



New York District

# Policy Codes

Last Amended: January 2018

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## Section 1

### Purpose

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1. The purpose of the Circle K District is to assist in the efficient functioning of each local Circle K club and to extend the Circle K program to additional college campuses. The Circle K leadership and organization should have a full understanding of the purpose of the Circle K District, and its relationship to the responsibilities of Kiwanis.

## Section 2

### Operating Procedures

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1. Operating procedures for the District Circle K activities shall be governed by the Circle K District Bylaws, the Bylaws of Circle K International, the Official Policies of Kiwanis International, and these Policy Codes.

## Section 3

### General Provisions

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1. Any established procedure of the District Board shall be called a policy. Any decisions by the board concerning the implementation of a policy shall be called an enactment.
2. All policies of the District Board shall be contained in these Policy Codes. All policies contained in these Policy Codes shall be binding on all officers and clubs of the New York District of Circle K International. This code shall in no way void or nullify any part of the Circle K International Bylaws, or the Bylaws of the New York District Circle K.
3. Any and all amendments to these Policy Codes, whether for change or for adoption, shall require a two-thirds (2/3) vote of the District Board present at any regularly or specially scheduled Board meeting. These Policy Codes supersede and make null and void any and all previous policies and rules adopted by the District Board.
4. The Governor, District Board, and District Administrator shall share responsibility for adherence to these Policy Codes.
5. A current copy of these Policy Codes shall be maintained by the Laws and Regulations Committee and District Governor, which is responsible for its distribution to the Board of Officers and all clubs in the District within fourteen (14) days of its revision or when deemed necessary. Current copies of these Policy Codes shall be made available to any Circle K member in good standing with the District, upon request. A copy of the most current District Policy codes shall be posted on the District website within fourteen (14) days of its revision. All requests for copies of these policy codes shall be fulfilled within five (5) business days of the initial request.
6. It shall be the responsibility of the District Board with guidance from the Laws and Regulations Committee to review these Policy Codes during each administrative year

and revise them, if necessary, to ensure that they correspond with the District Bylaws and governing documents of Circle K International.

## Section 4

# Divisions

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1. The Circle K division is an integral part of the Circle K District organization and is used for administrative purposes of the District. The division is headed by a Circle K lieutenant governor, who is an elected Circle K District Officer. Creation of Circle K divisions depend upon the number of existing Circle K clubs and the geographical factors affecting the clubs and the District. To improve liaison and communications, the Circle K divisions should be similar to the Kiwanis divisions. However, for better Circle K administration, certain schools may be reassigned from one Circle K division to another with a majority vote of the District Board and approval of the sitting Kiwanis District Board.
2. Circle K divisional boundaries are determined by the boundaries of the Kiwanis divisions they contain. Several Kiwanis divisions are combined to form one Circle K division. The following are the Circle K divisions and which Kiwanis divisions they coincide with:
  - a. Capital Division: Capital, Mohawk, and Van Rensselaer.
  - b. Empire Division: Queens West, Queens East, and Brooklyn.
  - c. Hudson Valley Division: Hudson River, Hudson River West, and Hudson Tri-County.
  - d. Iroquois Division: Central and Ontario.
  - e. Liberty Division: Bronx Westchester South and Metropolitan.
  - f. Long Island Division: Long Island North, Long Island South Central, Long Island Southwest, Suffolk East, and Suffolk West.
  - g. Northern Division: Adirondack and Saint Lawrence.
  - h. Seneca Division: Finger Lakes and Genesee.
  - i. Southern Tier Division: Chemung and Susquehanna.
  - j. Western Division: Niagara Frontier North, Niagara Frontier South and Southwestern.

## Section 5

# Circle K District Board of Officers

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1. The District Governor, District Secretary, District Treasurer, District Editor, and Executive Assistant shall be collectively called the "Executive Board". Additional members may be appointed to the Executive Board by the governor with the majority vote of the Voting Board. The term "Executive Board" shall be used for reference purposes and does not apply to any special powers or privileges.

