

West Virginia District of Circle K International Bylaws

Article I Name and Territorial Limits

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

Section 2. The territorial limits within which this district shall function and shall be territorial limits as petitioned by the Kiwanis and Circle K district boards and such petition is approved by the Circle K International Board of Trustees and the Kiwanis International Board of Trustees.

Article II Objects

Section 1. The objects of this District shall be:

To accept and promote the Objects of Circle K International as outlined in the Constitution;

To coordinate the projects of the Member Circle K Clubs;

To strengthen and extend Circle K in the District;

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

To provide the goods and services necessary for the welfare of the Clubs and individual Members;

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

To accept and promote the Constitution, Bylaws and Policy Code of Circle K International.

Article III Divisions

Section 1. The territory of this district shall be divided into as many Divisions as deemed necessary by the District Board and subject to the approval of the West Virginia Kiwanis District Board of Trustees, Circle K International Board of Trustees, and the Kiwanis International Board of Trustees.

Section 2. The territorial limits of these divisions, as approved by the Kiwanis District Board of Trustees, shall be co-extensive with that of the West Virginia District of Kiwanis International.

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. A Member Club more than thirty (30) days in arrears for any indebtedness to Circle K International, its District, or its Sponsoring Kiwanis Club shall be considered "not in good standing" and may have its charter and membership suspended or revoked as provided for in the Constitution and Bylaws of Circle K International.

Article V Officers

Section 1. The Officers of the District shall be the Governor, the Secretary, the Treasurer, the Editor, and such Lieutenant Governors as deemed necessary by the Circle K District Board of Officers and the Kiwanis District Board of Trustees. A Council of Elected Club Representatives may be used in place of the Lieutenant Governors as deemed necessary by the Circle K District Board of Officers and the Kiwanis District Board of Trustees.

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 Constitution and Bylaws.

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 international and other District Officers to strengthen and expand Circle K. The Governor shall be the executive of the District, shall appoint all standing and Special District Committees, and shall preside at the District Convention, Fall Trainer, and all Meetings of the District Board of Officers. He/she shall attend the Governors Administrators Training Conference, International Convention, and all Meetings of the International Council. The Governor shall be responsible for the leadership training of Club Officers, for workshops which will be held at the District Convention; and for developing all communication with Clubs for the purpose of bringing administrative aid to said Clubs. The Governor shall develop and work within an established income and expense budget, and shall work closely with the Kiwanis District, Circle K international Administrator on all matters dealing with the operation of the district.
- b. The Lieutenant Governor shall assist the Governor in the work of the District. This person shall represent the Governor and have full responsibility under the direction of the Governor in supervising the district executive work in his/her respective division. The Lieutenant Governor shall be charged with encouraging clubs with in the division to increase their membership, complete worthwhile service projects, and remain up-to-date on the condition of the Clubs.
- c. The Council of Club Representatives shall serve as members of the District Board as deemed necessary. They shall be voting members of the District Board. They shall be responsible for promoting Fall Trainer, District Convention, International Convention, District Projects, and anything else that the District Board may require.
- d. The Secretary shall keep all records of the District Convention and of all Meetings of the District Board of Officers. The Secretary shall submit a report to the Annual Convention and at such other times as the Governor and the District Board may require. This person shall submit to the proper officials and committees all communications received from Circle K International. The Secretary shall cooperate with the Governor in forwarding all official reports required by Circle K International.
- e. The Treasurer shall, under the supervision of the District Administrator, receive all District dues, District income, Fall Trainer registration fees, and any other event the District may hold that requires a registration fee. The Treasurer shall disperse these funds in the manner authorized by the Board of Officers. The accounts shall be open at all times to inspections by the Governor, the Circle K District Board of Officers, the District Administrator, the Kiwanis District Board of Trustees, and any authorized Auditor. The Treasurer shall submit a financial report at the annual District Convention and at such other times as the Governor, the Circle K District Board of Trustees, or the Kiwanis District Board of Trustees may require. The Treasurer shall also perform such other duties as may be assigned by the Governor or the Board of Officers.
- f. The Editor shall be required to publish one (1) newsletter every three (3) months for their term in office. The editor shall be responsible for setting the deadlines of articles to be turned in and shall give a report to the board of officers at every district meeting.
- g. The Chair of the Council of Representatives shall be appointed by the Governor. The Chair of the Council of Representatives shall be a member of the Executive Committee. The chair shall bring any concerns of any of the other Representatives to the Executive Committee. The chair shall perform any other duties that may be prescribed by the Governor or the Board of Officers.

