



Please include the following items when submitting your charter:

- Petition for Charter /Agreement to sponsor/
- Acceptance of leadership/ CKI Bylaws
- Charter member roster
- Fee payment

Please send all pieces together. A charter cannot be processed until all items are received. Thank you.

PETITION FOR CHARTER: Circle K International

Circle K International (CKI) is a student-led service organization for college and university students. CKI was originally developed by and is modeled after, **Kiwanis International**, a global network of men and women serving the children of the world. **The stated purpose** of CKI is to exist to meet the personal needs of the individual university student through the qualities of leadership, the rewards of service, and the unique spirit of friendship.

Proposed name of club: The club name must bear the name of the university or college.

CIRCLE K OF: (Please print, allowing one letter, numeral or space to a box - recommended maximum of 30 characters)

M O N R O E C O U N T Y C O M M U N I T Y C O L L E G E

Kiwanis District Name: Michigan Kiwanis Division: 5

Key number (re-charters only): C

This petition is intended to be the unifying document by which the college/university organization and Kiwanis sponsor agree to meet the requirements of forming and operating an active CKI club. Proper completion and submission of this petition with club bylaws along with proper payment is the prerequisite for chartering by Kiwanis International.

Instructions for petitioning:

1. The Kiwanis sponsor of record must complete, in its entirety, page two of this petition. In the case of cosponsorship, the second sponsor of record must complete and attach a separate copy of page two. The school administration must complete, in its entirety, page three of this petition. Only one CKI charter is allowed per university or college.
2. The member leaders, duly elected by the CKI members, must complete the Acceptance of Leadership form and the Standard Form for Circle K International Bylaws and return with chartering paperwork.
3. The accompanying membership information form must be completed, listing all charter members by name, and providing accompanying membership information for each. Use additional sheets as necessary. **(Note: Kiwanis International maintains these names and information for organizational use only. At no time will Kiwanis International provide membership list to outside organizations.)**
4. A minimum of 15 members is required (in a two-year institution or in the case of a school with enrollment of 5,000 or fewer students, a minimum of 10 members is required). Notify the Circle K District Administrator of the club's intent to charter. A current listing of administrators can be found at <http://www.circlek.org/Leadership/DistrictLeadership/DistrictAdmins.aspx>
5. Upon completion of the petition with club bylaws, select one of the options below.
Mail completed petition for charter with club bylaws with new club fee payment check or money order to: Kiwanis International, ATTN: Service Leadership Programs Chartering, 3636 Woodview Trace, Indianapolis, Indiana 46268, USA. Contact Kiwanis International with any questions at 1-800-KIWANIS, ext 411 or slpcharter@kiwanis.org. **Allow at least 4-6 weeks** for processing and return of official charter certificate and materials.

Check the appropriate box and send the corresponding payment: (see Tiered Nation list on the web site)

Options 1 or 2 only: If wanting to purchase a felt club banner for an additional US\$50, check here _____

Tier A Nation:

- Option one: US\$600 (charter kit includes gavel/gong, charter banner, pins, membership cards and additional resources)
- Option two: US\$500 (charter kit includes charter banner, pins, membership cards and additional resources)
- Option three: US\$500 (charter kit includes gavel/gong, pins, membership cards and additional resources)
- Option four: US\$400 (charter kits includes pins, membership cards and additional resources)

If you qualify under the Kiwanis Tier Dues Structure, contact slpcharter@kiwanis.org to determine charter fees.

FOR OFFICE USE ONLY: Key # _____ District _____ Membership _____
--

AGREEMENT TO SPONSOR A CIRCLE K CLUB: KIWANIS CLUB

Kiwanis Club of Monroe Key Number K02007

District Name Michigan Kiwanis Division # 5

This Kiwanis club hereby petitions that Circle K International issue a new club charter for a Circle K at the academic institution specified on page three of this petition. The Kiwanis club agrees to annually support the following Requirements of Sponsorship for the Circle K club:

1. Appoint a Kiwanis advisor to the club and ensure he/she receives adequate orientation.
2. Ensure the advisor attends every meeting or event.
3. Maintain an expense line item in the Kiwanis club's service account to support the activities of the CKI club.
4. Work with the college/university administration to secure a faculty advisor for the Circle K club.
5. Ensure that all Circle K members pay annual fees and dues, and that an active membership of at least 20 members is maintained.
6. Ensure club officers receive proper training following election.
7. Hold a planning session involving the leadership of the Kiwanis club and the Circle K club officers.
8. Host or participate in joint activities involving the membership of the CKI Club and the Kiwanis club.
9. Invite CKI Club members to attend sponsoring Kiwanis club meetings.
10. Ensure CKI club members attend conventions and conferences.

