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# New Jersey District of Circle K International



Circle K International  
NEW JERSEY DISTRICT

## District Policies and Procedures February 2020

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

The New Jersey District CKI Board of Officers establishes these Policies and Procedures for the New Jersey District of Circle K International.

We do this desiring to order and better coordinate the activities of our District between ourselves, our clubs, and our society, whom we have pledged to serve.

We recognize and encourage positive change for our organization, and we have designed these Policies and Procedures to facilitate the process of positive change as well as the process of positive action. We have combined here all the intrinsic laws, save only the District Bylaws, International Bylaws and Policy Code to which we bind ourselves.

We hope that as new responsibilities, new authorities, and new horizons for CKI are brought forth, they will be discussed and debated and the best of these made policy and stated succinctly herein for all to see.

We have dedicated ourselves to the idea that clarity and specificity of operation is an integral part of our ability to function successfully. We hope that as new policy is formulated, the responsibility for its enactment is made clear and absolute.

It is to achieve these hopes and aspirations that we form this, the Policies and Procedures of the New Jersey District of Circle K International.

Pledged and Affirmed,  
Board of Officers,  
New Jersey District Circle K

**SECTION A: GENERAL PROVISIONS**

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 and Procedures shall be maintained by the District Governor, District Secretary, District Administrator, and the Laws, Regulations, and Awards Chairperson.
5. The Circle K District Governor, District Administrator, and Laws, Regulations, and Awards Chairperson shall share responsibility for adherence to the Policies and Procedures.
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.
7. These Policies and Procedures shall be reviewed each year by the District Board of Officers. After this review, the Board of Officers shall adopt these Policies and Procedures with any necessary revisions.

8. The Policies and Procedures 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.

### **SECTION B: DISTRICT BOARD OF OFFICERS**

No vouchers for reimbursement shall be signed off on by the District Treasurer and Financial Counselor, unless all monthly reports have been turned in.

Duties of Officers:

#### **A) GOVERNOR**

1. The District Governor shall perform those duties as prescribed in Article V, Section 3 of the New Jersey District Bylaws.
2. Shall be the chief executive officer of the District.
3. Shall preside at the annual New Jersey District Convention and all meetings of the Board of Officers, and serve as a non-voting ex-officio member on all District Committees. On all voting questions of the Board of Officers, the Governor shall only vote in case of tie.
4. Shall attend the New Jersey District CKI Convention, the Circle K International Convention, the Kiwanis District Convention, Governor's and Administrator's Training Conference, Kiwanis Mid-Winter Conference, the Key Club District Convention, and all duly called meetings of the Key Club and Kiwanis District Board of Officers if these events do not conflict with other mandatory CKI events.
5. Shall work with the District CKI Administrator and Lieutenant Governors on building new clubs and rebuilding inactive clubs and also work to increase the quality and number of service projects and the membership in the District.
6. Shall work with the District Treasurer and District CKI Financial Counselor in preparing the annual budget and the District Convention Budget.
7. Shall make appointments to committee positions, as defined in the Bylaws of the New Jersey District.
8. Shall make as many club visitations and Divisional meetings as possible, but no less than one (1) visit to each club per year.
9. Shall be responsible for the leadership training of all district and club officers.
10. Shall insure that other District Officers are satisfactorily performing their assigned duties with special emphasis on reporting, record keeping, and accounting of funds.
11. Shall communicate with the Board of Officers, the counseling International Officer, and the Circle K International Administrator to keep them fully informed of District Activities.
12. Shall insure that plans for the District Convention are performed and executed.
13. Shall work closely with the District CKI Administrator and his/her appointed representatives, the Key Club District Governor, the Kiwanis District Governor and his/her appointed representatives.
14. Shall submit a monthly report as directed by Circle K International.

15. Shall maintain a set of files on past District activities which will be passed on to the next administration.
16. Shall brief the incoming Governor on the duties of the office.
17. Shall publish a monthly newsletter or memo to the District Board of Officers, Club Presidents, and all others that he/she deems appropriate on the state of the District, important plans, and other pertinent information.
18. Shall prepare the agenda of meetings of the District Board of Officers. It should be distributed to all clubs and the district board, at least two weeks of the scheduled meeting.
19. Shall provide copies of all official correspondence to the District Secretary, counseling International Representative and the District Administrator as per **Section F, Item 1** of these Policies and Procedures.

**B) SECRETARY**

1. The District Secretary shall perform those duties as prescribed in Article V, Section 3 of the New Jersey District Bylaws.
2. Shall keep all records of the District Convention and the minutes of the Board of Officers' meetings.
3. Shall notify each member of the Board of Officers, the Kiwanis Governor, the CKI District Administrator, committee members, and the presidents of all CKI clubs in the New Jersey District of the time, place (including directions), and the date of all meetings of the Board of Officers not less than thirty (30) days prior to each meeting.
4. Shall compile a District Directory containing the names, addresses, and telephone numbers, and e-mail addresses of all District and club officers. There shall be three (3) editions, summer, fall, and spring, containing all appropriate information. In addition, shall within two (2) weeks of the first Board meeting compile a temporary directory of addresses and phone numbers, and e-mail addresses of the newly elected members of the Board of Officers. The Directory shall be forwarded to Club Presidents, the District Board of Officers, International Representative, and appropriate Key Club and Kiwanis members. The Summer Directory should be distributed by May 1, the Fall Directory should be distributed by October 1, and the Spring Directory should be distributed by February 1. Any changes in the Directory will be sent to the above mentioned individuals as soon as possible.
5. Shall within fourteen (14) days after any special or regular meeting of the Board of Officers, make a report of the proceedings of the meeting, comprising a complete synopsis of all actions taken, and shall distribute said report to the members of the Board of Officers, the CKI District Administrator, the International Administrator, the International Representative, the Kiwanis District Governor, and the presidents of the clubs in the district
6. Shall submit a written report at all Board meetings, unless otherwise directed.
7. Shall establish, with the Governor, a District mailing list to be used when sending out information, notices, and agendas.
8. Shall send appropriate materials (i.e. Monthly Report Forms, Board Minutes, etc.) to Club Presidents of newly chartered clubs as soon as possible after notification of charter from Circle K International.
9. Shall attend all duly called meetings of the Board of Officers, District Convention, and International Convention, unless otherwise excused.
10. Shall assist the Governor with District functions as required and perform such other duties as may be authorized by the Governor and Board of Officers.
11. Shall maintain effective communication between the District, clubs, and members.