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 Board of Trustees 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 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 the Meeting to explain or refute the allegations. In the event that the Board of Officers shall find the alleged facts to be true, by a vote of two-thirds (2/3), the Board of Officers shall have the power to declare such office vacant, and the vacancy will be filled in accordance with the provisions contained in these Bylaws.

Section 6. The Governor may be removed for just cause by a vote of two-thirds (2/3) of all Members of the Board of Trustees duly elected and serving at the time. When there is sufficient cause, the Secretary will call this Meeting with a unanimous vote of the Circle K District Board of Trustees. The Secretary will give the Governor notice of time and place of said meeting.

The Kiwanis Governor must be present at said time and meeting. Consideration will be given to the facts and reasons why the office should be declared vacant. The Governor will be given a chance to explain or refute the allegations. In the event that the Board of Officers shall find the alleged facts to be true, by a vote of two-thirds (2/3), the Board of Officers shall have the power to declare such office vacant, and the vacancy will be filled in accordance with the provisions contained in these bylaws.

Section 7. No elected District Officer may hold an International Office or Club Office in addition to his/her District Office.

Article VI Board of Officers

Section 1. The Board of Officers of this District shall consist of the Governor, the Secretary, the Treasurer, the Editor, the Lieutenant Governors or any elected Representatives from each Club that may serve on a Council of Representatives. The District Administrator shall serve as a non-voting ex-officio member of the Board.

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

Section 3. The District Board of Officers may hold one (1) Meeting per month during the Academic Year.

Section 4. The Secretary shall notify each member of the Board of Officers, the Kiwanis Governor, the District Administrator, Members of the Kiwanis District Committee on Circle K, and the Presidents of all Circle K Clubs in the District, in writing, of the time, place (including directions), and the date of all Meetings of the Board of Officers not less than thirty (30) day prior to each Meeting.

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

Section 6. The Secretary shall be responsible for sending a tentative agenda, as prepared and approved by the Governor, for these Meetings to each Member of the Board of Officers, the Kiwanis Governor, the Kiwanis District Secretary, the Circle K District Administrator and 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 Board of Officers shall designate a Member of their Board to act as Chair for that meeting upon recommendation of the Governor and/or the District Administrator.

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

Section 9. Within thirty (30) days after any special or regular Meeting of the Board of Officers, the Secretary shall make a report of the proceedings of the Meeting, comprising of a complete synopsis of all actions taken, and shall distribute said report to members of the Board of Officers, the International Administrator, then International Counselor, the Kiwanis Governor, the Kiwanis District Secretary, and the Presidents of the Clubs in the District.

Article VII Committees

Section 1. The titles and duties of District Standing Committees shall be as follows:

- a. The Executive Committee shall perform such administrative duties and exercise such administrative authority as may be delegated to it by the board of trustees and shall perform any duties and make any necessary decisions not specifically delegated to the board of trustees. The Governor shall be a chair of this committee. Its membership shall include the secretary, the treasurer, the editor, and the chair of the council of representatives.
- b. The Membership Development and Education Committee shall cooperate with all the clubs in the this district to assist them in the maintenance of an adequate membership of appropriate standards, in the proper education and induction of new members, in the attainment of minimum membership requirements, and in the promotion of the concept of regular attendance at club meetings.

- c. The K-Family Relations Committee shall work to improve the relationship between all Kiwanis and Kiwanis sponsored organizations. It shall be responsible for developing projects and educational programs to expand and strengthen the bonds between these organizations.
- d. The On To International Convention Committee shall be responsible for planning district's trip to the International Convention. The committee will work with the district travel agent to plan the district's trip to the international convention. The committee shall give a report at the district conventions, and all meetings that the board of trustees shall designate necessary, about international convention.
- e. The Laws and Regulations Committee will be responsible for overseeing that the District is operating according to its' Bylaws and the Bylaws and the Constitution of Circle K International.
- f. The Public Relations Committee shall be responsible for enhancing ways for clubs to publicize Circle K at their local colleges. The committee shall work on ways to enhance the image of Circle K to local communities.