In addition, the Kiwanis club agrees to appoint an active committee of members to support the Circle K club and designate one member as the Kiwanis advisor to the Circle K (print below):

Kiwanis clubs are required to have a clear background check, by any provider, for any member serving as Kiwanis advisor to any Circle K Club.

Advisor JODIE STEVENS Member # (if a Kiwanian) 3172053

Mailing Address (No PO Boxes) 11 E Front St., MONROE, MI 48161

E-mail Address drjodie01@yahoo.com Telephone 734-644-9962 Fax 734-241-0159

The ten items listed above should be read to the membership of the Kiwanis club at a regular meeting. The signatures affixed below indicate the acceptance of responsibilities of sponsorship by the Kiwanis sponsor of record, and further indicate the commitment of the Kiwanis sponsor to provide continuing support for the Circle K club, its members and the school. It also is

understood that if the school shall request, in writing, that the charter be relinquished, Kiwanis International has the right to cancel or revoke the charter. In such an instance, the Kiwanis club shall forfeit any rights or claim to the Circle K charter or the academic institution.

The charter certificate and club materials will be mailed to the Kiwanis club advisor at the address shown above.

In the event the leadership of two Kiwanis clubs intends to co-sponsor the new Circle K club, a copy of this form must be completed and signed by each Kiwanis club. Both forms should be submitted at the time of chartering.

Signatures of Kiwanis club officers:

Signature [Signature]
Kiwanis Club President

Signature [Signature]
Kiwanis Club Secretary

Print name JODIE STEVENS

Print name Michael H. Weimer

Date 8/26/15

Date August 26, 2015

AGREEMENT TO SPONSOR A CIRCLE K CLUB: ACADEMIC INSTITUTION

School/Organization Name Monroe County Comm. College Telephone 734-242-7300

Address 1555 S. Raisinville Rd. Monroe, MI 48161

Web Site monroeccc.edu Fax 734-457-6008

(Mark one) 2-year school 4-year school

Student enrollment 3,482

Permanent Club Address:

A permanent mailing address is required for each Circle K club. A permanent campus address is strongly recommended to ensure continuity from year to year. Regular mailings from Circle K International and the district are sent to this address.

Permanent Mailing Address _____

City _____ State/Province _____ Postal Code _____ Country _____

This school hereby petitions that Circle K International issue a new club charter for a Circle K club to be sponsored by the Kiwanis sponsor of record shown herein. The school agrees to provide the following terms of sponsorship to support the Circle K club:

- 1. Provide a faculty/campus advisor (print below), designated by the school administration, to advise and counsel the Circle K club, attend all meetings of the club, and ensure the club abides by the regulations of the school and all other local, state/provincial, and/or federal laws:

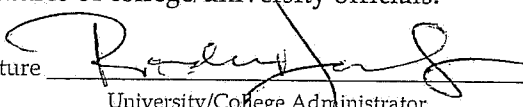
Faculty Advisor: Patrick Wise

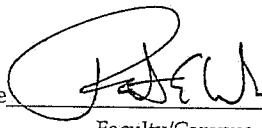
Email: pwise@monroeccc.edu

2. Ensure the Circle K club conducts service-related projects and activities within the school and community.
3. Confirm the Circle K club pays international club fees and district dues annually.
4. Encourage the Circle K club to send representatives to district and international conventions and conferences.

Acting on the belief that a Circle K club would be in the best interest of the school and community, in that such an organization would channel student energies into meaningful and needed altruistic service, we hereby approve this petition, agree to support the efforts of this Circle K club and request the issuance of the Petition for Charter. It also is understood that, at such time the school shall request, in writing, that the charter be relinquished, Kiwanis International has the right to cancel or revoke the charter. In the case that the Kiwanis sponsor shall no longer be able or willing to act as sponsor of record, Kiwanis International may choose to seek new Kiwanis sponsorship for the Circle K club.