12. Shall maintain accurate and complete files on District activities and transfer them to the incoming Secretary, and brief the incoming Secretary on the duties of the office.
13. Shall publish a minimum of five (5) newsletters or memos including a club monthly report tally, other information pertinent to Club Secretaries.
14. Shall receive the appropriate copy of each club's monthly report by the fifth (5th) day of the following month, shall keep a monthly report score card indicating whether the report is on time, not received, or delinquent, and shall advise each club on its status.
15. Shall utilize district technology whenever possible, minimize costs of all other activities, and avoid unnecessary spending.
16. Shall at least sixty (60) days prior to Convention solicit resolutions and proposed Bylaws amendments from District members and shall give written notice to all chartered clubs of any resolutions or amendments at least thirty (30) days prior to Convention.
17. Shall, with the Laws, Regulations, and Awards Committee Chair, be responsible for the maintenance of the District Bylaws and these Policies and Procedures and shall keep the District Board and the clubs informed of any approved Bylaws amendments and of amendments to these Policies and Procedures.
18. Shall submit a monthly report by the tenth (10<sup>th</sup>) day of each month to the Governor, detailing all incoming and outgoing correspondence and phone calls, official visits, monthly report and service hour tally.
19. Shall copy any official correspondence, newsletters, and any other official paperwork to the Governor, International Representative, International Vice President, and District Administrator as per **Section F, Item 1** of this Policy Code.

C) **TREASURER**

1. The District Treasurer shall perform those duties as prescribed in Article V, Section 3 of the New Jersey District Bylaws.
2. Shall submit a written report at all Board meetings, unless otherwise directed.
3. Shall attend all duly called meetings of the Board of Officers, District Convention, and International Convention, unless otherwise excused.
4. Shall assist the Governor with District functions as required and perform such other duties as may be authorized by the Governor and Board of Officers.
5. Shall maintain effective communication between the District, clubs, and members.
6. Shall maintain accurate and complete files on District activities and transfer them to the incoming Treasurer, and brief the incoming Treasurer on the duties of the office.
7. Shall publish a minimum of five (5) newsletters or memos including financial matters, such as payment of dues and membership growth program status, to all Club Treasurers to strengthen dues payments and provide as a check of all official club memberships. A financial review of District expenditures should also be included.
8. Shall receive the appropriate copy of each club's monthly report by the fifth (5th) day of the following month.

9. Shall utilize district technology whenever possible, minimize costs of all other activities, and avoid unnecessary spending.
10. Shall serve as financial advisor of the District, keeping all appropriate records.
11. Shall issue a call for District dues, advising all clubs where to send payments and membership report forms.
12. Shall submit a written report reflecting the District income and expenditures and the dues status of member clubs at meetings of the Board of Officers, the District Convention, and at such other times as the Board of Officers or District Administrator shall require.
13. Shall develop and promote programs for dues incentive.
14. Shall maintain, along with the Financial Counselor, a copy of the District accounts and books, at all times open to the inspection of the Board of Officers, the District Administrator, and any authorized auditor.
15. Shall assist the Governor and District Administrator in preparing the annual District budget, the Convention budget, and any other necessary budgets.
16. Following the end of the administrative year, but before May 1, the Immediate Past Treasurer shall assist the Financial Counselor in compiling a complete financial report of the administrative year detailing income, expenditures, budgets, and other pertinent information. The report shall be submitted to the old and new Boards of Officers, the District Administrator, and the Kiwanis District Board. At this time, the books shall be deemed closed for the administrative year.
17. The 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;
18. 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.
19. Shall submit a monthly report by the tenth (10<sup>th</sup>) day of each month to the Governor, including information on clubs that have paid dues, updated dues status for the district and International, budget updates, and any questions or concerns that are pertinent.
20. Shall copy any official correspondence, newsletters, and any other official paperwork to the Governor, International Representative, and District Administrator as per **Section F, Item 1** of these Policies and Procedures.

#### **D) EDITOR**

1. The District Editor shall perform those duties as prescribed in Article V, Section 3 of the New Jersey District Bylaws.
2. Shall publish a minimum of five (5) issues of the *Circling*, which shall be the official newsletter of the New Jersey District, using the sample topic schedule as follows:
  - a) Getting Ready for International Convention
  - b) Membership Recruitment and Retention and INSIGHT Promotion
  - c) INSIGHT Recap
  - d) Getting Ready for District Convention
  - e) District Convention Issue
3. Shall attend all duly called meetings of the Board of Officers, District Convention, and International Convention, unless otherwise excused.