2. The Circle K District Board of Officers is responsible for the management and control of the affairs of the Circle K District, subject to the Circle K District Bylaws and to the direction and approval of the Kiwanis District Board. Such direction and approval may be exercised through the Kiwanis District Governor or Governor-Elect and/or the Kiwanis District Circle K Administrator. The Circle K District Board shall study ways and means for building and strengthening Circle K clubs in the District.
3. The administrative year begins on the first day of April following the District Convention where the members of the District Board are elected. If the convention takes place later than the first full weekend in April, the year shall begin on April 15th. In a year in which no District Convention is held, the administrative year shall end one year after it began.
4. General Duties of all Officers
  - a. Increase the quality of service projects and membership in the District. As a service of the Circle K District, worthwhile local Circle K club activities and administrative suggestions will be disseminated in writing to all Circle K clubs in the District.
  - b. Be familiar with the Circle K programs as outlined in the various International and District publications.
  - c. Speak on Circle K, when requested, at Kiwanis club meetings and Kiwanis District meetings, provided that the meetings can fit into the officer's schedule, and that the cost of travel shall be both minimal and reasonable.
  - d. Assist, whenever possible, the Kiwanis District Committee on Circle K and local Kiwanis clubs in the building and reactivation of Circle K clubs.
  - e. Assist in the collection of District and International dues and fees.
  - f. The members of the Board shall attend the District Convention, District Officer Training Conference, District Large Scale Service Project, New York Speaking, and all meetings of the District Board of Officers. If possible, officers should attend the Circle K International Convention and any Kiwanis District conferences and conventions.
  - g. Develop proper communication within Circle K and the entire Kiwanis Family. This includes keeping the International Officers of Circle K International, the Kiwanis District Secretary, and the Circle K District Administrator informed of the officer's current addresses and telephone numbers.
  - h. Submit any administrative reports required by International or the District, on time.
  - i. No member of the District Board may serve in office if he or she is enrolled in a study abroad program, internship, or other program that prevents them from being in the District, and in the case of Lieutenant Governor within their division, lasting four or more weeks within the administrative year for which he or she has been elected or appointed to the office, excluding the summer and winter breaks.
  - j. The transfer of all of the officer's files including but not limited to social media passwords and information to the duly elected successor must begin within 48 hours of the District Convention to allow for the preparation of the upcoming

year. The outgoing officer must review all pertinent files documents with their successor and train them on the duties and procedures of the elected position. All Circle K District records are property of the New York District and not that of any individual officer, and must be carefully kept and properly transmitted.

- k. All District websites and social media accounts including but not limited to the District Website, Facebook Pages and Groups, Twitter, and Tumblr must be transferred to the successor by April 1st. All Circle K District websites and social media accounts are the property of the District and not that of any individual officer, and must be carefully kept and properly transmitted.
  - l. All mass communications, or other relevant information sent to club officers from the executive board must be sent to all voting board members and District Administrators.
5. Specific Duties – Governor
- a. Be the executive officer of the Circle K District.
  - b. Preside at all official District functions, including meetings of the Board of Officers, NY Speaking and District Convention.
  - c. Be responsible for the leadership training of all officers.
  - d. Be an ex-officio member of all standing and special District committees.
  - e. Be responsible for assisting in the planning of all district conferences and conventions.
  - f. Work closely, at all times, with the Kiwanis District Governor and the Governor's appointed representatives, the District Circle K Administrator, and the Kiwanis Circle K Committee.
  - g. Attend Kiwanis District meetings through arrangements made with the Kiwanis District Governor and District Circle K Administrator.
  - h. Notify the Kiwanis Governor, the Kiwanis District Circle K Committee, the Circle K District committee chairs, and the members of the Board of Officers, in writing, no less than fourteen (14) days in advance of all regular meetings of the Board of Officers, including time, date, place, and directions.
  - i. Send a tentative agenda not less than seven (7) days prior to a regular meeting of the Board of Officers to the Circle K district committee chairs and the members of the Board of Officers.
  - j. Publish at least six (6) issues of a newsletter primarily for the benefit of the club presidents.
  - k. Keep close check on the work of the other Circle K District officers with special emphasis on keeping records and the careful accounting of District funds.
  - l. Appoint convention chairs, committee chairs, and other committee members.
  - m. Upon taking office, work with the Treasurer and District Administrator to develop a District Operations Budget for the upcoming year, and to submit it to the Board of Officers for approval.
  - n. At the beginning of the administrative year, develop and distribute a monthly report form for District Officers.
  - o. Fill vacancies in District Office in accordance with "Policy Code #10: Communication Protocol for Gubernatorial Appointments." Between the time

that an individual is appointed by the Governor and the time that the appointment is approved by the District Board of Officers, the appointee shall be trained by the Governor for such position.

- p. Reach out to and communicate with all club presidents and vice presidents by June 1, and at least one every two months thereafter. Information to be discussed should include, but not be limited to:
    - i. Club strengths and weaknesses
    - ii. Promotion of District events
    - iii. Offering yourself as a resource to assist the club throughout the year.
6. Specific Duties – Lieutenant Governor
- a. Assist the Governor in the work of the District within the officer's respective division.
  - b. Attend, except in special circumstances, a meeting of each club in the officer's division at least once per term (twice annually), and the charter ceremony of any new clubs in the division.
  - c. Conduct training conferences for officers and members of the clubs in the division, and hold division social functions as appropriate.
  - d. Compile a complete list of all incoming club officers' and advisors' names, addresses, phone numbers, email addresses, and all other pertinent information of the clubs in their division at the end of their term, and submit them to the District Editor, and District Governor.
  - e. Assist the District Editor by preparing and submitting material concerning the division for publication.
  - f. Publish at least (4) issues of a newsletter primarily for the benefit of the club officers and members within the division.
  - g. Work closely with the K-Family lieutenant governors and the Kiwanis District Committee for the respective Circle K division.
  - h. Submit monthly reports of activities to the District Governor, the District Administrator, the Kiwanis Committee member(s), and the International Trustee. These reports shall be in a format specified by the Governor, and should be received by the above no later than a monthly date set by the governor.
  - i. Perform such other duties as may be assigned by the Governor or the Board of Officers.
7. Specific Duties – Secretary
- a. Keep all records of the District Convention and the meetings of the Board of Officers. Within fourteen (14) days after any meeting of the Board and the convention, the Secretary shall make a report of the proceedings, including a complete synopsis of all actions taken, and transmit a copy thereof to each member of the Board, the Administrator of Circle K International, the president of each Circle K club in the District, the Kiwanis District Governor, the Kiwanis District Committee, Circle K International Trustee, and the Kiwanis District office.

