

STANDARD FORM FOR CLUB BYLAWS CIRCLE K INTERNATIONAL

Article I: NAME

Section 1. The name of this organization shall be the Circle K Club of Brookdale Community College (name of college or university). It shall be sponsored by the Kiwanis Club of Shadow Lake Village and shall be a member club of Circle K International and the New Jersey (district name) Circle K District therein, and shall also be known by its initials, "CKI."

Article II: OBJECTS

Section 1. The objects of this club shall be:

- 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 institution of which this club is 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 to the material values of life;
 - To encourage the daily living of the Golden Rule in all human relationships;
 - To promote the adoption and the application of high social, business and professional standards;
 - 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 altruistic service, and to build better communities; and
 - To cooperate in creating and maintaining that sound public opinion and high idealism which makes possible the increase in righteousness, justice, patriotism, and good will.

Section 2. The Vision of this club shall be:

Circle K is the organization that holds the promise of today's college student becoming tomorrow's leader. It exists to meet the personal needs of the individual collegian through the qualities of leadership, the rewards of service, and the unique spirit of friendship. Circle K's potential lies in its ability to positively influence those in our society who are facing ultimate personal decisions, and those who will one day create the vision of mankind for generations to come. Circle K is the embodiment of those qualities necessary to shape the future, realized in the colleges and universities of today.

The Vision of Circle K International is dedicated to the realization of mankind's potential.

Article III: NAME AND EMBLEM

Section 1. Each member in good standing with this club shall be entitled to wear the official emblem and insignia of Circle K International.

Section 2. The name, emblem, and insignia of Circle K International shall be used for only such purposes as shall be authorized by the Circle K International Board of Trustees, subject to the approval of the International Administrator. In no case shall they be used as a trade name or trademark, nor in a way or for a purpose that demeans or impugns the name of Circle K or Kiwanis.

Article IV: MOTTO

Section 1. The motto of this club shall be "We Build," as is the motto of Circle K International.

Article V: CLUB MEMBERSHIP IN CIRCLE K INTERNATIONAL

Section 1. A Circle K club may be established in an institution of higher education as described by the Constitution, Article VI, Section 1, upon the request of a Kiwanis club(s) which agrees to sponsor the proposed club. A petition for a charter will be made on a standard form provided by the Administrator of Circle K International and shall be signed by at least twenty (20) students eligible for membership and endorsed by an administrative officer of the institution in which the prospective club would exist. Each petition shall certify that the prospective club has adopted and complied with the provisions of the Standard Form for Club Bylaws, modified only as approved by the Board of Trustees of Circle K International and has agreed to be bound by the Constitution and Bylaws of this organization as adopted and amended. Upon completion of these requirements, the prospective club shall be issued a Charter of Membership in this organization. The postmarked date of the Petition of Charter shall serve as the official date of the Charter of Membership.

Section 2. During the school year each club shall hold one weekly meeting on such day and at such place as shall be determined by the club officers. It may hold such other meetings as the officers or the membership may desire. In the event that unusual conditions prevent a weekly meeting, a club may hold a minimum of two meetings per month, with the officers meeting on all other weeks.

Section 3. Each club shall adopt the Standard Form for Club Bylaws, modified only as approved by their District Board of Officers and the Board of Trustees of Circle K International. The bylaws of a club may be amended by a vote at any regular meeting of the club, provided that written notice of such proposed amendments shall have been given to the membership at least two (2) weeks prior to the meeting at which they are considered. All such amendments must be consistent with the Constitution and Bylaws of this organization and shall become effective only after submission to and approval

by their District Board of Officers and by the Board of Trustees of Circle K International.