4. Shall maintain proper files, transfer them to the new Editor, and brief the new Editor on the duties of the office.
5. Shall insure that the *Circling* is an informative newsletter directed at the members of the District. It should consist of articles on club projects, the Kiwanis-Family, upcoming District and International events, and member education and shall contain a calendar of events for the District.
6. Shall inform all clubs of deadlines to submit articles and all procedures involved for submitting articles for publication in the *Circling*.
7. Shall distribute to all clubs sufficient copies of the *Circling* for their members. The July/August issue shall be sent to each club's board of officers and not to all members. Also, the Board of Officers, the Kiwanis District Governor, the Kiwanis District Secretary, Kiwanis District Treasurer, the Key Club District Governor, Key Club District Secretary, the International Representative, and anyone else directed by the Governor shall receive a copy.
8. Shall submit, on a regular basis, articles to the *KIWANIAN*, the official publication of the New Jersey District Kiwanis, and the *Jersey Key*, the official publication of the New Jersey District Key Clubs.
9. Shall utilize the district technology whenever possible and minimize costs of distribution by using the cheapest available postage rates.
10. Shall copy any correspondence, newsletters, and any other official paperwork to the Governor, Secretary, International Representative, and District Administrator as per **Section F, Item 1** of these policies and procedures.
11. Shall submit a monthly report by the tenth (10<sup>th</sup>) day of the month to the Governor, report detailing all incoming and outgoing correspondence and phone calls, official visits, and any questions or concerns that are pertinent.

#### **E) LIEUTENANT GOVERNOR**

1. There shall be one (1) lieutenant governor for each of the established Divisions of the New Jersey District. In the event that no Lt. Governor is elected from a Division, the Board of Officers will seek a member to fill the vacancy. In the event that no one is found within a reasonable amount of time to fill the vacancy, appropriate measures will be taken by the board of officers.
2. Shall assist the Governor in the work of the District within the Division.
3. Shall make at least three (3) official visits to each club within the Division.
4. Shall compile and maintain a complete list of club officers' names, addresses, and phone numbers, and submit them to the Governor, Secretary, Treasurer and Editor as called upon.
5. Shall submit a monthly report by the tenth day of each month to the Governor, and at other times as directed by the Governor or District Administrator.
6. Shall assist in the collection of District and International dues and dues invoice forms and shall receive a copy of the monthly report forms by the fifth day of each month and shall summarize these reports on his/her monthly report to be submitted to the Governor, by the tenth (10<sup>th</sup>) day of each month.
7. Shall establish communications with Kiwanis and Key Club District Officers within the Division through introductory letters and continuous contact.

8. Shall attempt to reactivate, with the help of Kiwanis and/or other CKI club(s), any inactive clubs in the Division.
9. Shall build as many new clubs as possible, with the assistance of Kiwanis and/or other CKI club(s), and shall maintain a current listing of new club possibilities.
10. Shall promote interclub meetings within the Division.
11. Shall hold a minimum of three (3) divisional events such as Presidents' Council Meetings and other divisional events as appropriate.
12. Shall assist the CKI club presidents when requested and keep them informed of all District and International functions.
13. Shall be responsible for the growth of membership, service, projects and CKI education within the Division.
14. Shall prepare material from the division for the *Circling*.
15. Shall attend all duly called meetings of the Board of Officers, District Convention, and International Convention.
16. Shall utilize the district technology whenever possible, minimize costs of all other activities, and avoid unnecessary spending.
17. Shall maintain proper files, transfer them to the new Lt. Governor, brief the new Lt. Governor on the duties of the office, and attend the District Officers' Training Conference of the new administration.
18. Shall copy any official correspondence, newsletters, and any other official paperwork to the Governor, Secretary, District Administrator, and Zone Administrator as per **Section F, Item 1** of these Policies and Procedures.

### **SECTION C: THE DISTRICT COMMITTEES**

Individuals and committees appointed by the Governor, and approved by a majority vote of the board of officers, to assist the administrative responsibilities of the District shall form the remainder of the Board of Trustees. The responsibilities of all committee chairpersons shall be clearly defined. Appointments to Board of Trustees positions shall expire at the end of the administrative year (except for the On-To-International Convention Chair) or at such times as the Governor determines that the responsibilities have been fulfilled.

Committee Chairpersons shall attend any duly called meetings of the Board of Officers as requested by the Governor, the INSIGHT, Spring Officer Training Conference, and the District Convention, or submit a written report to their liaison for presentation. Committee Chairpersons are also encouraged to attend the International Convention.

Applicants for committee chairperson appointments must be active members in good standing in a club of the District who, prior to appointment, have submitted written certification to the District Governor, which they will carry out the duties and responsibilities of such office.

No Committee Chairpersons shall be authorized to mail any questionnaires, forms, reports, or manuals of any kind without the expressed approval of the Governor.

All Committee Chairpersons shall file a monthly report with the District Governor. This report shall be sent to the appropriate individuals by the tenth (10<sup>th</sup>) day of each month.

