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# New Jersey District of Circle K International



Circle K International  
NEW JERSEY DISTRICT

## District Policies and Procedures

March 2010

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**NEW JERSEY DISTRICT OF CIRCLE K INTERNATIONAL  
NEW JERSEY CIRCLE K  
POLICIES AND PROCEDURES**

**Section A: Policies and Procedures**

1. All Policies of the New Jersey District Board shall be contained in these Policies and Procedures. These Policies and Procedures shall in no way void or nullify any part of the Circle K International Constitution and/or Bylaws or the New Jersey District Bylaws.
2. These Policies and Procedures, hereafter referred to as Policies, and any revisions made to it in the future by the Circle K District Board will not become effective until approved by the District Board of Trustees of the New Jersey District of Kiwanis International.
3. These Policies and Procedures supersede and make null and void any and all previous Policies and Rules adopted by the District Board.
4. A current copy of these Policies shall be maintained by the District Governor, District Secretary, District Administrator, and Laws and Regulations Chairperson.
5. The Circle K District Governor, District Administrator, and Laws and Regulations Chairperson shall share responsibility for adherence to the Policies.
6. The District Board of Officers shall receive revised copies of these Policies within thirty (30) days of any revision. Current copies of these Policies shall be made available, on an annual basis to all clubs in the New Jersey District.

**Section B: District Officers**

1. District Governor:
  - a. The District Governor shall perform those duties as prescribed in Article V, Section 3 of the New Jersey District Bylaws;
  - b. Shall attend the New Jersey District Convention, Key Club District Convention, Kiwanis District Convention, Kiwanis Mid-Winter Training Conference, Governor's and Administrator's Training Conference, and all duly called meetings of the Circle K District Board;
  - c. Shall make every effort to attend as many New Jersey Kiwanis and Key Club meetings and events as possible;
  - d. Shall make as many club visitations and divisional meetings as possible, but no less than one visit to each club in the district at least once during his/her term;
  - e. Shall be responsible for organizing the leadership training of all Club and District officers;
  - f. Shall ensure that the other District Officers are consistently, satisfactorily performing their assigned duties;
  - g. Shall ensure that plans for District Convention are made and executed;
  - h. Shall submit a Monthly Report Form if directed by Circle K International;
  - i. Shall publish at least four (4) newsletters and submit at least one article for publication in each issue of *Circling*;
  - j. Shall prepare the agenda for meetings of the district board with input from the administrator. It shall be given to the district secretary two (2) weeks prior to the district meeting and be distributed to all clubs and the district board;
  - k. Be an ex-officio member of all standing and special District committees; and
  - l. 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 Circle K District Board for approval.
2. District Secretary:
  - a. The District Secretary shall perform those duties as prescribed in Article V, Section 3 of the New Jersey District Bylaws;

- b. Shall compile a District Directory containing the names, addresses, telephone numbers, and email addresses of all District and Club Officers. This directory shall be made available to the appropriate Kiwanis Family officers;
- c. Shall establish, in conjunction with the District Governor, a District Mailing List to be made available to all appropriate Kiwanis Family officers;
- d. Shall send the appropriate materials, report forms, and minutes to the relevant officers of all newly chartered clubs;
- e. Must submit a Monthly Report Form to the District Governor, District Administrator, and International Representative by the tenth of the following month; and
- f. Shall publish at least four (4) newsletters and submit articles to the *Circling* as requested by the District Editor.

2. District Treasurer:

- a. The District Treasurer shall perform those duties as prescribed in Article V, Section 3 of the New Jersey District Bylaws;
- b. Shall assist the clubs in ensuring that International dues are properly submitted to Circle K International. Shall be responsible for issuing a Call for District Dues no later than September 1st and advising all clubs where to send their dues;
- c. Shall assist the District Governor, District Administrator, and Financial Counselor in preparing the District budget and any other necessary budgets;
- d. Shall submit a written report reflecting the District income and expenditures and the dues status of members clubs at all meetings of the Board, the District Convention, and at other times as the District Governor, the District Administrator, or the Board may require;
- e. Shall, as soon as possible after the District Convention, assisted by the District Administrator and Financial Counselor, compile a financial report of the administrative year detailing income, expenditures, budgets, and any other pertinent information. This report is to be submitted to the Circle K and Kiwanis District Boards;
- f. District dues, Convention receipts, and other funds shall be kept in appropriate checking and savings accounts under the name "New Jersey District Circle K". Only the District Treasurer or the District Governor, and the District Administrator or Financial Counselor shall authorize withdrawals. The above named officials shall see to the updating of all bank signature cards;
- g. Shall make copies of all checks prior to depositing and keep in order with deposit slips in preparation for end of the year internally auditing;
- h. Must submit a Monthly Report Form to the District Governor, District Administrator, International Representative by the tenth of the following month; and
- i. Shall publish at least four (4) newsletters and submit articles to the *Circling* as requested by the District Editor.