- Section 4. Each Circle K club shall pay to Circle K International for every club member, except honorary members, the sum of twelve dollars (\$12.00 U.S. currency) per annum, due on October 1 of each year. A club in good standing will be placed on delinquent status if no dues are received by December 1 of that same year. First time new members who join existing clubs between April 15 and September 30 shall pay the sum of six (\$6.00 U.S. currency). Members of clubs chartered or reactivated between July 15 and September 30 shall pay the sum of twelve dollars (\$12.00 U.S. currency) for International dues and shall be in good standing for the remainder of the current year and the following administrative year.
- Section 5. The annual dues and "Dues and Membership Form" must be submitted to Circle K International by December 1 to maintain the status "in good standing." This club shall also submit updated forms and the appropriate dues for each additional member that joins during the fiscal year. Similar forms are required from the Circle K district and should be sent at the same time the forms are sent to Circle K International.
- Section 6. Any club more than thirty (30) days in arrears for any indebtedness to its sponsoring Kiwanis club(s), its district, or to Circle K International, shall be considered not in good standing, and may have its charter and membership suspended or revoked by action of the Circle K International Board of Trustees, providing that notice of said indebtedness shall have been duly sent by the International Administrator to the president of the club in question. The Board of Trustees may restore such club to membership upon payment of its indebtedness.
- Section 7. Any member club that fails to conform to the Constitution and Bylaws of Circle K International or that fails to conform to the policies for clubs established by the International Board of Trustees, may have its charter and membership suspended or revoked, or may otherwise be disciplined by action of the Board of Trustees, providing that a copy of the charges with a notice of the hearing thereof before the Board of Trustees of Circle K International shall have been sent by mail by the Administrator of Circle K International to the last reported president and secretary of said club at least thirty (30) days before said hearing shall be held. The hearing shall be held at the time of a regularly scheduled Board of Trustees meeting and the subject club shall be entitled to appear before the Board to present its case.
- Section 8. Any member club may resign from this organization provided that all financial and other obligations of such club to this organization, and its sponsoring Kiwanis club, shall have been fulfilled. If the club is incorporated, the corporation shall have been duly dissolved, and upon resolution of resignation, adopted and approved by a three-fourths (3/4) vote of the active membership of such club, the resolution shall be certified by the club's secretary and sent to the Administrator of Circle K International. Such resignation shall become effective when

accepted by the Board of Trustees, and by such action of the club surrenders all rights to use the name, emblem, and other insignia of this organization. The Board of Trustees may, upon written application of such club, reinstate the club membership in Circle K International.

Section 9. Any Circle K club whose membership in Circle K International has been terminated in any manner shall forfeit all interest in any funds or other property and all right to the use of the name, emblem or insignia of this organization.

Article VI: MEMBERSHIP AND CLASSIFICATION

Section 1. Membership of this club shall be of two classes, active and honorary.

- a. Any student of good character who is officially enrolled for at least half time status, as defined by the institution in which a club exists, may be elected to active membership in said club. Membership shall become inactive when the above academic requirements are not met during the academic year. An academic year shall be defined by the institution.

(Note: Additional requirements for membership, not inconsistent with the Constitution and Bylaws of Circle K International, may be adopted by a majority vote of the membership of this club.)

- b. Any person, who holds membership (other than honorary) in any other Circle K Club, or other K-Family organizations, shall not be eligible for active membership in this club.
- c. Any person not otherwise eligible for active membership who has made a significant contribution to a club, campus or community may be elected an honorary member of this club for a period of one (1) year.
- d. Honorary members shall pay no dues and shall be entitled to all privileges of membership in the club with the exception of voting and holding office.

Section 2. An active member of this club shall meet all minimum membership requirements as outlined in these bylaws and shall be entitled to all privileges of this club. The Board of Directors of this club shall review periodically the compliance of each member to the club's minimum membership requirements.

Section 3. Each Circle K club shall adopt criteria which will serve as minimum membership requirements for all members and prospective members of CKI. Criteria shall be adopted by majority vote of the club board of directors.

The criteria for students seeking membership shall include:

- a. payment of all club, district and International dues;
- b. club meeting attendance requirements;

- c. Circle K education seminar attendance requirements;
- d. attendance requirements for Circle K sponsored service, personal leadership development, and fellowship activities;
- e. fulfillment of any other requirements as set forth by the club, provided that these requirements do not violate the provisions of the Constitution and Bylaws of CKI.*

The criteria for a student to retain active membership shall include:

- a. payment of all club, district and International dues by December 1;
- b. club meeting attendance requirements;
- c. Circle K education seminar attendance requirements;
- d. attendance requirements for Circle K sponsored service, personal leadership development, and fellowship activities;
- e. maintain the minimum grade point average as set forth by the institution for graduation;
- f. fulfillment of any other requirements as set forth by the club, provided that these requirements do not violate the provisions of the Constitution and Bylaws of CKI.*

The above stated criteria shall be met within a specific time period as set forth by the club, not to exceed one administrative year.

The district and Circle K International shall have the right to request changes in club criteria in the event it does not comply with this section.

**(Note: If your club has additional minimum membership requirements, specify them on a separate sheet of paper entitled, Article VI, Section 3, Additional Minimum Membership Requirements. Use additional lowercase letters to designate the added criteria.)*

Section 4. In no instance shall this club place a "maximum" limit on its membership, or have any special requirements for membership which may lead to discrimination based on race, sex, religion, or disability.

Section 5. The selection (election) and discipline of active and honorary members in this club shall be by majority vote of the membership of this club, functioning under the rules of the institution and counsel of the sponsoring Kiwanis club.

Article VII: SUSPENSION AND TERMINATION OF MEMBERSHIP

Section 1. Any active member who is thirty (30) days or more in arrears in the payment of dues and/or financial obligations shall, at the direction of a majority vote of the Board of Officers, be suspended and so notified in writing by the secretary (or secretary/treasurer). Any suspended member, upon payment of arrears and upon making application to the Board of Officers, may be reinstated by majority vote of the Board of Officers within thirty (30) days of aforesaid written notice. In the event the member is not reinstated within thirty (30) days of aforesaid

written notice, the member may be removed from active membership as prescribed in Article VII, Section 2.