The following shall be permanent standing committees of the Board of Trustees:



- a) **Convention & Conferences Committee** - Shall work with the Board of Officers in the planning of the INSIGHT, Spring Officer Training Conference, and District Convention.
- b) **Kiwanis-Family & Alumni Relations Committee** - Shall promote interaction among Kiwanis Family clubs in the district on the club, divisional, and district levels. Shall be responsible for strengthening relations amongst the Kiwanis Family & New Jersey Circle K Alumni throughout the District by publicizing Kiwanis-Family events, implementing Kiwanis-Family programs and connecting with Alumni.
- c) **Service Committee** - Shall promote the International Service Initiative, Tomorrow Fund, and District Project throughout the District and provide clubs with suggested projects. Shall promote the overall importance of service throughout the District and provide clubs with project ideas, including instruction on effective planning, promotion, and implementation of projects. Shall aid in the planning of service projects at District events, including INSIGHT, District Convention, and any other District events as directed by the Governor or Board of Officers. Shall also be responsible for planning and promoting District-wide projects and gathering results at the end of the administrative year.
- d) **Fundraising Committee**- Shall work with the Board of Officers in the raising and collecting funds and other monies to support the district's yearly budget.
- e) **Membership Development and Education Committee** - Shall be responsible for the development, evaluation, and promotion of programs to assist clubs in the implementation of membership education, development, recruitment, and retention. Shall promote any International and regional conferences and events and be responsible for the development, evaluation, and promotion of programs and materials to assist clubs in the implementation of public relations techniques. Shall cooperate with all clubs in the district during their infancy to assist them in the education of members and sponsoring Kiwanis Clubs, in the planning of well-organized meetings, programs and projects, and the development of long range planning, and in the encouragement of involvement at the District and International level. Shall serve as a resource for all aspects of club operations, development, and growth, which are not adequately outlined or covered by training manuals, district officers, or committees.
- f) **Laws, Regulations, and Awards Committee** - With the aid of the Secretary, shall maintain these policies and procedures as well as the District Bylaws in conformity with the Policy Code and Bylaws of Circle K International and shall make recommendations to the Board of Officers for proposed amendments. It shall be responsible for the interpretation of these bylaws for action by the Board of Officers and for all matters affecting CKI on the District Level. It shall also review all club bylaws submitted for district approval, make revisions. Shall also maintain District Awards and appropriate judging materials and make any recommendations for changes to the Board of Officers. Shall submit all proposed amendments to this policy code and the District Bylaws to the Governor two (2) weeks before the board meeting.
- g) **Technology Committee** – Shall explore and implement new initiatives to ensure that the District web site is a useful resource to clubs and members, shall consistently update the district web site, assist clubs in the creation and maintenance of their own web sites, and implement any online initiatives by the Board of Officers.
- h) **Club Building and Revitalization Committee** - Shall aid the Board of Officers in identifying potential new clubs within the district and building those new clubs. Shall also aid the Board of Officers in developing membership growth in any past due, suspended, and retained clubs.

The Governor may appoint other committees with the approval of the Circle K District Board.

The specific responsibilities of all standing committees of the Committee Chairpersons are set forth as service agreements.

#### **SECTION D: BOARD MEETING POLICY**

1. A minimum of five (5) meetings of the Board of Officers during the administrative year are required. Meetings at the District Officers' Training Conference, during the summer, in the fall, at least one month prior to District Convention and at the District Convention are encouraged.
2. The Secretary shall notify, in consultation with the Governor, all District Board members, all Committee Chairpersons, the CKI Director, the Counseling International Officer, the Kiwanis District Executive Board members, the Kiwanis Committee Administrators, the Key Club Governor and Administrator, all District clubs, and anyone else deemed

appropriate as to the time, place (including directions), and date of all Board meetings at least thirty (30) days in advance of each meeting.

3. The District Administrator or designated person must be present at all official meetings of the Board of Officers.
4. Board reports forms shall be submitted at least two weeks in advance to the Governor and Secretary for publication in the Board book.
5. At the second called Board meeting missed by any district Board member, the member's file will be reviewed and appropriate action will be decided. The dismissal of a Board member requires a two-thirds ( $\frac{2}{3}$ ) vote of all voting members of the Board of Officers, in accordance with the New Jersey District Bylaws.

#### **SECTION E: DISTRICT PUBLICATIONS**

Manuals explaining and detailing the various aspects of CKI and the New Jersey District shall be compiled as deemed necessary by the Board of Officers. The Board must approve the topic area of any manual before publication can begin. The Governor may assign either a Board member or a Committee or other committee appointee to prepare the manual.

#### **SECTION F: DISTRICT CORRESPONDENCE**

1. All letters and other communication as deemed appropriate concerning the business of the District Board and Committees shall have copies sent to the Governor, Secretary, District Administrator, appropriate Zone Administrators, and one (1) copy shall be kept in personal files.
2. All official correspondence by District Officers shall be copied to the Governor, Secretary, District Administrator, and the respective Lieutenant Governor, depending on who initiated the correspondence. Also, any correspondence by clubs to District Officers or other clubs shall be copied to the Governor, Secretary, and respective Lieutenant Governor as appropriate.
3. All correspondence to the District Administrator deemed appropriate shall be copied to the Kiwanis Governor, CKI Governor, and CKI Secretary.
4. All correspondence concerning finances shall be copied to the CKI Governor, Treasurer, Financial Counselor and the District Administrator.

#### **SECTION G: DISTRICT CONVENTION**

##### **A) GENERAL**

1. The District Convention will be held within the geographic confines of the New Jersey District. The District Administrator in consultation with the District Governor will be responsible for selecting the convention site and date up to two years in advance. The District Board of Trustees shall approve the site for the following year's convention by the Winter Board Meeting.
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 Governor shall appoint, with the majority approval of the District Board, a convention Chairperson or Committee to:
  - f) Aid in the planning, arranging, and preparation for the convention.