3. District Editor:

- a. The District Editor shall perform those duties as prescribed in Article V, Section 3 of the New Jersey District Bylaws;
- b. Must submit a Monthly Report Form to the District Governor, District Administrator, and International Representative by the tenth of the following month; and
- c. Shall publish at least four (4) newsletters.

4. Lieutenant Governor:

- a. The Lieutenant Governor shall perform those duties as prescribed in Article V, Section 3 of the New Jersey District Bylaws;
- b. There shall be one Lieutenant Governor for each of the Divisions in the New Jersey District;
- c. Shall make at least one (1) official visit, per semester to each club in his/her division;
- d. Shall compile and maintain a complete list of Club Officer's names, addresses, telephone numbers, and email addresses and submit them to the District Secretary when necessary;
- e. Shall assist in the collection of District and International dues;

- f. Shall ensure that the Clubs within their Division submit Monthly Report Forms by the fifth of each month;
  - g. Shall build and strengthen Circle K Clubs within his/her division;
  - h. Shall assist the Circle K Club officers within his/her assigned clubs in the Division when requested and keep him/her informed of all District and International functions;
  - i. Shall conduct training conferences for officers and members of the clubs in the division, and hold division social functions as appropriate;
  - j. Shall publish at least six (6) newsletters and submit articles to the *Circling* as requested by the District Editor;
  - k. Must submit a Monthly Report Form to the District Governor, District Administrator, and International Representative by the tenth of the following month; and
5. Club Representative:
- a. The Club Representatives shall perform those duties as prescribed in Article V, Section 3 of the New Jersey District Bylaws;
  - b. Club Representatives shall be selected by their clubs and,
  - c. Must submit a Monthly Report Form to the District Governor, District Administrator, and International Representative by the tenth of the following month.

**Section C: Election and Endorsements of District and International Offices:**

1. Nominees for Governor, Secretary, Treasurer, Editor, Lieutenant Governor, and Club Representatives must be members in good standing of clubs in good standing within the New Jersey District and CKI.
2. Nominees, that decide to run for a position prior to the District Convention, must submit a completed Declaration of Candidacy, a current proof of enrollment barring academic probation, campaign literature, and a signed District Officer Service Agreement stating that he/she will carry out the duties and responsibilities of the chosen office. Literature is not mandatory for candidates that decide to run after the due date of the literature; however they will not be able to pass out any form of literature or information during the convention.
3. Delegates-at-Large shall not vote in divisional Lieutenant Governor Elections unless the Lieutenant Governor of said division is needed to break a tie.
4. All nominees shall be nominated at the time of the official call for nominations in the House of Delegates.
5. During the House of Delegates, the nominations for Governor, Secretary, Treasurer, Editor, Lieutenant Governor, and International endorsement shall be opened and closed and the election conducted.
6. The nominees for Governor will be given three (3) minutes to speak before the House and then ballots will be distributed.
7. When all the ballots for the Governor election have been collected, counted, and announced, election of the Secretary shall commence and all nominees for Secretary will be given one (1) minute to speak before the House. The Treasurer and Editor candidates will follow the same procedures.
8. All Lieutenant Governors shall be elected by their Division at the House of Delegates at District Convention.
9. The nominees for Lieutenant Governor will be given one (1) minute to speak before the House and then ballots will be distributed to their respected divisions.
10. When all ballots for Lieutenant Governor election have been collected, counted, and announced, nominees for international endorsement if there are any, will be given one minute to speak before the house prior to the election taking place. Only one (1) candidate can be endorsed by the District for each International Office. Such endorsement shall be by a 2/3 vote of the House of Delegates.
11. Any officer election ballot distributed during the House of Delegates will contain a printed option known as “no confidence.” If the “no confidence” option receives the simple majority of votes cast then the position shall remain vacant until the position is filled as defined in Article IX of the bylaws of the New Jersey District of Circle K International. If the position of District Governor remains open, then the current District Governor will remain in office, until the position can be filled.
12. In the event of a run-off election, it will be held before the election for the subsequent office.

