

West Virginia District of Circle K International

Policy Code

(Updated February 18, 2006)

Part I - FULL BOARD POLICY

Section A: Policy Code

1. All Policies of the West Virginia District Board of Officers shall be contained in this Policy Code. This Code shall in no way void or nullify any part of the Circle K International Constitution/Bylaws or the West Virginia District Bylaws.
2. Any or all amendments to this Policy Code shall require a two-thirds vote of the Members of the Board of Officers. This Policy Code supersedes and makes null and void any and all previous Policies and Rules adopted by the District Board of Officers.
3. A current copy of this Policy Code shall be maintained by the District Administrator who shall be responsible for its distribution to the District Board Officers upon each change.
4. The Governor and District Administrator shall share responsibility for the adherence to this Policy Code.
5. The District Board of Officers shall receive revised copies of this Policy Code within thirty (30) days of any revision. Current copies of this Policy Code shall be made available to any Club in the West Virginia District.

Section B: District Governor

1. The Governor shall perform those duties as prescribed in Article V, Section 4 (a) of the West Virginia District Bylaws.
2. (a) The Governor shall attend all district events, with exceptions approved by the District Board of Officers.
(b) The Governor shall attend Governors Administrators Training Conference and International Convention with exceptions approved by the District Board and Kiwanis Governor.
3. The Governor shall represent the West Virginia Circle K District at the Kiwanis District Convention, and the West Virginia Key Club Convention. If the Governor is unable to attend, a representative shall be appointed.
4. The Governor shall prepare the agenda for meetings of the district board with input from the administrator. It shall be given to the district secretary three weeks prior to the district meeting and be distributed to all clubs and the district board.
5. The Governor shall prepare a report for each meeting of his or her activities and travel. He or she shall also prepare a state of the district report to include current statistics, plans, and international concerns.

Section 3: District Secretary

1. The Secretary shall perform those duties prescribed in Article V, Section 4 (c) of the West Virginia District Bylaws.
2. The Secretary shall preside in the temporary absence of the Governor during a meeting of the board of officers.
3. The Secretary shall submit a written report of activities and travels to the board of officers at all board meetings. The Secretary shall submit a report of the status of the monthly reports from all Clubs and their current point standings at all Board Meetings.
4. The Secretary shall attend all District Events, with exceptions approved by the District Board.
5. The Secretary shall publish a Summer Directory by May 15th, and a Fall Directory by September 30th.

Section 4: District Treasurer

1. The Treasurer shall perform those duties as prescribed in Article V, Section 4 (d) of the West Virginia District Bylaws.
2. The Treasurer shall submit a report of activities/travel to the Board of Officers at all Board Meetings. The Treasurer shall also submit a Treasurer's report to include the financial status of the District, District Officers' budget status, and the dues status of all clubs in the West Virginia District.
3. The Treasurer shall attend all District events, with exceptions approved by the District Board.
4. The Treasurer is responsible for writing and mailing at least one outreach letter per year and keeping track of outreach received by the district.

Section 5: District Editor

1. The Editor shall perform those duties as prescribed in Article V, Section 4 (e) of the West Virginia District Bylaws.
2. The Editor shall attend all District Events, with exceptions approved by the District Board.
3. The Editor shall submit a written report at each board meeting to include a summary of the upcoming issues, deadlines for articles, and a financial statement of the bulletin.

Section 6: Lieutenant Governors (If Deemed Necessary By The District Board)

1. The Lt. Governor shall perform those duties as prescribed in Article V, Section 4 (b) of the West Virginia District Bylaws.
2. The Lt. Governor shall submit a written report of the status of their Division to the District Board at all board meetings. He or she shall also submit a written report of his or her activities/travels.

3. The Lt. Governor shall submit a written synopsis, complete with the names of any new clubs, addresses (summer and fall), telephone numbers to the secretary by May 1st.
4. The Lt. Governor shall make at least one (1) official visit to each club in his or her division during his or her term of office.
5. The Lt. Governor shall hold at least one (1) divisional event, and at least one (1) divisional Council of Presidents Meeting.
6. The Lt. Governor shall attend all district events, with exceptions approved by the District Board.

Section 7: Council of Representatives

1. The Council of Representatives shall perform those duties as prescribed in Article V, Section 4 (c) of the West Virginia District Bylaws.
2. The Council of Representatives will be used in place of the Lt. Governors as deemed necessary by the West Virginia District of Circle K International Executive Committee subject to the approval of the Circle K International Board of Trustees and the West Virginia Kiwanis District Board.
3. The Council of Representatives will attend all District Board Meetings and District Events.