- b) Prepare and mail by December 30 prior to convention a general mailing to all clubs concerning registration forms, awards criteria, tentative Convention schedule, certificate of election of delegates, petitions for District office, information and application forms for district awards, and other forms deemed necessary by the Governor or Board.
  - c) Send out a follow-up mailing or requests of the Governor or Board of Officers concerning the Convention at least sixty (60) days prior to the convention date.
  - d) Send out a third mailing, as appropriate, prior to the Convention.
4. The Governor shall mail to each club in the district and to the District Administrator, the International Director, the International Representative, the Kiwanis District Governor, and the Key Club District Governor, an official call to the annual convention not less than thirty (30) days prior to the date of the convention
5. The Board of Officers shall have full supervision and management over all conventions, under the guidance of the CKI District Administrator and the Kiwanis District, according to the following calendar:  
 By the September Board Meeting - final decisions on changes to district awards completed so that the forms can be revised and made available to all clubs.  
 By November Board Meeting - District Governor makes convention committee appointments.  
 By Winter Board Meeting:  
     Final arrangements for convention workshops completed.  
     The Board of Officers has arranged for persons to conduct invocations, benedictions, pledge/anthem, color guard and keynote speaker.  
     District Governor or Administrator shall confirm the attendance at the convention of the Key Club and Kiwanis Governor.  
     A final review and revision of the convention script shall be completed.  
 Draft versions of the script shall be made available to the board at the November and Winter Board Meetings. The District Governor, and Convention Chairman will have complete copies of the script and all other board members will have copies of the order of business and those sessions where they are participating.  
 A final convention script shall be completed no later than one week following the last Board Meeting prior to District Convention.
6. The Governor and the Treasurer, with the aid of the District Administrator and Financial Counselor, shall prepare a convention budget for approval at the Fall Board meeting.
7. The Program for each convention shall include:  
 Address by the Governor of New Jersey District Kiwanis or his/her representative  
 Address by the Governor of New Jersey District Key Club or his/her representative  
 Workshops for the purpose of stimulating enthusiasm, motivating, and educating the membership, leadership development, increasing awareness of the International Service Initiative, and increasing service activities  
 "State of the New Jersey District Circle K" address shall be given by the District Governor  
 House of Delegates sessions, in which the, new District officers elected, and proposed resolutions and Bylaws amendments considered  
 Farewell address by the retiring CKI Governor  
 Installation of the new District Board of Officers

**B) DISTRICT AWARDS**

All District awards with the exception of the shall be annual, running from District Convention to District Convention and shall be given for recognition of projects or accomplishments completed during that given period.

The manner of each award shall be approved by the District Board of Officers, which shall also have the authority to maintain and finance any of the awards. No official awards other than those approved by the Board of Officers shall be presented. This does not preclude a division from having intra-divisional awards.

All award entries must be submitted to the District Board member specified in each respective award by the deadline specified in each respective award.

The following administrative awards will be given based on statistics compiled by the District Secretary. No limit shall be placed on the number of awards given in each category.

- a) Early Bird Dues Award – given to all clubs that submit dues for 15 or more members (10 where applicable) postmarked by November 1 of the administrative year.
- b) Club of the Month Award – given to all club for each month that they had a service hours average of at least 5 hours per member.

Official Awards.

**The official awards for this district shall include, at a minimum:**

- i. William Paterson Outstanding Club Achievement
- ii. Morris Silver Distinguished Single Service Project Award
- iii. Club President Awards
- iv. Club Vice President Awards
- v. Club Secretary Awards
- vi. Gina Marie Durham Club Treasurer Awards
- vii. Brian C. Kull Club Editor Awards
- viii. Club Committee Chairperson Awards
- ix. Interclub Award
- x. Club Scrapbook Award
- xi. Brian C. Kull Outstanding Club Newsletter Award
- xii. Outstanding Club Website Award
- xiii. Outstanding Club T-Shirt Award
- xiv. District Convention Member Mile Award
- xv. New Jersey Kiwanis Foundation Family Outstanding Kiwanis Family Relations
- xvi. Ted Hordichuk Outstanding Kiwanis Sponsorship Award
- xvii. Ronald J. Weber Outstanding Kiwanis Advisor Award
- xviii. Bruce E. Marich Outstanding Faculty Advisor Award
- xix. Robert Hawthorne Distinguished Circle K Member Award
- xx. Ralph J. Gour Distinguished New Circle K Member Award
- xxi. Oratorical Contest
- xxii. CKI Service Recognition Award
- xxiii. CKI Society of Distinguished Collegians Award
- xxiv. Robert J. Mascenik Most Service Hours by a Single Member
- xxv. International Service and Awareness Award
- xxvi. Carthage Pullman Society Induction Opportunity
- xxvii. Donald J. Cox Circle of Service Award

Awards Judging. Awards shall be judged according to specific criteria established by the Board. Awards shall be judged by the entire District Board of Officers, or committee of the whole, unless the Governor authorizes ad hoc judging committees for specific awards. Decisions by ad hoc judging committees are considered final, unless overturned by a two thirds (2/3) vote of the Board of Officers. In the case of a tie, where ad hoc judging committees are utilized, the entire District Board shall judge the award and vote. If there is still a tie, then multiple awards may be given at the discretion of the Board.

Confidentiality of Award Winners. The identities of all award winner recipients shall be held confidential until the time of award presentation.

Governor Awards. The Governor may, at his or her discretion, present any of the following awards at the annual district convention:

"Outstanding District Board Member" and/or "Outstanding Executive Board Members" and/or "Outstanding Lt. Governor" and/or "Outstanding District Chairperson" and/or "Governor's Support" awards.