13. All winning candidates must receive a majority of the votes cast. In races with three (3) or more candidates, those candidates receiving the largest number of votes, the total of which equals a majority of others cast shall be placed on a run-off ballot. There will be as many runoff elections as needed, until one of the candidates is elected with a simple majority of the votes cast.
14. Elections shall be by a written ballot.
15. No person shall be permitted to vote whose name does not appear on the list of voting delegates.
16. Cumulative voting and voting by proxy will not be allowed.
17. No ballot will be counted on which it appears that the delegate has voted for a greater number of nominees for the said offices than there are vacancies to be filled and candidates to fill them.
18. Caucuses:
  - a. District Caucus shall be held during the opening session of District Convention.
  - b. In opening session, all candidates will be allotted two (2) minutes to speak on their platform and then will answer two (2) fishbowl questions created by the Elections Committee and the District Governor.
  - c. Divisional Caucuses will be held on the second day of District Convention.
  - d. The selection of caucus moderators shall be left to the discretion of the District Convention Chairperson, with the approval of the District Governor.
  - e. Candidates will be allowed an introduction by someone, an opening speech, and time for questions, and closing remarks, which can be waived for more time to answer questions. The times allotted will be determined at the candidates meeting prior to the opening session.
  - f. All candidates for office must go through at least one set of caucusing.
19. Literature shall be submitted to the District Governor and District Administrator for approval by a date determined by the District Board by the Fall Board Meeting. Once approved, the literature will be sent to the person to be determined by the district board for publication. No literature may be given out by candidates. All literature should be one sheet (front and back) of 8 1/2" by 11" white paper.
20. Campaign staffs cannot include current District Board Members.
21. Candidates, or members of a candidate's staff, will not be allowed in the room when an opponent is caucusing.

#### **Section D: Committees:**

1. Shall consist of individuals and committees appointed in order to assist in the administrative responsibilities of the District. These responsibilities shall be clearly defined and all appointments expire at the end of the administrative year or at such time as the District Governor determines that the responsibilities have been fulfilled.
2. Chairpersons shall be non-voting members of the Board and should attend all meetings of the District Board, as well as District Convention.
3. No Chairperson is authorized to publish manuals of any kind without the express approval of the Board.
4. Chairpersons shall submit articles to Circling as requested by the District Editor.
5. The standing committees shall consist of:
  - a. Service
  - b. Marketing and Kiwanis Family Relations
  - c. Membership Development and Benefits
  - d. Fundraising
6. The Governor will choose any other necessary and appropriate committees with the approval of the Circle K District Board.

#### **Section E: Board Meetings:**

1. Board reports forms shall be submitted at least one week in advance to the Governor and Secretary for publication in the Board book.
2. Two (2) unexcused absences (as to be determined by the District Governor with guidance of the District Administrator) and/or failure to perform the duties of the office as stated in the Bylaws of the New Jersey District shall be appropriate grounds for dismissal.

3. All Board meetings are open to all Circle K members in good standing.

#### **Section F: Resignation Protocol:**

1. In the event of a resignation of any member of the District Board, a letter of resignation, signed and dated by the resigning board member, shall be submitted to the District Governor and the District Administrator and shall be read at the next duly scheduled meeting of the District Board. In the event that the board member is the District Governor, this person shall submit a letter of resignation to the District Administrator and all other members of the Board.
2. Resignations shall not be deemed official until such a time as they have been reviewed and accepted by the District Board and the Administrator. The board member shall be notified of the meeting at which the resignation will be considered and shall be given the opportunity to speak. The board member shall be notified, in writing, of the acceptance of the said resignation.
3. Vacant offices shall be filled in accordance with the procedures outlined in Article VIII of the Bylaws of New Jersey Circle K.
4. If the Board is unable to meet within a reasonable time following receipt of an officer's letter of resignation, the District Governor, in consultation with the District Administrator, may take such action as deemed necessary to insure the execution of the duties of the vacant office.

#### **Section G: Pink Slip Policy:**

1. The purpose of this policy is to ensure all District Board Officers and Committee Chairs are performing their duties to the best of their abilities.
2. A Pink Slip shall contain the following information:
  - a. Name of the individual receiving the Pink Slip;
  - b. Name and signature of the individual issuing the Pink Slip;
  - c. Date issued;
  - d. Reasons for the issuing of the Pink Slip to the said individual; and
  - e. Directives to be accomplished within the next thirty (30) days.
3. A pink slip may be issued to a district officer or committee chair by the District Governor. A pink slip may be issued to the District Governor by the District Secretary with the approval of the District Administrator.
4. Said individual will have thirty (30) days from the date issued to correct the problem before another Pink Slip may be issued to them.
5. If said individual does not correct the problem and another Pink Slip is issued, then they said individual will be placed on a probationary status for a period of thirty (30) days or until both Pink Slips are resolved.
6. During the probationary period, said individuals use of all District funding (including his/ her budget), will be pending district approval.
7. If said individual is on probation and still shows no effort to the board to rectify the situation within the thirty (30) days, an inquiry by the District Board will begin to assess further action to be taken, which may lead to the immediate removal of said person.

