebraska-Iowa Kiwanis District Governor and Secretary, and made available upon request. The financial accounts of the district shall be handled by the secretary/treasurer under the supervision of the Kiwanis district secretary. These accounts shall at all times be open to inspection by the governor, the district board of officers, the district administrator and assistant administrator(s), Kiwanis district board of trustees, and any authorized auditor. The secretary/treasurer shall submit a financial report at the annual convention and at such other times as the governor, the district board of officers, or the Kiwanis district board may require. This person shall also perform such other duties as may be assigned by the governor or the district board of officers

- c. They shall supervise the periodic publication of the district bulletin and its circulation to all the members of the district. They shall also be the liaison between the webmaster and the district board. They shall perform such other duties as may be assigned by the governor or the district board of officers.
- d. The lieutenant governor(s) shall assist the governor in the work of the district. These persons shall represent the governor and have full responsibility under the direction of the governor in supervising the district executive work in his/her respective area(s). These persons shall train incoming club officers within thirty (30) days of club leadership taking office regarding duties at club, district, and international levels. The lieutenant governor(s) shall be charged with encouraging clubs within the area(s) to increase their membership, complete worthwhile service projects, and remain up-to-date on the condition of the clubs.

The lieutenant governor(s) shall also work with the governor, district administrator and assistant administrator(s), Kiwanis lieutenant governors, and area Kiwanis clubs on the rebuilding of inactive clubs. These person(s) shall also perform such other duties as may be assigned by the governor or the district board of officers.

Each lieutenant governor shall at minimum visit each club in their area twice, hold two (2) presidential council meetings, hold one (1) area rally, and research new club development.

Section 5. A district officer may be removed from office for just cause by a vote of two-thirds (2/3) of all members of the district board of officers duly elected and serving at the time. Whenever there appears to be sufficient cause for such action, the governor shall give said officer immediate notice of the scheduled meeting of the district board of officers. Consideration shall be given to the facts and reasons why the office should be declared vacant. The officer shall be afforded the opportunity at that meeting to explain or refute the allegations. In the event that the district board of officers shall find the alleged facts to be true, by a vote of two-thirds (2/3), the district board of officers shall have the power to declare such office vacant, and the vacancy will be filled in accordance with the provisions in the Circle K International Constitution and Policy Code (See Constitution Article XI—Vacancies in Office Between Conventions, Section 4 and Policy Code Section 8—Removal of an International Officer).

Section 6. No elected district officer may hold any International office or any club office in addition to his/her district office.

ARTICLE VI Board of Officers

Section 1. The District Board of officers shall consist of the governor, the secretary/treasurer, and the lieutenant governors. The district administrator and assistant administrator(s) shall serve as nonvoting ex-officio member(s) of the District Board of officers.

Section 2. The management and control of the affairs of the district not otherwise provided for in these bylaws shall be vested in the district board of officers, subject to the direction and approval of the Kiwanis district board, through the district administrator and assistant administrator(s), and the Circle K International Board of Representatives.

Section 3. The district board of officers shall hold a minimum of six (6) meetings annually, one or two of which shall be held during the period between academic years.

Section 4. A special meeting of the district board of officers may be called by the governor, the secretary/treasurer, or two-thirds (2/3) of the members of the district board of officers.

Section 5. Notifications shall be sent to each member of the district board of officers, the district administrator and assistant administrator, members of the Kiwanis district Committee on Circle K, and the presidents of all the Circle K clubs in the district, the place, and the date of all meetings of the district board of officers not more than two (2) weeks after the previous meeting.

Section 6. The Governor shall be responsible for sending a tentative agenda for these meetings to each member of the district board of officers, the Kiwanis governor, the Kiwanis district secretary, the district administrator and assistant administrator, members of the Kiwanis district Committee on Circle K, not less than fourteen (14) days prior to each meeting.

Section 7. In the absence of the governor from a meeting, the district board of officers shall designate a member of the district board of officers to act as chairperson for that meeting upon recommendation of the governor and/or the district administrator and assistant administrator(s).

Section 8. A majority of the voting members of the district board of officers shall constitute a quorum (which is 50% plus 1), and a majority vote of those present shall decide any question, with the exception of those questions for which a greater proportion (two-thirds) is specifically required by these bylaws.

Section 9. Within two (2) weeks after any special or any regular meeting of the district board of officers, the secretary/treasurer shall make a report of the proceedings of the meeting, comprising a complete synopsis of allocations taken, and shall distribute said report to members of the district board of officers, the International Administrator, the International Representative, the Kiwanis district governor, the Kiwanis district secretary, the district administrator and assistant administrator(s), and the presidents of all the Circle K clubs in the district.

ARTICLE VII

Mascot

Section 1. The mascot of the Nebraska-Iowa District of Circle K International shall be a white cow with black spots named Consuela the Cow.