- b. Cooperate with the Circle K Governor in forwarding all official reports required by Circle K International or the Kiwanis District.
  - c. Publish at least four (4) issues of a newsletter primarily for the benefit of the club secretary.
  - d. Work with the District Circle K Administrator and the Kiwanis District Secretary, who will assist with handling the details in maintaining the records of the Circle K district.
  - e. Issue an official call to convention no less than forty five (45) days beforehand to the District Administrator, International Director, International Trustee, Kiwanis District Governor, and Key Club District Governor.
  - f. Receive club monthly reports and publish, at each regular Board meeting, a list of which clubs have submitted monthly reports for the preceding months. This list should be broken down by division, and should include when the report was received, and if any special needs were noted.
  - g. Submit reports of activities to the District Governor, the District Administrator, the Kiwanis Committee members, and the International Trustee. These reports shall be in a format specified by the District Secretary, and should be received by the above no later than a monthly date set by the governor.
  - h. Reach out to and communicate with all club secretaries by June 1, and at least once every two months thereafter. Information to be discussed should include, but not be limited to:
    - i. Explanation of the Monthly Report Form
    - ii. Explanation of the reasons for and importance of submitting the monthly report form
    - iii. Promotion of district events
    - iv. Offering yourself as a resource to assist the club secretaries throughout the year.
    - v. Perform such other duties as may be assigned by the Governor or the Board of Officers.
8. Specific Duties – Treasurer
- a. Under the supervision of the Circle K District Administrator and Kiwanis District Treasurer, assist in the collection and oversee the disbursement of all District dues, convention registration fees, and other District income and District reimbursement vouchers.
  - b. Work closely with the Circle K District Administrator to assure that proper accounting procedures are used and that all disbursements are within the Circle K budget and are made with proper authorizations on the vouchers.
  - c. Continue to fulfill all responsibilities until the accounting for the receipts and disbursements for the fiscal year has been completed.
  - d. Publish at least four (4) issues of a newsletter primarily for the benefit of the club treasurers.
  - e. Make a financial report to all meetings of the Circle K Board of Officers, the Circle K District Convention, and such other times as the Circle K Governor or Board of Officers, or the Kiwanis District Board, may require.



- f. With assistance from the District Administrator, have books open at all times for inspection by the Governor, Board of Officers, District Administrator, and/or any authorized auditor.
  - g. Shall provide any member of the New York District a copy of the current district operating budget as approved by the District Board of Officers within three (3) days of original request.
  - h. Upon taking office, work with the Governor and District Administrator to develop a District Operations Budget for the upcoming year, and submit it to the Board of Officers for approval.
  - i. Submit monthly reports of activities to the District Governor, the District Administrator, the Kiwanis Committee member, and the International Trustee. These reports shall be in a format specified by the Governor, and should be received by the above no later than a monthly date set by the governor.
  - j. Reach out to and communicate with all club treasurers by June 1, and at least once every two months thereafter. Information to be discussed should include, but not be limited to:
    - i. Explanation of and help with the dues paying process
    - ii. Assist all treasurers in logging in, accessing, and using the Membership Update Center.
    - iii. Helping clubs plan and facilitate fundraisers for organizations and administrative expenses
    - iv. Promotion of district events
    - v. Offering yourself as a resource to assist the club treasurers throughout the year.
  - k. Perform such other duties as may be assigned by the Governor or the Board of Officers.
9. Specific Duties – Editor
- a. Be the Editor of the District publication, called “Circling the Empire” and be responsible for its content.
  - b. Appoint, subject to the Governor’s approval, an Assistant Editor to help with the administrative duties of publishing and distributing the “Circling the Empire”.
  - c. Publish at least four issues of a newsletter primarily for the benefit of club editors. This newsletter is distinct from “Circling the Empire”.
  - d. Submit monthly reports of activities to the District Governor, the District Administrator, the Kiwanis Committee members, and the International Trustee. These reports shall be in a format specified by the Governor, and should be received by the above no later than a monthly date set by the governor.
  - e. The Editor shall produce “Circling the Empire” every three (3) months comprising of articles submitted by members of the District Board of Officers, committee chairs, and members.
  - f. Reach out to and communicate with all club editors by June 1, and at least once every two months thereafter. Information to be discussed should include, but not be limited to:

- i. Encourage clubs to submit articles for the CTE
    - ii. Providing guidance for the creation of club newsletters
    - iii. Promotion of district events
    - iv. Offering yourself as a resource to assist the club editors throughout the year
  - g. Perform such other duties as may be assigned by the Governor or the Board of Officers.
10. In the event an officer fails to comply with the aforementioned duties and/or the requirements of his or her service agreement, said officer may be subject to disciplinary action which includes, but it not limited to, probation, suspension, and removal from the District Board at the discretion of the District Governor, in consultation with the District Administrator.

## Section 6

# Board Meetings

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1. The Circle K District Board of Officers will hold at least six meetings annually. Such meetings will be: (1) immediately following their installation at District Convention; (2) within six weeks thereafter for the purpose of training; (3) during the summer and no later than the Kiwanis District Convention; (4) at District Large Scale Service Project; (5) at either New York Speaking and/or Kiwanis Family Conference (6) at least one month prior to the District Convention; (7) immediately prior to the District Convention; and as called by the Governor and District Administrator.
2. At District Convention, after election of the new Board, the exiting Board members must hold a transitional Board meeting before the new Board takes office.
3. All meetings of the Board of Officers are open to any member of the District and Kiwanis Family.
4. A closed session of the Board of Officers may be called for just cause. A two-thirds (2/3) vote of the Board and approval of the District Administrator are required. In this case, meetings are open only to the members of the Board of Officers, the Kiwanis Committee, International Trustee, any other International Officer, and others who may be voted in by a majority vote of the Board of Officers.
5. A quorum is a majority of the voting members of the Board, and a majority of the voting members present shall decide any question, except where a greater proportion is needed.
6. Sites for the Circle K District Convention and the NY Speaking Conference will be selected by the Circle K District Board of officers, subject to approval of the Kiwanis District Circle K Administrator and the Kiwanis District Board. The site for the International Convention shall be announced by the Circle K International Board. The Circle K Governor, with approval of the Board of Officers and/or the Kiwanis District Circle K Administrator, will select sites for the other meetings of the Circle K Board of Officers.

## Section 7

# Endorsements for District Office

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1. Any member running for District Office may seek endorsement from his/her home club and/or home club board and/or home division. The endorsement may be for District Governor, District Secretary, District Treasurer, District Editor, or District Office.
  - a. If a candidate seeks endorsement for district office in general and not a specific position, they will be allotted the same times as non-gubernatorial candidates in divisional caucusing, as specified in Section 8, Item 4.
  - b. Endorsement is not required to run for district office.
2. The club secretary of the candidate's home club shall send a copy of the club's general meeting minutes to the Governor in the event that the candidate receives home club endorsement. Likewise, the club secretary shall send a copy of the club's officer meeting minutes to the Governor in the event the candidate receives home club board endorsement.
3. Any member running for District Office may seek endorsement from his/her home Division. The candidate must go through a Division caucus. Terms of caucuses shall be the same as those defined in Policy Code 8 for Lt. Governor Candidates.
4. The Lt. Governor, or Governor-Appointed Chair of the caucus, shall send written verification of Division endorsement to the Governor.
5. To be endorsed for district office by a division, a candidate must receive a majority vote in the affirmative. A candidate is considered "Unanimously Endorsed" if they receive a 100% vote in the affirmative. No more than one candidate may be endorsed for a district office position.

## Section 8

# Elections Policy

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1. Any member who wishes to run for the office of District Governor, District Secretary, District Treasurer, or District Editor shall declare his/her intent no sooner than sixty (60) days prior to the start of District Convention.
  - a. A declaration shall consist of telling more than (5) Circle K members outside of the candidate's home club. The five do not include the District Governor and the incumbent holding that office.
  - b. Said member must notify their intentions to the District Governor and District Administrator at least thirty (30) days prior to the start of District Convention.
2. Lt. Governor Elections must be held at a specified time and place, as designated by the Lt. Governor. Written notification must be sent to the clubs not less than two (2) weeks in advance. In the event of a postponement, the time frame for notification may be changed by a majority approval of all the clubs in the division. This shall be the only

opportunity to vote for a candidate. The incumbent Lt. Governor shall run this election. In his/her absence or in the case that he/she runs for reelection, someone specified by the Governor shall run the election.