Signatures of college/university officials:

Signature 
University/College Administrator

Signature 
Faculty/Campus Advisor

Print name Randall Daniels

Print name Patrick Wise

Date 9/29/15

Date 9/14/15

ACCEPTANCE OF LEADERSHIP: By the Circle K Officers

We, the elected officers of Circle K, agree to accept and uphold the following items as leaders of Circle K International.

Motto:

Live to serve, love to serve

Pledge:

"I pledge to uphold the Objects of Circle K International, to foster compassion and goodwill toward others through service and leadership, to develop my abilities and the abilities of all people, and to dedicate myself to the realization of mankind's potential".

Objects:

- To emphasize the advantages of the democratic way of life;*
- To provide the opportunity for leadership training in service;*
- To serve on the campus and in the community;*
- To cooperate with the administrative officers of the educational institutions of which the clubs are a part;*
- To encourage participation in group activities;*
- To promote good fellowship and high scholarship;*
- To develop aggressive citizenship and the spirit of service for improvement of all human relationships;*
- To afford useful training in the social graces and personality development; and To encourage and promote the following ideals:*
 - To give primacy to the human and spiritual, rather than the material values of life.*
 - To encourage the daily living of the Golden Rule in all human relationships.*
 - To promote the adoption and application of higher standards in scholarship, sportsmanship, and social contacts.*
 - To develop, by precept and example, a more intelligent, aggressive, and serviceable citizenship.*

- To provide through Circle K clubs a practical means to form enduring friendships, to render unselfish service, and to build better communities.
- To cooperate in creating and maintaining that sound public opinion and high idealism which make possible the increase of righteousness, justice, patriotism, and goodwill.

We also certify the club membership has adopted the Standard Form for Club Bylaws and that we will, to the best of our abilities, operate this club within the guidelines established within these bylaws. We agree to abide by school regulations and local, state/provincial, and federal laws. We commit ourselves to the creation of service and leadership opportunities within this school and community.

Signatures of Circle K officers:

<u>Officer</u>	<u>Print Name</u>	<u>Signature</u>
President	<u>Cassandra Kiley</u>	<u>Cassandra Kiley</u>
Vice- President	<u>Caityn Davis</u>	<u>Caityn Davis</u>
Secretary	<u>Julia Navare</u>	<u>Julia Navare</u>
Treasurer	<u>Rachel Ines</u> Rachel Ines	<u>Rachel Ines</u>

Note: Club Bylaws is a separate PDF document.

CHARTER MEMBERS

PLEASE PRINT / Provide all information requested / Attach additional sheets if necessary

PRESIDENT Name <u>Cassandra Kiley</u>	Birth Date (MM/DD/YYYY) <u>2/18/96</u>	Gender <u>F</u>
Mailing Address <u>1342 Arbor Ave</u>		
City <u>Monroe</u>	State/Province <u>MI</u>	Postal Code <u>48162</u>
E-mail address <u>cassandrakiley@hotmail.com</u>		

VICE-PRESIDENT Name <u>Caityn Davies</u>	Birth Date (MM/DD/YYYY) <u>06/20/1996</u>	Gender <u>Female</u>
Mailing Address <u>7898 Michael St Newport MI 48166</u>		

City Ottawa Lake	State/Province MI	Postal Code 49267
E-mail address michaeldwright95@gmail.com		

CHARTER MEMBERS

PLEASE PRINT / Provide all information requested / Attach additional sheets if necessary

Name Carley Fuson	Birth Date (MM/DD/YYYY) 08/20/1996	Gender Female
Mailing Address 3212 North Otter Creek Road		
City Monroe	State/Province MI	Postal Code 48161
E-mail address carley.fuson@hotmail.com		

Name Elizabeth Torzewski	Birth Date (MM/DD/YYYY) 01/19/1994	Gender Female
Mailing Address 3945 Parkview St.		
City Monroe	State/Province MI	Postal Code 48162
E-mail address etorzewski@live.com		

Name Alexa Oehlers	Birth Date (MM/DD/YYYY) Dec 1991	Gender female
Mailing Address aoehlers@my.monroecc.edu		
City temperance	State/Province MI	Postal Code 48182
E-mail address 10414 Lewis Ave		

Name Dana W. Fitzgerald	Birth Date (MM/DD/YYYY) 02/19/1995	Gender Male
Mailing Address 4830 Tanager Dr.		
City Monroe	State/Province MI	Postal Code 48161
E-mail address darnenwfitzgerald@gmail.com		