Article VIII Conventions

Section 1. The Annual Convention of this District shall be held at the time and place mutually agreed upon by the Board of Trustees of the Circle K District, the Sponsoring Kiwanis District Board of Trustees, and the Board of Trustees of Circle K International. The dates and site of the convention shall be submitted to the Administrator of Circle K International not less than ninety (90) days prior to the proposed convention dates, and the Administrator, acting for the international Board of Trustees, may approve the dates and site.

Section 2. The Governor shall appoint Convention Committees as outlined in the International Constitution and Bylaws.

Section 3. The Secretary shall mail to each club, the District Board of Trustees, 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 convention.

- Section 4. The Board of Officers shall have full supervision and management of all Conventions, in the consultation with the District Administrator. The District Administrator, or representatives of the Administrator selected by the Kiwanis District Board of Trustees, shall handle any contractual arrangements necessary of 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. There shall be no voting by proxy.
- Section 7. In the absence of the Governor from any District Convention, the Board of Officers shall designate a Member of the Board of Officers to act as Presiding Officer of the Convention.
- Section 8. A quorum for any District Convention shall be the official delegates present and representing no less than one-half (1/2) of the total Member Clubs in good standing with the District.
- Section 9. 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 Trustee (Counselor) in attendance;
 - d. Workshops for the purpose of stimulating enthusiasm, motivating and educating membership, training of newly elected club officers, developing leadership potential, increasing awareness of international service initiative areas, and increasing service activities.
 - e. Nomination and election of Officers for the upcoming year;
 - f. Installation of the newly-elected District Officers;
 - g. A presentation promoting attendance at the upcoming International Convention, and;
 - h. Presentation of Club and District awards.
- Section 10. The Secretary shall submit a report of the Convention as outlined in the International Constitution and Bylaws.

Article IX
Vacancies in Office between Conventions

- Section 1. In the event of a vacancy in the office of Governor, a qualified Member of a Club in a good standing with the District and Circle K International, shall be elected by the Board of Officers to serve for the remainder of the unexpired term. Such actions shall be communicated by the Secretary in writing to the International Administrator. In any year in which the District Convention is not held, the Board of Officers shall elect a qualified Member of a Club in good standing to serve for the upcoming Administrative Year.
- Section 2. In the event of a vacancy in the office of Secretary or Treasurer the Governor shall with approval of the Board of Officers; appoint a qualified Member of a Club in good standing with the District and Circle K International to serve for the remainder of the unexpired term. Such approval from the Board of Officers must be made, in writing, within fourteen (14) days of the appointment.
- Section 3. In the event of a vacancy in the office of Editor, the Governor shall, with approval of the Board of Officers, appoint a qualified Member of a Club in good standing to serve for the remainder of the unexpired term. Such approval from the Board of Officers must be made, in writing, within fourteen (14) days of the appointment.

Section 4. In the event of a vacancy in the office of Lieutenant Governor, the Governor shall, with approval of the Board of Officers; appoint a qualified Member of a Club in good standing to serve for the remainder of the unexpired term. Such approval from the Board of Officers must be made in writing, within fourteen (14) days of the appointment.

Section 5. In the event of a vacancy in the office of Club Representative, the Governor shall, with approval of the Board of Officers; appoint a qualified Member of a Club in good standing to serve for the remainder of the unexpired term. Such approval from the Board of Officers must be made in writing, within fourteen (14) days of the appointment.

Article X Revenue

Section 1. Each Member Club shall pay to the District for every active Member the annual dues of \$10.00. 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 fifteen dollars (\$15.00 US) per year.

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

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

Section 4. Each check shall carry the signature of the District Administrator, or other individual designated by the Kiwanis District Board, and the Treasurer, or other individual designated by the Circle K District Board of Officers.

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

Article XI Parliamentary Authority

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

Article XII Amendments

Section 1. The Bylaws of this District may be amended as outlined in the Constitution and Bylaws of Circle K International.