- a. If circumstances arise that prohibits a division caucus to be held prior to the New York District Convention, or if the office of Lt. Governor for the following administrative year is vacant at this time, the Governor, in consultation with the District Board and the clubs within the division, shall be empowered to call a caucus of the division during said convention for the purpose of electing a Lt. Governor.
3. Candidates must be present at the election in order to be considered for office.
4. Each candidate shall go through caucus. Non-gubernatorial candidates shall be allowed a total of six (6) minutes – one-half (0.5) minute for introduction, one and one-half (1.5) minute for the candidate’s speech and four (4) minutes for questions. Gubernatorial candidates shall be allowed a total of seven (7) minutes – one half (0.5) minute for introduction, two (2) minutes for the candidate’s speech and four and one-half (4.5) minutes for questions. A candidate may waive these allotted times in order to allow more time for questions.
  - a. Only members of clubs in the New York District may ask questions in their designated caucuses for executive offices. Only members of the clubs within the division may ask questions at the Lt. Governor elections. The Governor, District Administrator, and other District officials may address any caucus, but may not ask questions. Elected district officers can only ask questions if they are in their division’s caucus room, and are not running the caucus or if there are no other questions being presented.
  - b. The order by which candidates address the delegates shall be determined by alphabetical order of the candidate’s last name. The order by which candidates speak before executive caucuses shall be determined by the District Convention Elections Committee.
  - c. Each candidate may only have a maximum number of three (3) members physically escort them to each caucus room.
5. A majority vote shall determine the winner of an office. In the event that three (3) or more candidates run for an executive office, a primary election shall be held in the first session of the House of Delegates. If no candidate receives a majority vote, the two candidates with the most votes shall win the primary, and their names shall be announced, in no particular order, immediately following the vote.
  - a. If the election is for Lt. Governor, then the primary and general election will be held consecutively. Furthermore, incumbent Lt. Governors not seeking reelection shall only vote at the Divisional election in case of a tie. If the election is for an Executive Office, then elections shall proceed as usual at the next session of the House of Delegates.
  - b. In the event of a tie when only two candidates remain, the tiebreaking vote shall be cast by the presiding chair of that election.
6. All elected District Board members and Past Governors are prohibited from caucusing for or publicly endorsing a candidate for District Office. Only current, dues paid

members of CKI may campaign for candidates. Past or current CKI International Board members and current governors are not eligible to caucus for or publicly endorse a candidate unless said officer is a candidate for office; then said officer may only campaign for themselves and no other candidate.

- a. All elected District Board members are granted Delegate-At-Large privileges and are permitted to vote in the House of Delegates.
7. Suspected violations of policies pertaining to elections should be brought to the attention of the Governor. The Governor shall inform the candidate that the charges have been raised. Any candidate found in violation of these policies may be subject to disqualification upon a two-thirds majority vote of the District Board. The candidate will have the opportunity to respond to the charges before a decision is made by the District Board.

## Section 9

# Endorsements for International Office

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1. Any member of the New York District running for International Office may seek a District endorsement from the House of Delegates at District Convention and/or a District Board endorsement from the District Board of Officers.
  - a. A candidate may seek endorsement for one of the following International Offices: International President, International Vice President, Subregional Trustee, or At-large Trustee. There shall also be a general endorsement for International Office that shall provide approval for the candidate to seek any of the International Offices.
2. Any person seeking District endorsement for International Office must go through one set of caucuses at District Convention. Terms for caucus shall be the same as those defined in the Policy Code for non-gubernatorial candidates.
3. District endorsement for International Office shall be in the form of a resolution and will be voted on in the House of Delegates at District Convention. Each candidate must receive a two-thirds (2/3rds) majority vote to be endorsed.
4. The District Board shall address requests for a District Board endorsement within fourteen (14) days of the endorsement request.

## Section 10

# Protocol for Gubernatorial Appointments

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1. In the event of a vacancy in the office of District Secretary, District Treasurer, District Editor, and/or Lieutenant Governor, the Governor shall appoint another member of the District to fill the vacant position. The appointee shall be subject to a majority vote by the District Board of Officers. In the case that the appointee is not approved by the

District Board of Officers, the Governor must appoint another member of the District until an appointee receives a majority vote.

- a. Upon approval of the appointee, the Governor shall provide notification to the appointee, members of the District Board of Officers, the Kiwanis Committee, and (for Lieutenant Governor appointments) all club officers in the division where the vacancy exists of his/her appointment to fill such vacancy. The Governor may also choose to seek counsel of the current International Trustee, and through such counsel, may reveal his/her appointment.
- b. The Governor may not provide notification of this appointment to any other member of Circle K International through any form of communication (including, but not limited to: mail, electronic mail, facsimile, telecommunication, social networking, or web/media channels), until after the District Board of Officers has approved his/her appointment.