Name Reese Burks	Birth Date (MM/DD/YYYY) 2-10-95	Gender female
Mailing Address 7484 Southfield Maybee Mi		
City	State/Province	Postal Code 48161
E-mail address rreeseburks@gmail.com		

City	State/Province	Postal Code
E-mail address		

SECRETARY Name <i>Julia Navarre</i>	Birth Date (MM/DD/YYYY) <i>01/20/1997</i>	Gender <i>F</i>
Mailing Address <i>7480 Parkway</i>		
City <i>Monroe</i>	State/Province <i>MI</i>	Postal Code <i>48167</i>
E-mail address <i>msjulia97@yahoo.com</i>		

TREASURER Name <i>Rachel Imes</i>	Birth Date (MM/DD/YYYY) <i>1/23/96</i>	Gender <i>F</i>
Mailing Address <i>7620 Lakeshore Dr.</i>		
City <i>Newport</i>	State/Province <i>MI</i>	Postal Code <i>48166</i>
E-mail address <i>imes5@yahoo.com</i>		

EDITOR Name <i>Siena Pappas</i>	Birth Date (MM/DD/YYYY) <i>09/16/96</i>	Gender <i>Female</i>
Mailing Address <i>3227 Woodward St.</i>		
City <i>Monroe</i>	State/Province <i>MI</i>	Postal Code <i>48162</i>
E-mail address <i>sienapappas@gmail.com</i>		

Name <i>Lee Burgard</i>	Birth Date (MM/DD/YYYY) <i>6/28/90</i>	Gender <i>M</i>
Mailing Address <i>10936 Welch rd</i>		
City <i>Britton</i>	State/Province <i>MI</i>	Postal Code <i>49229</i>
E-mail address <i>Lee.Burgard@Bmail.com</i>		

Name <i>Joshua Lewis</i>	Birth Date (MM/DD/YYYY) <i>06/23/1988</i>	Gender <i>M</i>
Mailing Address <i>1574 Sunset Blvd</i>		
City <i>Monroe</i>	State/Province <i>MI</i>	Postal Code <i>48163</i>
E-mail address <i>jlewis14837@my.merco.com</i>		

Name <i>Michael Wright</i>	Birth Date (MM/DD/YYYY) <i>8/10/95</i>	Gender <i>M</i>
Mailing Address <i>10393 Whiteford Rd</i>		

Name	Jaclyn Kiley	Birth Date (MM/DD/YYYY)	06/10/97	Gender	F
Mailing Address					
1342 Arbor Ave.					
City	Monroe	State/Province	MI	Postal Code	48162
E-mail address					
jaclyn.victoria@yahoo.com					

Name	Julia Navarre	Birth Date (MM/DD/YYYY)	01/30/1997	Gender	F
Mailing Address					
7080 Parkway					
City	Monroe	State/Province	MI	Postal Code	48162
E-mail address					
mJulia97@yahoo.com					

Name	Sierra Pappenberg	Birth Date (MM/DD/YYYY)	09/16/1996	Gender	F
Mailing Address					
3777 Maplewood St.					
City	Monroe	State/Province	MI	Postal Code	48162
E-mail address					
Sierra.Pappenberg@gmail.com					

CHARTER MEMBERS

PLEASE PRINT / Provide all information requested / Attach additional sheets if necessary

Name	Katie Lott	Birth Date (MM/DD/YYYY)		Gender	
Mailing Address					
City		State/Province		Postal Code	
E-mail address					
klot32231@my.monroecc.edu					

Name	Dasia Cobb	Birth Date (MM/DD/YYYY)		Gender	
Mailing Address					
City		State/Province		Postal Code	
E-mail address					
dasid.cobb@gmail.com					

Name	Prince Jesse	Birth Date (MM/DD/YYYY)		Gender	
Mailing Address					
City		State/Province		Postal Code	
E-mail address					
jprince@my.monroecc.edu					

--

Name Kimmy Bertz	Birth Date (MM/DD/YYYY)	Gender
Mailing Address		
City	State/Province	Postal Code
E-mail address Kimmybertz@gmail		

Name Kelsie Boyer	Birth Date (MM/DD/YYYY)	Gender
Mailing Address		
City	State/Province	Postal Code
E-mail address kelsieboyer@yahoo.com		