#### **Section H: District Convention:**

1. The location of each District Convention shall be selected by the Board no later than April 1st of the preceding year.
2. The Host Club shall be selected by the Board from bids solicited from active Clubs in the District. The duties of the Host Club are:
  - a. Designing and making the District Convention theme banner.
  - b. Preparing the goodie bags, which shall include a bag, folder, writing instrument, souvenir, a copy of the International Code of Conduct, and any literature on the District Convention theme.
  - c. Under the supervision of the District Convention Chairperson, the Host Club is responsible for staffing the District Convention Registration Table.

3. The District Convention Chairperson, with the approval of the District Governor, shall appoint District Convention Committees. These committees should include but are not limited to: Credentials/Elections, Awards, Amendments and Resolutions, Host Club, and Sergeant-at-Arms.
4. The Convention Chair shall issue the annual Call to Convention to each Club, the Board, the Kiwanis District Governor, the Key Club District Governor, and the International Representative by December 1st.
5. The District Convention Chairperson and the District Treasurer with the aid of the District Governor, the District Administrator, and the Financial Counselor shall prepare a District Convention budget for approval by the Board by December 1st of the preceding year.
6. House of Delegates:
  - a. Will consider resolutions, amendments, nominations and elections of the board and officers, and any other business that may properly come before the House of Delegates.
  - b. Delegates and Delegates-at-large will be seated in a restricted section. All others present will be accommodated in a designated gallery section and may not participate in the session without the permission of the House of Delegates.
7. District Awards:
  - a. All awards shall be annual.
  - b. All new awards must be approved by the Board, which shall also have the authority to maintain and finance any of the awards.
  - c. To be eligible for club awards, a club must be in good standing with the District and International.
  - d. Completed award forms must be returned by the time specified on the award form, or the District Board reserves the right to disqualify them.
  - e. An awards judging committee consisting of Kiwanians, Circle K Executive Board, Key Clubbers, and guests, with no less than three (3) per award, will be established by the Awards Judging Committee Chairperson with the approval of the District Governor and District Convention Chairperson. All recommendations of the awards committee are final unless overturned by two-thirds (2/3) vote of the elected voting members of the District Board. The confidential written reports of the committee shall be submitted to the District Convention Chairperson by the session in which they are to be awarded.

#### **Section I: Divisions:**

1. The district of New Jersey shall be divided into three divisions: Metro, Seabreeze, and Garden.
2. The District Board has the complete responsibility to make appropriate divisional assignments to the Circle K club in the New Jersey District.

#### **Section J: Financial Operations:**

1. Board Expenses:
  - a. The Board of Officers shall be reimbursed, within the limits of their budgets.
  - b. The Board of Officers shall submit a written voucher, complete with all receipts, to the Treasurer in order to receive reimbursements.
  - c. Vouchers can be handed in following April 1st and up until fifteen (15) days prior to the start of the District Convention or with prior approval of the District Treasurer.
  - d. All Vouchers with accompanying receipts must be submitted within thirty (30) days in order to be processed. Any receipts over thirty (30) days will not be accepted.
  - e. Mileage: \$.35 for one way of the travel. All mileage vouchers must be accompanied by a Google Maps print out of the directions.

#### **Section K: Code of Conduct:**

1. The New Jersey District will function under the Circle K International Code of Conduct.

**Section L: Amendments:**

1. The Policy Code of the New Jersey District of Circle K International, upon approval of the New Jersey Kiwanis board of Trustees, may be amended, suspended, or adopted at any Special or Regular meeting without previous notice by a two-thirds (2/3) majority vote or quorum.

**Last Approved by the New Jersey Circle K Laws & Regulations Committee:**

1/29/2010 – Robert Acerra & Anna Friars

**Last Approved by the Board of Trustees of the New Jersey District of Circle K International:**

3/26/2010 – Karen Ann Conway, Governor

**Last Approved by the Board of Trustees of the New Jersey District of Kiwanis International:**

3/27/2010 – Mark G. Esposito, Governor