ARTICLE VIII

District Publication

Section 1. The Publication of the Nebraska-Iowa District shall be the N-I Informer.

ARTICLE IX

Committees

Section 1. The titles and duties of district standing committees shall be as follows:

a.

The Club Resource Committee shall serve as a utility for all clubs within the district to advise and assist in furthering club development. They shall

cooperate with all the clubs in this district to assist them in the maintenance of an adequate membership, in the proper education and induction of new members, in the utilization of all members, in the development and attainment of minimum membership requirements, and in the promoting of the concept of regular attendance at club meetings. They shall promote the International and District Service Initiative, and advise clubs of new ideas for service projects. They shall research, present, and promote the district Fundraisers. And also advise individual clubs in their fundraising endeavors. They shall also be responsible for other duties deemed necessary by the District Board of Officers.

b.

The Public Relations Committee shall serve as a utility for all clubs within the district to promote Circle K within and outside of the organization. They shall work to improve the relationship between all Kiwanis and Kiwanis-sponsored organizations. They shall be responsible for developing projects and educational programs to expand and strengthen the bonds between these organizations. They shall assist clubs in marketing Circle K to their campus and community. They shall also be responsible for other duties deemed necessary by the District Board of Officers.

c.

d. The On To International Convention (OTIC) Committee shall exist to coordinate the district's representation at International Convention. This includes, but is not limited to: transportation, lodging, registration and duties deemed necessary by the district board and by Circle K International.

Section 2. Additional district committees shall be designated by the governor, district administrator and assistant administrator(s) as are deemed necessary at the beginning of the governor's term.

Section 3. Committee members are subject to removal at the discretion of the Circle K District Governor and administrators.

Article X District Events

Section 1. The Nebraska-Iowa District shall hold a total of three (3) district events. They shall be as follows.

- a. Summer Sunshine
- b. District Convention
- c. Falliday Extravaganza

Section 2. To cancel a district event for any reason the motions must pass by two thirds (2/3) vote of the district board of officers.

Section 3. A club can host Falliday Extravaganza, or District Convention (DCON).

- a. A club must submit a bid form for a specific District Event by the Summer Sunshine board meeting.
- b. The District Board will review the bid forms and select a club to host each of the events specified above.
- c. In the event that a bid form is not received for a particular event, the District Board will host the event.

Section 4. If a club is not fulfilling their obligations of hosting an event or the club is not in good standing, the District Board can revoke their hosting of said event by a two thirds (2/3) majority vote.

- a. The District Board may then host the event themselves or appoint another club to host the event.

ARTICLE XI District Convention

Section 1. The annual convention of this district shall be held at the time and place mutually agreed upon by the district board of officers of the Circle K district, the Kiwanis district board of officers, and the Circle K International Board of Representatives. The dates and site of the convention shall be submitted to the Administrator of Circle K International not less than sixty (60) days prior to the proposed convention dates, and the Administrator, acting for the International Board of Representatives, may approve the dates and site.

Section 2. The governor shall appoint convention committees as outlined in the Constitution and Bylaws.

Section 3. The secretary/treasurer or whomever the Governor appoints shall mail to each club, the district board of officers, the International Administrator, the Kiwanis governor, and the Kiwanis district secretary an official call to the annual convention not less than thirty (30) days prior to the dates of the convention.

Section 4. The district board of officers shall have full supervision and management of all conventions, in consultation with the district administrator and assistant administrator(s). The district administrator and assistant administrator(s), or a representative of the administrator selected by the Kiwanis district board, shall handle any contractual arrangements necessary for the district convention.

Section 5. Each member club in good standing shall be entitled to two (2) voting delegates and two (2) alternates at the district convention. The delegates and their alternates shall be active members in good standing of the chartered clubs they represent. The governor and other elected district officers shall be delegates-at-large at the district convention. International officers shall not be considered delegates unless certified as representatives of their home club.

Section 6. Each accredited delegate shall be entitled to vote on each question submitted at any convention.

Section 7. In the absence of the governor from any district convention, the district board of officers shall designate a member of the district board of officers to act as presiding officer of the convention.

Section 8. A quorum for any district convention shall be the official delegates present and representing more than one-half (1/2) of the total member clubs in good standing within the district.

- a. Any candidate(s) running unopposed for a district office must receive an affirmative vote of fifty percent (50%) plus one (1) of the qualified ballots cast.
 - i. Lieutenant Governors shall run by their home clubs' areas as specified by the Nebraska-Iowa District Board of officers thirty (30) days prior to District Convention based on clubs gained and lost from the previous year.

Section 9. A member in good standing, absent from District Convention shall be allowed to run for District office.

- a. The candidate must select another member to represent the candidate as a proxy.
- b. The candidate must sign and submit the Candidates' Agreement prior to District Convention.
- c. The candidate and the proxy must both sign the Proxy Authorization Form and have it submitted prior to District Convention.
- d. The candidate must make campaign material available for two (2) rounds of caucusing.