## Section 11

# District Committees

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1. The purpose of the Circle K District committees is to assist the Board of Officers, in the specific areas outlined by the Governor and subject to the Board's approval, in their support of the local Circle K clubs.
2. Because of the large amount of responsibility they carry, if possible, District Officers should not chair committees. Whenever practical, appointees of the District Board should chair committees at the discretion of the Governor.
3. All committee chairpersons shall be required to sign a District Committee Chairpersons Service Agreement that shall be provided and approved by the District Board. District Committees may be open to the membership of the New York District of Circle K. All appointments are to be made by the Governor in consultation with the District Administrator.
4. The following is a list of the committees now serving the New York District:
  - a. Awards Committee: This committee is responsible for developing and advertising awards for clubs and individual members. This includes reviewing and modifying awards as necessary, encouraging members to apply, and designing an appropriate rubric to judge awards.
  - b. Club Building and Resources Committee: This committee shall develop and oversee new club building targets and the strategy for new club building and reactivation. This committee shall provide support for all clubs and clubs in formation.
  - c. Conferences and Conventions: This committee holds the responsibility of promoting and developing all District Conferences and Conventions.
    - i. District Convention
    - ii. District Large Scale Service Project
    - iii. New York Speaking

- d. Executive: This committee shall consist of the Governor, District Secretary, District Treasurer, District Editor, Executive Assistant, and any officers appointed and approved for this committee, and shall be chaired by the Governor. This committee shall be responsible for making recommendations for Board Policy.
  - e. Service Initiatives Committee: This committee is responsible for advertising and advocating for projects that CKI focuses on together. This includes the District Project, the Governor's Project, and the International Project, as well as CKI's Preferred Charities and Service Partners: UNICEF, March of Dimes, Students Team Up To Fight Hunger (STUFH), and Better World Books.
  - f. Laws and Regulations: This committee is responsible for maintaining the District Bylaws and Policy Codes. The committee shall provide support in all questions of parliamentary procedure and policy. The committee will also serve as the District Parliamentarian throughout the year.
  - g. Marketing Committee: This committee shall work on marketing and advertising for all district events and all other committee materials. This committee will assist in all graphic designs for all District Board needs.
  - h. Alumni and Kiwanis Family Relations: The purpose of this committee is to help maintain contact between Circle K and the rest of the Kiwanis Family. The chair will also work with Alumni. This committee holds the responsibility of encouraging CKI clubs within the district to work with K-Family branches in their area. It shall promote the Kiwanis District Foundations: Kamp Kiwanis, Kiwanis Pediatric Trauma Center, and Kiwanis Pediatric Lyme Disease.
  - i. On To International Convention: This committee shall promote International Convention within NYCKI; shall prepare International Convention attendees from NYCKI for International Convention; and shall research the costs of accommodations and transportation for NYCKI members attending International Convention.
  - j. Technology Committee: This committee shall work to update the District website ([www.nycirclek.org](http://www.nycirclek.org)), assist Club Webmasters or Technology Chairs with their website and technology needs.
5. These committees shall also perform all tasks as deemed necessary by the Governor and the Board of Officers.

## Section 12

# District Convention

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1. The District Board will be responsible for the selection of the site of the District Convention. The District Board retains the right to change a previously selected hotel or geographic location should circumstances warrant a change.
2. The responsibilities of the Conferences and Conventions Committee shall include:



- a. To coordinate all matters regarding the arrangement and finances of the Convention, subject to the limitations placed thereon by Article VIII of the District Bylaws.
  - b. To prepare a tentative program of events which are to include:
    - i. The selection of speakers and entertainment for the Convention in conjunction with the Governor
    - ii. A Call to International Convention and International Large Scale Service Project
    - iii. The submission, to the Board of Officers, of recommendations for the Convention Honoree.
  - c. To publicize and promote District Convention.
  - d. To prepare and distribute registration forms no later than February 1.
  - e. To develop and publish rules of conduct governing the Convention.
  - f. To prepare ballots to be used in all voting by the House of Delegates.
  - g. To file with the District Treasurer a financial report of the Convention no later than thirty (30) days after Convention.
3. The following committees shall be designated for the District Convention. The chairperson and committee members shall be appointed by the District Governor no less than one (1) month prior to the convention:
- a. Awards Committee: Shall judge all awards as determined by the District Board. All decisions shall be subject to approval through a majority vote of the Board of Officers.
  - b. Host Club Committee: Shall organize the responsibilities and duties of the Official Host Club(s).
  - c. Credentials Committee: Shall be responsible for the registration and certification of all delegates and delegates-at-large to the House of Delegates.
  - d. Elections Committee: Shall distribute, collect and count all properly cast ballots in the House of Delegates.
  - e. Sergeant-At-Arms Committee: Shall, in conjunction with the District Board, be responsible for the execution of the Code of Conduct as established by these Policy Codes. They shall also monitor all caucuses and the House of Delegates.