Name Allison Warner	Birth Date (MM/DD/YYYY)	Gender
Mailing Address		
City	State/Province	Postal Code
E-mail address allierock21@yahoo.com		

Name Nico Garcia	Birth Date (MM/DD/YYYY)	Gender
Mailing Address		
City	State/Province	Postal Code
E-mail address nicogarcia-13@yahoo.com		

Name Tara Ostrowski	Birth Date (MM/DD/YYYY)	Gender
Mailing Address		
City	State/Province	Postal Code
E-mail address		

name

email

Brendan Mason
Blaine Hubbert
Abraham Ortiz
Mary Randolph

psych-222@yahoo.com
mrandolph@my.monroe
ccc.edu

Mercedes Richey
Joey Assowood

mrichy@my.monroeccc.edu
~~dodge24~~ ↑
dodge24@aol.com

CIRCLE K OF MONROE COUNTY COMMUNITY COLLEGE Club Bylaws

ARTICLE I - Name

Section 1:

The name of this organization shall be, "The Circle K International Club of Monroe County Community College

ARTICLE II - Sponsorship

Section 1:

Its form of organization, its ideals and its purpose shall be similar to those of the Kiwanis Club of Monroe, Michigan

Section 2:

It shall be sponsored by, work with, but not be apart of the Kiwanis Club of Monroe, Michigan.

Section 3:

The Kiwanis Club of Monroe Michigan shall assume full responsibility of all chartering costs.

- a. The Kiwanis Club of Monroe, Michigan. is not responsible for the fiscal responsibility of the CKI Club of Monroe, Michigan. but should be able to help in the role of advising the club regarding financial matters.
- b. The Kiwanis Club of Monroe, Michigan. may make a monetary donation if it is helpful to the CKI club and with the approval of the Kiwanis Club of Monroe, Michigan. and the CKI Club of Monroe County Community College.

ARTICLE III - Objects and Vision

Section 1:

The objects of this club shall be:

1. To develop college and university students into responsible citizens and leaders with a lifelong commitment to service;
2. To collaborate with all members of the Kiwanis family to achieve our common objectives;
3. To develop positive role models;
4. To enhance intercultural understanding and cooperation;
5. To increase our service potential;
6. To provide opportunities for fellowship, personal growth, professional development, and leadership skills;
7. To work towards a greater public recognition of the organization;
8. To emphasize the advantages of the democratic way of life;
9. To serve on the campus and in the community;
10. To encourage participation in group activities;
11. To develop aggressive citizenship and the spirit of service for improvement of all human relationships;
12. To give primacy to the human and spiritual rather than to the material values of life;

13. To promote the adoption and the application of high social, business and professional standards;
14. To develop, by precept and example, a more intelligent, aggressive and serviceable citizenship;
15. To provide through CKI clubs a practical means to form enduring friendships, to render altruistic service and to build better communities;
16. To cooperate in creating and maintaining that sound public opinion and high idealism which makes possible the increase in righteousness, justice, patriotism and goodwill.

Section 2:

The vision of this club shall be:

To be the leading global community-service organization on college and university campuses that enriches the world one member, one child and on community at a time.

Section 3:

The mission of this club shall be:

CKI develops college and university students into a global network of responsible citizens and leaders with a lifelong commitment to service.

Section 4:

The Circle K member pledge shall be:

“I pledge to uphold the Objects of Circle K International, to foster compassion and goodwill toward others through service and leadership, to develop my abilities and the abilities of all people, and to dedicate myself to the realization of mankind’s potential”.

ARTICLE IV - Motto

Section 1:

The motto of this club and of Circle K shall be “Live to Serve, Love to Serve.”

ARTICLE V - Membership

Section 1:

Membership of this club shall be in accordance with the following:

1. Any student who is officially enrolled for at least part-time status, as defined by Monroe County Community College may be granted active membership in said club.
2. There shall be no discrimination on the basis of age, race, sex, gender, gender identity, gender expression, political affiliation, sexual orientation, veteran’s status, marital status, disability or religious affiliation within this organization.
3. If a member has not graduated, he or she has thirty (30) days to meet enrollment, academic or minimum membership requirements before his or her membership will cease. In the event of a member’s graduation, membership will cease on September 30 of the same CKI administrative year.
4. Any person, who holds membership (other than honorary) in any other CKI club, or other Kiwanis-family organizations, shall not be eligible for active membership in this club.