Section 10. Each district convention program shall include, but not be limited to, the following:

- a. An address by the governor of the sponsoring Kiwanis district or a representative of the governor;
- b. An address by the governor of the Key Club district or a representative of the governor;
- c. An address by the International Counselor in attendance;
- d. Workshops for purpose(s) which may include stimulating enthusiasm, motivation and education membership, training newly elected club officers, developing leadership potential, increasing awareness of International theme and emphasis areas, and increasing service activities;
- e. Two rounds of caucuses in which candidates campaign for district office,
- f. A House of Delegates to vote on amendments to the Policy Code and Bylaws, and Nominate and elect officers for the upcoming year;
- g. Installation of the newly-elected district officers;

- h. A presentation from the OTIC Coordinator promoting attendance at the upcoming International Convention; and
- i. Presentation of club and district awards.

Section 11. The secretary/treasurer shall submit a report of the convention as outlined in the Constitution and Bylaws.

Section 12. In an event where a district convention is cancelled, the district board of officers will elect the incoming officers for the upcoming year.

ARTICLE XII

Vacancies in Office between Conventions

Section 1. In the event of a vacancy on the office of governor, a qualified member of a club in good standing with the district and Circle K International shall be elected by the district board of officers to serve for the remainder of the unexpired term. Such action shall be communicated by the secretary/treasurer in writing to the International Administrator. In any year in which the district conventions not held, the district board of officers shall elect a qualified member of a club in good standing to serve for the upcoming administrative year.

Section 2. In the event of a vacancy in the office of secretary/treasurer the governor shall, with approval of the district board of officers, appoint a qualified member of a club in good standing with the district and Circle K International to serve for the remainder of the unexpired term. Such approval from the district board of officers must be made, in writing, within fourteen (14) days of the appointment.

Section 4. In the event of a vacancy in the office of lieutenant governor, the governor shall, with approval of the district board of officers, appoint a qualified member of a club in good standing, in the same or neighboring area, to serve for the remainder of the unexpired term. Such approval from the district board of officers must be made in writing, within fourteen (14) days of the appointment.

Section 5. In the event of a vacancy in one or more of the offices of secretary/treasurer, lieutenant governors, the District Board shall create an application to send out to members of the District. The District Board shall allot at least fourteen (14) days to receive applications once they have been distributed. After said time, the District Board shall meet and appoint members to those offices as specified above.

ARTICLE XIII Revenue

Section 1. Each club shall pay annual dues of nine dollars (\$9.00 US) to the district for every member on their club roster. The amount of the district dues shall be determined by a two-thirds (2/3) vote of all delegates at the district convention. In no case shall the district dues exceed ten dollars (\$10.00 US) per annum per year.

Section 2. Assessments in excess of the annual dues may be made only upon a two-thirds (2/3) vote of all delegates attending the district convention or by a two-thirds (2/3) vote of all clubs in good standing in the district between conventions and must be approved by the Kiwanis District Board and the Circle K International Board.

Section 3. The Kiwanis district board shall determine the official depository for the Circle K district.

Section 4. Distribution of funds within the guidelines of the year's budget shall be distributed with approval from the Nebraska-Iowa Circle K District Secretary/Treasurer and the Nebraska-Iowa District Administrator of Circle K International. After approval the voucher will be paid by the Nebraska-Iowa Kiwanis District Secretary.

Section 5. Revenue may be derived from other sources in such a manner as may be determined by the district board of officers. The district shall never sponsor or participate in any manner in a lottery, raffle, drawing, or game of chance in connection with any fund raising activity unless the district has received the prior approval of the sponsoring Kiwanis district board. Such approval so granted does not constitute official endorsement of such activities by Circle K International or by Kiwanis International. Any lottery, raffle, drawing, or game of chance so approved must not contravene any laws, mores, customs, or traditions of the country, state, or province in which the fund raising activity is to be held. The district shall not directly or indirectly engage in any activity that impugn or reflect unfavorably on the good name of Circle K or of Kiwanis.

- a. The district board of officers shall implement a district fundraiser as a means to offset a future dues increase.
- b. All clubs shall participate in the district fundraiser. A flat donation will always exist as an alternative and shall be determined upon creation of the year's budget at the Summer Sunshine District Board meeting.
- c. If a club fails to participate in the district fundraiser, the club will be considered a club not in good standing as outlined in Article IV, Section 2 of these bylaws as decided by the district board.

ARTICLE XIV Parliamentary

Section 1. The current edition of "Robert's Rules of Order Newly Revised" shall be parliamentary authority for all matters of procedure not specifically outlined in these bylaws or in the Constitution and Bylaws of Circle K International.

ARTICLE XV
Amendments

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