Section 8: Chair of the Council of Representatives (If Deemed Necessary By District Board)

1. The Chair of the Council of Representatives shall perform the duties outlined in Article V, section 4 (g) of the West Virginia District Bylaws.
2. The Chair shall attend all District Events, and will attend the International Convention.
3. The Chair shall preside over two sessions of the council of representatives, one that shall be held at the Fall Training Conference and the other to be held at the District Convention.
4. The Chair shall submit a written summary of the Board Meeting happenings to all Club Presidents no later than fourteen (14) days after the completion of the Board Meeting.

Section 9: District Administrator

1. The Administrator shall provide Members of the District Board with all available material such as directories, manuals, etc.
2. The Administrator shall submit a written report to the District Board concerning any pertinent action taken by the West Virginia Kiwanis District Board that affects Circle K. He or she shall notify the West Virginia Circle K District Board of any changes to the Policy Code or the Kiwanis Board Policy on Circle K within fifteen (15) days of such action.

Section 10: Full Board Meeting

1. The District Board shall meet as provided by the West Virginia District Bylaws. The objectives of these Meetings shall be to conduct the business of the organization, to conduct committee work, to

develop programs, and to assess the status of Clubs and Divisions. Written notice of the time and place of such meetings shall be mailed to each Board Member and Club President by the District Secretary not less than 30 days prior to said Meeting.

2. A majority of voting members of the District Board present at any such Meeting shall constitute a quorum for the transactions of all business.
3. The date and sites of such Board Meetings shall be determined by the District Board, subject to approval of the District Administrator.
5. The Agenda and comments for the good of the order for each meeting of the district board shall be prepared by the governor and sent to the Secretary three (3) weeks prior to the said Meeting. The Secretary shall mail the Agenda to the Board Members and Club Presidents/Representatives no less than two (2) weeks prior to the meeting.
6. West Virginia District Board Meetings are open to all Members of the West Virginia District. Any expense involved in such attendance shall be the sole responsibility of the individual member. The floor may yield to such members, once the Governor recognizes them. The Board of Officers reserves the right to enter into closed sessions.
7. New District Board is in effect April 1. It is mandatory that the outgoing and incoming Boards meet between District Convention and April 01st.

Section 11: District Board Committees

1. The Governor shall appoint the Chairman and Members of all District Committees subject to approval by the Board of Trustees (District Board).
2. The Standing Committees of the West Virginia District include: Executive Committee.
3. Additional Special Committees shall be appointed with approval of the District Board. When the Governor appoints such Committees, her or she must outline their duties and responsibilities and time span for such committees.
4. All Board Committee Chairs shall submit a written report of their activities to the District Board at each board meeting.
5. Committee Meetings are open to all members of the West Virginia District.
6. The Governor and District Administrator will be ex-officio members of all Committees.

PART II-FINANCIAL STRUCTURE

Section 1: Board Expenses

1. The Board of Officers shall be reimbursed, within the limits of their budgets, or: reasonable travel expenses, postage, phone calls, and supplies. They may also receive additional funding as approved by the District Administrator.

2. The Board of Officers shall submit a written voucher, complete with all receipts, to the Treasurer in order to receive reimbursements.

Section 2: Budget and Accounting

1. The fiscal year shall be from District Convention to District Convention.
2. The District budget shall be prepared by a joint effort of the District Treasurer, Governor, and Administrator, and submitted to the Board of Trustees for approval. Upon approval by them, it shall be submitted for approval by the Kiwanis District Board.
3. An official depository shall be established for the West Virginia District in a location to be determined by the District Board/Administrator. All District receipts and expenditures shall be made from this account.
4. Checks from this District account shall be co-signed by the District Treasurer and the District Administrator.
5. The Treasurer shall maintain a ledger system for the purpose of handling and recording District income and expenses.