## Section 13

# Protocol for Official New York District Sponsored Functions

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1. The following shall be dais guests when present:
  - a. Any International representative or officer
  - b. District Governor
  - c. District Administrator
  - d. Kiwanis District Governor
  - e. Key Club District Governor



- f. Any guest speakers
2. The following are appropriate dais guests at the request of the District Governor or Board of Officers, if adequate seating is available:
  - a. Master of Ceremonies or Chairpersons
  - b. Host Club Committee Chairperson
  - c. District Secretary
  - d. District Treasurer
  - e. District Editor
  - f. All District Lt. Governors
  - g. All Assistant District Administrators
  - h. Past International Officers from the New York District
  - i. Visiting officers from other Districts
  - j. Staff and Officers from the International Office
  - k. Other Kiwanis and Key Club District Officers
  - l. Past Kiwanis District Officers
  - m. Immediate Past Governor
  - n. Session Honorees or other specially invited guests
3. The proper order of dais seating shall be recommended on the following order of priority starting from left of the lectern and alternating from left to right and shall be as follows:
  - a. Presiding Officer or Master of Ceremonies
  - b. District Governor
  - c. District Administrator
  - d. Speaker
  - e. Present International Officers
  - f. Kiwanis District Governor
  - g. Key Club District Governor
  - h. Session Honorees (if applicable)
  - i. Members of the District Executive Board
  - j. District Lt. Governors, in alphabetical order by division.
  - k. Other dais guests.
  - l. Special Guidelines:
    - i. When the spouse of a dais guest is present, he or she should be seated next to his or her spouse if possible; otherwise they should be seated at a reserved table near the dais.
  - m. Past District Governors and other Past Officers and their spouses shall be seated at a reserved table near the dais.

## Section 14

# Fundraising Activities

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1. All fundraising plans must be compatible with the school, campus, and community policy and practice.

2. To enhance support and to assure good public relations, fundraising practices require a public announcement of the purpose of the fundraising activity.

## Section 15

# General Conduct of Circle K Members at District Functions

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1. Possession or use of alcoholic beverages and drugs shall be in strict compliance with Circle K International Policy.
2. Vandalism, rowdiness, and improper conduct shall not be tolerated, and may result in those involved being immediately dismissed from the event. School authorities and sponsoring Kiwanis clubs may be notified; this action shall be taken at the discretion of the Circle K Board of Officers in cooperation with the Kiwanis District Circle K Administrator.
3. Any damage to property or persons caused by vandalism (e.g., club banner stealing, rowdiness, or similar conduct) shall be the personal liability of such person or persons causing such damage.
4. All persons attending such event shall comply with the rules and regulations of that specific event.

## Section 16

# Theft of Club and District Property

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1. The theft of specific items is unacceptable:
  - a. The theft of all District and club property is prohibited.

## Section 17

# Charter Presentation

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1. Charter presentation meetings shall be approved by the sponsoring Kiwanis Club, and the prospective Circle K club.
2. The following are recommendations:
  - a. The Lt. Governor of the division shall act as the Master of Ceremonies for the event. In the event that the office of Lt. Governor is vacant, Master of Ceremonies shall be a person designated by the Circle K District Governor. The master of ceremonies shall also perform the installation of the club officers.

- b. The President of the Sponsoring Kiwanis Club, or someone designated by him/her, shall make the charter presentation and the principle address. He/she shall also present the new club with a banner, bell, and gavel.

## Section 18

### District Emblem

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1. To preserve the distinction and dignity of the District emblem, it shall not be used for trade or commercial purposes without specific authorization of the Board of Officers.
2. The emblem may be used on approved District badges for present and past District Officers and District Committee Chairpersons.
3. The emblem may also be used for official District, Division, and Club programs, bulletins, stationary, and publications connected with Circle K programs and activities of a non-commercial nature.
4. For any other use of the emblem, prior permission must be obtained from the District Governor and District Administrator.

## Section 19

### District Correspondence

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1. Copies of all written correspondence on the part of the District Board of Officers and Committees shall be sent to the District Governor, District Secretary, District Administrator, International Trustee and any other appropriate persons. A copy must be kept for the appropriate officer files as well.
2. Copies of all written correspondence on the part of the District Board of Officers and Committees to Kiwanis shall be sent to the aforementioned people as well as the Kiwanis District Governor, Kiwanis District Secretary, Kiwanis Lt. Governor, if writing to a Kiwanis Club, and any other appropriate persons. A copy must be kept for the appropriate officer files as well.
3. Anything being sent to all the clubs in the District must be sent to the entire District Board of Officers, Kiwanis Committee, and Kiwanis District Governor.

## Section 20

### Budget Policy

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1. All officers, with the exception of the Governor, shall receive a separate budget line, created to compensate for necessary expenses.
2. The budget from the previous fiscal year shall remain in effect until a new budget is approved.

3. Reimbursement checks are not to be issued without either the proper original receipt or a memo, describing the expenses and approved by the District Governor, District Administrator, and District Treasurer.
4. There will be a separate budget line for Board Meeting travel. The purpose of this line is to assist Circle K Board members in attending the District Board Meetings. Any other travel not already budgeted for shall be paid from this line only if prior approval is received from the District Administrator.
5. Vouchers must be submitted within four (4) weeks of the expense.