Section 2:

Hazing in any form is strictly prohibited. Hazing is considered an interference with personal liberty, and includes, any act of domination by any student over others which may lead to physical or emotional injury and discomfort. Hazing involving forced consumption of alcohol or drugs for the purpose of initiation or affiliation with any organization is specifically prohibited.

Section 3:

A member in good standing shall be in accordance with the following:

1. Payment of the district per-member fee and international fees.
2. At least a part-time student at a college or university.
3. Part of a club that is considered "active."
4. Part of a district that is considered "active."

ARTICLE VI – Officers

Section 1:

The elected officers of this club shall be a president, one or more vice president(s), and either a secretary-treasurer or a secretary and a treasurer. All officers shall be active members in good standing with this club. They shall serve for one (1) year or until their successors are elected and are qualified.

Section 2:

The duties of the officers shall be as follows:

- a. The president shall be the executive officer of this club and shall preside over all meetings of the club and the Board of Officers. The president shall appoint committee members with the board officers. The president shall be an ex-officio member of all standing and special committees. The president shall present the views of the club to the district in relation to the club. As the official representative of the club, the president shall promote the growth of CKI on campus and within the community. The president shall cooperate with his/her sponsoring Kiwanis club and promote Kiwanis-family relations. He/she shall act as one of the delegates of the club at district convention, and it shall be this person's responsibility to have this club represented at both the district and international convention by two voting delegates. The outgoing president, in conjunction with the Kiwanis and faculty advisors, shall make provisions for the training of the new Board of Officers prior to their installation. The president shall perform such other duties as usually pertain to the office of president or may be assigned by the Board of Officers.
- b. The vice president, in the absence of the president, shall preside at all meetings of this club and of the Board of Officers, shall be directly responsible to the president for all committee activities. The vice-president shall also perform such other duties as usually pertain to the office, or as may be assigned by the president or the Board of Officers.
- c. The secretary shall record accurate minutes of the meeting; shall maintain the club's permanent records; shall update all addresses; shall publish the club bulletin; and shall perform such other duties as pertain to this office or as may be assigned by the club president or the Board of Officers.
- d. The treasurer shall collect and disburse member dues; shall prepare as adhere to an approved budget; shall maintain accurate records; shall transact business through a bank or school account; shall keep the Board of Officers informed of financial strengths and weaknesses of the club; shall order club supplies; shall have the books audited; shall communicate with the district officers; shall file appropriate forms with the IRS if necessary; shall inform the sponsoring Kiwanis club of this

club's financial status; and shall perform such other duties as pertains to this office or as may be assigned by the club president or the Board of Officers.

Section 3:

Any member may recommend the removal of a club officer to the Board of Officers. The Board of Officers shall hold a meeting at which the officer in question shall be heard. The Board of Officers will then present their findings to the club at which time a vote by 2/3 of the quorum is required to remove the officer in questions. In the event any officer should be removed from office, the officer shall be notified in writing by the secretary.

Section 4:

In the event of a vacancy in the office of president, the vice president shall succeed to the office. If two or more vice presidents hold office in this club, one of them shall be elected to fill the vacancy by a majority vote of the entire active club membership of this club at the next regularly scheduled meeting. In the event of a vacancy in any other office, a majority vote of the active membership of this club present and voting at the next regularly scheduled meeting shall elect a member in good standing to serve for the remainder of the unexpired term.

Section 5:

No elected club officer may hold an elected district or international office in addition to their club office.

ARTICLE VII - New Board of Officers

The elected officers, in addition to the faculty advisor, the Kiwanis advisor and if applicable the immediate past club president shall constitute the Board of Officers (Executive Board) for this club. The faculty advisor and the Kiwanis advisor be non-voting, ex-officio members of the Board of Officers.

Section 1:

The Board of Officers of this club shall consist of the elected officers, the faculty advisor, the Kiwanis advisor and if applicable the immediate past club president. The faculty advisor and the Kiwanis advisor shall be nonvoting, ex-officio members of the Board of Officers.

Section 2:

The Board of Officers shall approve the budget, approve all bills, take counsel with committees, discipline members, review and report to Kiwanis the performance of the club officers, set membership requirements, and perform such other duties as shall be referred to it by the club, in compliance with these Bylaws and the requirements of CKI.

Section 4:

The Board of Officers shall meet at least twice per month during the school year, and at least once during the summer term, at a time and place that it shall determine, and at such other times as the president or a majority of its voting members deem necessary.