Section 3: Dues Collection

1. All clubs are expected to pay District Dues as prescribed in Article X, Section 1 of the West Virginia District Bylaws.
2. A club shall be considered in good standing if it has paid International and District Dues for twenty members.
3. Clubs failing to pay dues or have not paid dues for twenty (20) members shall be considered a Club Not in Good Standing.
4. Clubs that have not paid dues or have not paid dues for twenty (20) members by September 30th of each year shall be deemed a suspended club.
5. Clubs with past due International and/or District Dues, or shall be notified by the District Treasurer after November 1st. The notification sent shall also be sent to the Sponsoring Kiwanis Club.
6. **Membership Verification** The forms provided by Circle K International shall serve to act as a method of reporting any members or new members paid for to both the District and International Offices.
 - (a.) A list of signatures of the Members must be provided to the District Administrator, accompanying a copy of the Club Membership Roster (Form).
 - (b.) Each Member must submit a copy of his or her student ID to the Club Officers. A copy of the collected student ID's must be signed by the Club's President and Secretary and this must be submitted as well to the District with the Club Membership Roster (Form). If a Student ID(s) is/are not available, a Letter from the School's Registrar with the School Seal stating that a Member is enrolled at the college/university will be accepted and mailed to the District Administrator.

- (c.) Finally all dues payments must be made form one of the following accounts: Sponsoring Kiwanis Club account, Circle K Club account, or School account. NO PERSONAL CHECKS WILL BE ACCEPTED. All dues checks received shall be photocopied by the Club and sent to the District Treasurer/District Administrator and kept with the Club Membership Records.
7. The payment of International Dues without the payment of District Dues will not grant Circle K Membership, nor will it change club status sheets. Both District Dues and International Dues must be paid to grant membership and/or official club status change.
 8. All Dues payments (International and District) must be sent to Circle K International by Certified (Registered) Mail two (2) weeks or more before the International Dues date. All Club Treasurers must verify that Members paid for do in fact exist as stated/required in the above articles, Section 3, 6 - Membership Verification (page six).

PART III-CONFERENCES AND CONVENTIONS

Section 1: Fall Training Conference (Fall Retreat)

1. The purpose of the Fall Training Conference shall be the education of Club Officers and Members. The Conference shall include officers' workshops, membership education workshops, K-Family seminar, theme workshop, and an address by the International Counselor (Trustee).
2. The Fall Training Conference shall be held no later than October 31 in a location approved by the District Board.
3. It is suggested a District Board Meeting with Presidents/Representatives Council be included in the program, with time and space allotted for such Meeting.

Section 2: District Convention

1. The District Convention program shall be determined by the Board of Officers with recommendations from the Convention Committee. It shall include those items as prescribed in Article VIII, Section 9 of the West Virginia District Bylaws.
2. Bids (written) to Host the District Convention shall be submitted by interested Clubs at the Fall Training Conference (Fall Retreat). Host Club/Committee will establish and work with a Budget for the Event separate from the District Budget.
3. District Convention shall be held no later than 2 weeks prior to April 1 at a location approved by the District Board.
4. The operation and program of the District Convention shall be supervised by the Board of Officers, with recommendations from the Host Committee.
5. The following committees shall be appointed: Host, Awards, Elections, Delegates, Resolutions, and Sgt.-at-Arms. The Governor shall outline the duties and responsibilities of each committee.

PART IV-ALCOHOL POLICY

Section 1: Conduct

1. Alcoholic Beverages Policy

- (a). The possession, sale, and/or consumption of alcoholic beverages during any event or situation sponsored or promoted by Circle K is strictly prohibited. Any member or guest of Circle K is said to be in attendance at an event from the moment of arrival at the event site or at 12:00 a.m. on the scheduled starting date of said event upon final departure from the event site or at midnight on the scheduled ending of said event, whichever comes first. In any instance where pre/post event accommodations are included in the schedule for the event, or where an additional activity is planned and sponsored by Circle K (i.e. a planned meal or district tour), such activities are bound by this policy.
- (b). Members and guests of Circle K are to abide by this policy at all Kiwanis Family events on the Club, District and International levels.
- (c). Each club, under the leadership of the Club President and/or membership development and education chairperson, is encouraged to include alcohol awareness education as part of the membership development and education program.

Section 2: Violations

1. Assessment herein shall be defined as follows. Investigation of an alleged alcohol violation will be conducted by the District Board. Evidence of alleged violations (both physical and testimonial) shall be reviewed by designated assessors in the manner and time frame prescribed. The District Board will make a determination of action to be taken as prescribed within this Policy Code. Discipline beyond the scope of that which is prescribed herein is prohibited except in circumstances which merit special consideration and in which approval of the action has been obtained from/by the Kiwanis District Board/Circle K International.
2. Enforcement of disciplinary action will be carried out by the parties specified herein: The West Virginia Circle K Board of Officers or the West Virginia Kiwanis District Board.
3. West Virginia Circle K District Board of Trustees shall determine what disciplinary actions to take against parties that have violated the alcohol policy