## Section 21

### Service Hours

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1. All service hours must be reported monthly by each Circle K Club using the Monthly Report Form, the due dates of which are determined by a joint decision of the Governor and District Secretary.
2. Service hours may only be counted for those members who have paid their dues to the New York District and Circle K International.
3. Service hours submitted shall meet the guidelines and requirements of a service hour as outlined in the Circle K International Policy Code.
4. The total number of service hours reported should include the time that each member spent on the project.

## Section 22

### Interclubbing

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1. An interclub event shall meet the guidelines and requirements of an inter-club as outlined in the Circle K International Policy Code.

## Section 23

### Alcohol Policy

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1. The distribution and consumption of alcohol is strictly prohibited at all District Board meetings, District, and Divisional events. Clubs within the New York District shall follow their home College or Universities alcohol policy and all applicable State and Local Laws on alcohol consumption and distribution.
2. Violation of this policy will result in disciplinary action at the discretion of the New York District Board and New York District Kiwanis Committee.

## Section 24

## Attendance Policy

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1. All elected members of the District Board are required to attend all District-sponsored events. Board meetings, conferences, conventions, training sessions, and other events will hereby be condensed into the term "District-sponsored event" in the remainder of this policy code section.
2. All elected members of the District Board are expected to attend all Board meetings, including meetings that are held in an electronic or online format.
3. In the event that a Board Member cannot attend a District-sponsored event, he or she must notify the District Governor and District Administrator in writing at least seven (7) days prior to the start of the said event. The District Governor and District Administrator shall then determine if the absence is excused or unexcused.
4. Any District Board member with an unexcused absence from a District-sponsored event is subject to disciplinary action which includes, but is not limited to, probation, suspension, and removal from the District Board. Any officer who has more than two (2) unexcused absences from District Board Meetings or Events shall be automatically removed as a District Board member and their position shall be declared vacant by the District Governor.
5. In the event of an emergency situation, the said Board member shall notify the District Governor immediately. It is then to the discretion of the District Governor and District Administrator as to whether or not the said Board Member will be considered excused or unexcused from the particular District-sponsored event.
6. In the event that a District-sponsored event is not declared within the minimum seven (7) day notice, all members shall have fifty (50) percent of the number of days between the announcement of the District-sponsored event and the event itself, to notify the District Governor, and to provide any necessary documentation. A District-sponsored event is considered announced if it is in the minutes of any District Board meeting, if an official call is sent to the members of the District Board, or if it is published in the district publication.
7. The District Governor, in consultation with the District Administrator, shall enforce the attendance policy as necessary as per District Bylaws.

## Section 25

## New York Circle K Code of Conduct

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The Board of Officers of the New York District of Circle K International hopes that every Circle K'er, participant, and guest will fully enjoy this Circle K event. The following Code of Conduct has been established to make this event as safe and enjoyable for all attendees and will be in effect during the entire event.

The following is based off of the Circle K International Policy Code and adopted by your District Board of Officers.

- a No drugs of any nature, with the exception of prescribed medication, will be permitted in the possession of anyone in attendance.
- b The Circle K International Sponsored Conventions and Events Alcohol Policy, prohibiting the possession, sale, and/or consumption of alcoholic beverages during any event or situation sponsored or promoted by Circle K, will be enforced at all times during the event.
- c Sexual harassment is defined as behavior marked by aggressive or harassing remarks, unwanted physical contact or sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature which is unsolicited and offensive to the individual or otherwise creates an intimidating, hostile or offensive environment. Circle K International will not tolerate sexual harassment.
- d There is no curfew hour; however, in consideration of others, loud noise and disruptive behavior will not be tolerated.
- e No campaign material will be allowed to be posted on any walls, windows, or doors in the hotel facility. The candidate will be responsible for restoring all surfaces to their original state should this occur.
- f Smoking is prohibited at all general sessions, contests, workshops, and caucuses. Individuals who wish to smoke must do so where permitted.
- g Care shall be taken not to deface or destroy any property. Any damages will be paid for by the individual responsible.
- h All Circle K members are expected to conduct themselves as responsible, professional men and women and are required to attend all sessions and activities.
- i Please see program for dress code. Appropriate clothing must be worn at all times.
- j No partisan political references or sentiments shall be made during public presentations at any official New York District Circle K Function. This includes, but is not limited to: caucusing, spirit shows, workshops, and speeches.
- k Every attendee will respect the authority of the Administrator and the Sergeant-at-Arms Committee.
- l Infractions of the code of conduct will be reported to the Board or the Administrator. Appropriate action will be taken for any infraction, including the dismissal of any attendee from the event at the expense of the individual.
- m The code of conduct is in effect from the moment an attendee arrives at the event until the moment he or she departs.

I agree to abide by the Circle K District Code of Conduct. I will respect the authority of the Sergeant-At-Arms Committee, the District Board of Officers, and the District Administrator and understand that infractions of the Code will be reported to the Board of Officers and the District Administrator. I understand appropriate action will be taken for any infractions including dismissal from this event at my expense.