### **C) HOUSE OF DELEGATES**

1. The House of Delegates will convene in one session. The following shall sit at the head table: Governor, Secretary, District Administrator, International Representative, Chairpersons of the Credentials and Elections Committees, and the District Board Parliamentarian, with the Governor presiding.
  - a) The session will consider resolutions, Final Reports of the Executive Officers, Bylaw amendments, nominations of Governor, Secretary, Treasurer, Editor, and Lieutenant Governors, endorsement of candidates for International Office (President, Vice-President, Representative, and general office) and such other business as may properly come before the House.
  - b) Voting 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 sessions without permission of the House of Delegates.
  - c) The District Administrator shall be a non-voting member of the House of Delegates. He/she will be available for consultation on matters of parliamentary procedure.
  - d) The active and/or verbal support of any candidate running for District office by any voting Board member shall be prohibited.

The Committee on Credentials shall admit the voting delegates into the House the Delegates and present a report in the House of Delegates.

The Committee on Elections shall have general charge of the House of Delegates sessions, including distribution, collection, and counting of ballots.

### **D) NOMINATIONS AND ELECTIONS**

1. Nominees for Governor, Secretary, Treasurer, Editor, and Lieutenant Governor must be active members in good standing in a club of the District who, prior to election, have submitted written certification and enrollment verification to the District Governor by the deadline established in **District Officer Service Agreement**, that they will carry out the duties and responsibilities of such office. Those persons who do not submit the proper written certification by the established deadline will not be permitted to participate in divisional caucuses in the manner described in **Section G, Subsection D, Item 2** of these Policies and Procedures.
2. Caucuses will be held Friday Evening after the Opening Session, at which time candidates for offices of Governor, Secretary, Treasurer, Editor, and Lieutenant Governor may be introduced, present their platforms, and answer questions.
  - a) Assignment of Divisions to caucuses and selection of caucus moderators shall be made by the Governor and Elections Committee Chairperson.
  - b) Each caucus will decide rules of procedure.
  - c) Only members of a caucus shall be allowed to ask questions of the candidates.
  - d) Kiwanis-Family guests and District Officers shall be allowed to visit a caucus.
  - e) Candidates may bring three members into a caucus to serve as his/her campaign staff.
  - f) In no way shall the House of Delegates limit the number of candidates that can be endorsed for International Office.
3. When the agenda of the House of Delegates calls for nominations of candidates, the presiding officer shall receive nominations for the office of Governor. Nominees who submitted written certification will be accepted first, in alphabetical order, followed by any other nominations on the floor. The same procedure will be used for nominations for Secretary, Treasurer, Editor, and Lt. Governor. The nominations for Governor shall be closed and the balloting conducted. When the result of the election has been announced, the same procedure will be repeated for the Secretary, Treasurer, Editor, and Lt. Governor elections. Unsuccessful candidates in prior ballots may be nominated in subsequent elections.

4. All nominees must be present at the time of nomination and must adhere to the following limits:
  - a) Governor - Nominating speech of one minute, two minutes for nominee's speech
  - b) Secretary, Treasurer, Editor, Lt. Governors - Nominating speech of one minute, one minute for nominee's speech.
  - c) Persons nominated on the floor of the House of Delegates are granted the same privilege under the same time limitations
5. The Committee on Credentials, prior to each session, shall provide the Committee on Elections with a list of the voting delegates, including the delegates-at-large, registered and present at the convention. The Chairperson of the Credentials Committee shall report to the House of Delegates the following information as may often be necessary:
  - d) Number of club delegates present and the number of clubs represented
  - e) Number of delegates-at-large present.
  - f) Total number of votes necessary for a simple two-thirds ( $\frac{2}{3}$ ) majority of the seated delegates.
6. During the Saturday session of the Meet the Candidates, the candidates for Governor will participate in a Governor's Debate session, conforming to the following rules:

Each candidate will have two (2) minutes to speak in the order of nomination.

Each candidate, in succession, will be asked three pre-determined questions that are not provided to candidates in advance. Candidates will have one (1) minute to answer each question. The question will be determined and asked by the current Governor and/or Elections Committee Chairperson.
7. During the Meet the Candidates session, candidates for Secretary, Treasurer will have one (1) minute to speak in order of nomination. The same procedure will be followed for Editor and Lt. Governor of each division.
8. Voting shall be by written ballot. The first round of Lieutenant Governor elections will take place at one time on the ballot. No person shall be permitted to vote whose name does not appear on the list of voting delegates. Cumulative voting and voting by proxy will not be allowed. No ballot will be counted on which it appears that the delegate has voted for a greater number of nominees for said office than there are vacancies to be filled and candidates to fill them.
9. All winning candidates must receive a majority of votes cast. If in races with three or more candidates no candidate receives a majority, the candidate receiving the lowest number of votes will be dropped and another ballot conducted. This procedure will be repeated until such time as one candidate receives a majority of all votes cast. It is strongly suggested that if three (3) or more candidates are running for the office of Governor, a run-off ballot be held on Saturday afternoon.
10. The Elections Committee shall report promptly the results of each balloting. The reports shall be signed by the Chairperson and the District Administrator. After the Committee has reported, the Chairperson will deliver a copy of each report and all ballots to the District Administrator to be retained by him/her for a period of ninety (90) days following the close of the convention, after which time the ballots shall be destroyed.
11. In a situation of a race with three or more candidates, if no candidate receives a simple majority vote the candidate receiving the lowest votes will be dropped from the ballot and the election will move to a run-off between the two remaining candidates. The procedure will be repeated until one candidate receives the majority of all votes cast. In a situation of a race with two or more candidates receiving an equal number of votes, the chair will break the tie between the candidates.
12. 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.