ARTICLE VIII - Elections of Club Officers

Updated September 3, 2015

Section 1:

Election of officers shall be held at a regularly scheduled meeting at least two (2) weeks prior to district convention. All officers shall assume their official duties on April 1 following their election. If the district convention is held later than March 31 in any given year, all officers shall assume their official duties on April 15. They shall serve for one (1) year or until their successors are duly elected and installed.

Section 2:

All officers who are members in good standing are eligible for re-election.

Section 3:

Officers shall be nominated by any member of the club at least one week prior to the election date.

Section 4:

Election of officers shall be conducted by ballot. A member shall be voted in when a majority of the quorum present is obtained.

Section 5:

In the event of a tie for any of the offices the remaining candidates will be removed from the ballot and the two candidates shall be voted on again.

a. In the event that only two candidates are running for an office and the vote results in a tie then each candidate will be given one and a half (1.5) minutes to speak to the membership and another vote will be taken. In the event of another tie, the club president shall cast a tie breaking vote.

ARTICLE IX - Club Meetings

Section 1:

During the school year the club shall hold one weekly meeting on such day and at such place as shall be determined by the club officers and the club members. It may hold such other meetings as the officers or the membership may desire. In the event that unusual conditions prevent a weekly meeting, this club may hold a minimum of two meetings per month, with the officers meeting on all other weeks.

Section 2:

Quorum at a club meeting shall be considered a majority (50 percent plus one) of the active club membership and is required for business to be legally transacted.

ARTICLE X - Committees

Section 1:

The president and vice president(s) shall appoint committee chairs and members to the following standing committees:

- a. Membership Development and Education
- b. Kiwanis Family Relations
- c. Service
- d. Public Relations

e. Social

Section 2:

The duties of the standing committees shall be as follows:

- a. The Membership Development and Education Committee shall devise effective plans to obtain new members on a regular basis and educating members about the organization.
- b. The Kiwanis Family Relations Committee shall educate the membership about the other branches of the Kiwanis family and plan projects and activities that involve the CKI club with other branches of the Kiwanis family.
- c. The Service Committee shall plan projects and activities promoting and supporting the club's service initiatives and/or CKI's Preferred Charities and Service Partners.
- d. The Public Relations Committee shall be responsible for informing the campus and local community of the CKI's activities and goals through various forms of communications.
- e. The Social Committee shall plan activities that will promote fellowship and strengthen friendships within the club and throughout the entire Kiwanis Family.

Section 3:

The club president has the right to form any special committee deemed necessary for normal club function.

ARTICLE XI - Kiwanis and Faculty Advisor

Section 1:

This club shall have one (1) faculty or staff advisor which the club shall turn to when in need of advising from the college or faculty level. A faculty/staff advisor to the Circle K club will be appointed by the unanimous decision of the officers of the club and with consent of the nominee. The faculty/staff advisor shall be invited and encouraged to attend all meetings.

Section 2:

This club shall have one (1) Kiwanis advisor which the club shall turn to when in need of advising from the local Kiwanis level. The Kiwanis advisor should be from the sponsoring Kiwanis Club. The Kiwanis advisor shall be invited and encouraged to attend all meetings.

- a. The Kiwanis advisor shall be appointed by the sponsoring Kiwanis club.

ARTICLE XII - Fees and Dues

Section 1:

The district per-member fee shall be \$10 as dictated by the district bylaws, \$450 for International fees, and \$0 for individual club dues.

Note: It is recommended that club dues should not exceed Circle K International fees (for current fee amounts, refer to www.circlek.org.)

ARTICLE XIII - Amendments

Section 1:

Proposed amendments to this constitution may be formulated by any active member in good standing of the general organization.

Updated September 3, 2015

Section 2:

Amendments to these bylaws shall be adopted by two-thirds (2/3) vote of the membership at any regular meeting. Amendments must be submitted to the executive board at least two weeks prior to when a vote shall take place.

These Bylaws were adopted and approved on:

September 14, 2015
Month Day Year

Club President's signature

Cassandra Kiley

Date 09-14-15

Club President's name printed

Cassandra Kiley

Faculty or Kiwanis Advisor's signature

Jodie Bean

Date 09-02-15

Faculty or Kiwanis Advisor's name printed

JODIE (STEVENS) BEAN