13. All grievances shall come to the attention of the New Jersey District CKI Board. Any candidate has the right to petition the District Board in response to any allegations of misconduct. The final decision rests with the New Jersey District CKI Board of Officers.
14. All individuals seeking Endorsement for International Office:
  - A. May be nominated from the floor during the House of Delegates.
  - B. Must participate during a round of caucusing during the House of Delegates
  - C. Voting for International Endorsement must take place by a ballot vote.
  - D. An official endorsement for international office may be granted if the candidate receives a super-majority (2/3) vote.
  - E. All motions for voting by acclamation, voting through a resolution, voting by unanimous ballot and other similar motions shall be called out of order by the chair of the meeting.

**E) CAMPAIGNING FOR DISTRICT OFFICE**

1. Any candidate may not campaign until thirty (30) days prior to the start of the District Convention. This includes district technology and phone calls.
2. The only people allowed to actively campaign for a candidate shall be current CKI members. No more than three (3) members can serve on a candidate's campaign staff.
3. No District Board member past or present may actively campaign for a District Candidate other than themselves.
4. No campaigning will be allowed between the hours of 1:00 a.m. and 7:00 a.m. during Convention. This includes informal caucusing. Informal caucuses shall be defined as any discussion between a candidate and two or more CKI members except members of the campaign staff or the candidate's home club.
5. Any candidates found in violation of this Campaigning Policy may be subject to disqualification upon suggestion of the District Board.

**SECTION H: DISTRICT OFFICER SERVICE AGREEMENT**

**A) CANDIDATES**

Candidates for the District offices of Governor, Secretary, Treasurer, Editor, and Lieutenant Governor shall be required to read, sign, and submit the District Officer Service Agreement, to the District Administrator by 11:59 PM on the Friday of District Convention.

Candidates for the District Committee Chairperson appointments shall be required to read, sign, and submit the Committee Chair Service Agreement, to the District Governor

**B) BOARD MEMBER SUSPENSION & REMOVAL**

1. By the 20<sup>th</sup> day of every other month, the District Governor shall review the service agreements of each voting member of the District Board. If any of the board members are found to be in violation of a significant portion of their service agreement, the Governor will submit a letter of warning outlining the sections in violation and the reasoning behind the findings. Within five days of notification, there will be a coaching meeting held via telephone between the Governor, the Administrator, and the board member in question.

In subsequent months if the same board member is found in violation again by the Governor, the Governor must submit a letter of complaint outlining all sections either still in violation or newly in violation and the reasoning behind the findings. The Governor is required to call an emergency board meeting to discuss the suspension of the board member in violation. At the meeting, the Governor must present independent unbiased reports outlining the sections being violated and what

constitutes those violations. The Governor and District Administrator shall not provide recommendations to the board, but rather provide the board with all necessary information and evidence to make a decision. Upon the completion of their presentation, the District Board may then move into discussion. Upon completion of discussion or motion to call the question the District Board must then move to a vote to determine if the board member shall be suspended.

2. District Board Members, who are suspended by a majority vote of the elected voting District Board, shall lose their right to vote during the suspension period and not be eligible to file vouchers. During the suspension period, the board member will not count toward the calculation of thresholds when conducting district business. Half way through the suspension period there will be a coaching meeting held via telephone between the Governor, the Administrator, and the board member in question. The suspension period for all board members will be set by the Governor and District Administrator for a time frame of at least two (2) weeks but not to exceed six (6) weeks.
3. At the end of the suspension period the District Governor shall review the progress of the suspended board member. If the member is found to have improved and completed all task, the governor may automatically remove the board member from suspension; the board member in question shall regain all privileges as a voting member of the district board. . If they have not, they must call an emergency board meeting. At this meeting the Governor and Administrator shall present their findings to the District Board. If the board finds the progress to be unsatisfactory, the board will then move directly to a motion for removal from district office as outlined in **Article 5 Section 6** in the New Jersey District Bylaws.

### **C) GOVERNOR SUSPENSION & REMOVAL**

1. By the 20<sup>th</sup> day of every other month, the District Secretary shall review the service agreement of the District Governor. If the Governor is found to be in violation of a significant portion of his/her service agreement, the Secretary will submit a letter of warning outlining the sections in violation and the reasoning behind the findings. Within five days of notification, there will be a coaching meeting held via telephone between the Secretary, the Administrator and the Governor.

In subsequent months if the District Governor is found in violation by the Secretary and, the Secretary must submit a letter of complaint outlining all sections either still in violation or newly in violation and the reasoning behind the findings. The Secretary is required and authorized to call an emergency board meeting to discuss the suspension of the board member in violation. At the meeting, the Secretary and District Administrator must present independent unbiased reports outlining the sections being violated and what constitutes those violations. The District Secretary shall not provide recommendations to the board, but rather provide the board with all necessary information and evidence to make a decision. Upon the completion of their presentation, the District Board may then move into discussion. Upon completion of discussion or motion to call the question the District Board must then move to a vote to determine if the Governor shall be suspended.

2. If the District Governor is suspended by a majority vote of the elected voting District Board, he or she shall lose their right to vote during the suspension period, not be eligible to file vouchers, and shall relinquish his or her right to preside over all duly called meetings of the New Jersey District Board of Officers. During the suspension period, the Governor will not count toward the calculation of thresholds when conducting district business. Half way through the suspension period there will be a coaching meeting held via telephone between the Secretary, District Administrator, and the District Governor. The suspension period for a suspended Governor, will be set by the District Secretary and District Administrator for a time frame of at least two (2) weeks but not to exceed six (6) weeks.
3. At the end of the suspension period the District Secretary and District Administrator shall review the progress of the suspended Governor and call an emergency board meeting. At this meeting the Secretary and Administrator shall present their findings to the District Board. If the board finds the progress to be satisfactory, they have the option to revoke suspension by a majority vote; the Governor in question shall regain all privileges as a voting member of the district board and regain the right to preside over New Jersey District Board meetings. If the board finds the progress to be



unsatisfactory, the board will then move directly to a motion for removal from district office as outlined in the New Jersey District Bylaws.

### **SECTION I: INTERNATIONAL CONVENTION**

1. The Board of Officers shall appoint a designate to serve as On To International Convention (OTIC) Chair for the following year by the Winter Board Meeting.
2. A mailing containing prices of transportation, information on the convention, and any other pertinent information should be sent to all clubs. A list of people interested in attending the convention should be gathered, and these people should be kept informed on travel arrangements and costs and other District involvement regarding the convention.
3. The Governor shall see that the District is represented by as many delegates as possible.

### **SECTION J: INSIGHT**

1. The District shall sponsor no less than one (1) inter-divisional training rally in a strategic area of the District to be conducted in or near the month of November each year.
2. The District Board, before leaving office, may reserve the site for the INSIGHT of the next administration.
3. The emphasis at the rally shall be on membership education and growth, CKI history, the purposes and function of the District and International structures, duties of officers at all levels, and Kiwanis-Family relations. Additional emphasis will also be placed on the importance and role of members themselves in the operation of Circle K, along with methods of developing leadership skills.
4. Elected District Officers are expected to attend the Rally.
5. The value of attending the upcoming District Convention shall be stressed.

### **SECTION K: DIVISIONS**

1. The District Board has the complete responsibility to make appropriate divisional assignments to the Circle K club in the New Jersey District.
2. The clubs in the New Jersey District will be in divisions as follows:
  - A. Metro Division
    - a. Saint Peter's University
    - b. Caldwell University
    - c. New Jersey Institute of Technology
    - d. Seton Hall University
    - e. Montclair State University
  - B. Seabreeze Division
    - a. Rutgers University
    - b. Rider University
    - c. The College of New Jersey
    - d. Brookdale Community College
    - e. Monmouth University
  - C. Garden Division
    - a. Stockton University
    - b. Rowan University
    - c. Atlantic Cape Community College
3. This list is not complete and may be added to or changed when approved by the District Board of Officers at any District Board Meeting.

## SECTION L: CLUBS

1. Bylaws: Each member Circle K club shall adopt and keep current bylaws, consistent with the Circle K International Standard Form for Club Bylaws. Such bylaws shall be filed with the Laws, Regulations, & Awards Chairperson.
2. Club Status/Good Standing:
  - a. Circle K clubs that are on 4-year campuses and have more than 1000 students; paying dues to this district for fifteen (15) or more members shall be considered in good standing with this district for the sole purpose of awards and holding district office. If Dues are not paid by December 1, the Governor will follow the rules as set in Section H of these Policies and Procedures.
  - b. Circle K clubs that are on 2-year campuses or a 4-year campus with less than 1000 students; paying dues to this district for ten (10) or more members shall be considered in good standing with this district for the sole purpose of awards and holding district office. If Dues are not paid by December 1, the Governor will follow the rules as set in Section H of these Policies and Procedures.
  - c. All clubs must pay dues by March 1 in order to have certified delegates at the District Convention.
3. District Directory Information
  - a. Each member Circle K club shall provide the District Secretary with all information requested for the District Directory, including but not limited to: all Executive Board Officer addresses, telephone numbers, electronic mail addresses, club meeting times and locations and sponsor Kiwanis Club information, by the dates requested by the District Secretary.
  - b. Information for the fall directory must be provided by each club to the District Secretary no later than September 5th of each year. Such information can be included with the Monthly Report Form (MRF) which is due on September 5th.
4. Monthly Report Forms (MRFs): The Secretary of each member club shall file a club Monthly Report Form (MRF) through the digital yearly form.

## SECTION M: SERVICE

- 1) Service entails the betterment of the community or generally helping someone/a cause without receiving pay.
- 2) A service hour entails work performed by a CKI member in good standing to a service project.
- 3) This service hour must be open to all CKI members in good standing, regardless of gender, sexual orientation, major, and field of study.
- 4) Travel to events that have a purpose solely for service shall be considered service hours. (Travel to events such as Insight, District Convention, and CKIx **do not** count as service).
- 5) A service hour does not entail time spent at unpaid internships or any courses completed for credit.
- 6) Board meetings and general club meetings do not count for service hours. If a service project is done at a board/club meeting, the duration of the time the project takes place can be counted as service.
- 7) Service administration (the act of preparing for a service project) shall be considered service hours. Tabling for recruitment does count as service.
- 8) All proceeds raised during a fundraising activity must be applied toward a charitable entity for the fundraiser to be considered a service project.

## **SECTION N: FINANCIAL OPERATIONS**

- 9) The Board of Officers shall be reimbursed, within the limits of their budgets.
- 10) The Board of Officers shall submit a written voucher, complete with all receipts, to the Treasurer in order to receive reimbursements.
- 11) 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.
- 12) 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.
- 13) Mileage: \$.35 per mile one way. All mileage vouchers must be accompanied by a Google Maps print out of the directions.

## **SECTION N: CONDUCT**

The New Jersey District will function under the Circle K International Code of Conduct. Rules governing the possession, sale, and consumption of alcohol by members of the New Jersey District are listed in the District Bylaws.

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

*February 2020 – Taylor McKay, District Governor*

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

*February 2020 – Gordon Meth, District Governor*