Section 2. Any suspended member may be removed from active membership of the club by a two-thirds (2/3) vote of the entire active membership of the club upon the recommendation of a majority of the Board of Officers. The Board of Officers shall make such recommendation only after they have held a hearing to determine whether just cause for dismissal exists, and have afforded the suspended member in question the opportunity to be heard. In the event any suspended member should be removed from active membership, he/she shall be so notified in writing by the secretary (or secretary/treasurer). Thereafter, the member may become an active member of the club only as provided for in Article VI, Section 1. of these Bylaws.

Section 3. The Board of Officers shall periodically assess the personal involvement and meeting attendance of each active member. Any active member who, without excuse, fails to meet the standards of attendance and participation set forth by the Board of Officers shall, using procedures as prescribed in Article VII, Section 2 of these Bylaws, be removed from the active membership of this club.

Section 4. Any active member who falls below the minimum scholastic standards set forth by this club may be placed on probation by the Board of Officers for a term not to exceed one full college term, and/or be removed from active membership using procedures as prescribed in Article VII, Section 2 of these Bylaws.

Section 5. Any member charged with conduct unbecoming a Circle K member which may impugn or reflect unfavorably on the good name of Circle K International or Kiwanis International can be removed from active membership using procedures as prescribed in Article VII, Section 2 of these Bylaws.

Section 6.

- a. Any member of this club may resign his/her membership provided that all indebtedness to this club, to the New Jersey (district name) district, and to Circle K International has been paid in full. Such resignations shall be accepted in writing by the secretary (or secretary/treasurer) and shall become effective when accepted by the Board of Officers.
- b. Membership in this club shall automatically cease on September 30 of the same calendar year following graduation, or when a member fails to meet enrollment, academic or membership requirements.

Section 7. Any person whose membership in this club has been terminated in any manner shall forfeit all interest in any funds or other property belonging to the club, and the right to use the Circle K name, emblem, or other insignia.

ARTICLE VIII: OFFICERS

Section 1. The officers of this club shall be a president, one or more vice-presidents, and either a secretary/treasurer or a secretary and a treasurer.* Additional officers may be elected to the board when requested by the club and approved by the New Jersey (district name) Circle K District Board of Officers. These officers shall constitute the Board of Officers for this club. All officers shall be active members in good standing with this club.

**(Note: Circle the title(s) appropriate for your club, either secretary/treasurer or secretary and treasurer.)*

Section 2. Elections of officers shall be held at a regularly scheduled meeting at least two (2) weeks prior to the district convention. All officers shall assume their official duties on April 1 following their election. If the annual 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. The outgoing president and secretary (or secretary/treasurer) of this club shall promptly certify to the secretary (or secretary/treasurer) of the New Jersey (district name) Circle K District and to the International Administrator the names, addresses and telephone numbers of the newly elected officers.

(Note: On a separate sheet entitled Officers, Article VIII, Section 2(a), specify the procedures for the election, installation, duties and manner of filling vacancies.)

- Section 3. 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 of Officers' approval, and 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 Circle K on the campus and within the community. The president shall cooperate fully with his/her sponsoring Kiwanis club and promote K-Family relations. He/she shall act as one of the delegates of the club to the 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.
 - 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, and shall chair the Steering Committee which shall be composed of all committee chairpersons. 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 meetings; shall maintain the club's permanent records; shall update all addresses; shall be the official club correspondent; shall communicate with International, both representatives and the office; shall order club supplies; 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.
- d. The treasurer shall collect and disburse member dues; shall prepare and 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 have the books audited; shall communicate with 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 pertain to this office or as may be assigned by the club president.
- e. The secretary/treasurer shall keep the records of the club and its Board of Officers; shall collect all dues or fees of this club and shall disburse all monies as directed by the Board of Officers; shall publish a club bulletin; shall submit such reports as may be required by the district or Circle K International; shall perform such other duties as usually pertain to the office, or as may be assigned by the president or the Board of Officers.

Section 4. An officer may be removed for just cause from office by a vote of two-thirds (2/3) of the entire active membership of this club upon the recommendation of a majority of the Board of Officers. The club shall consider the dismissal of an officer only after the Board of Officers has held a hearing to determine whether or not just cause for dismissal exists, and have afforded the officer in question the opportunity to be heard. In the event any officer should be removed from office, the officer shall be so notified in writing by the secretary (or secretary/treasurer).

Section 5. 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 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 6. No elected club officer may hold a district office or an International office in addition to their club office.

Article IX: BOARD OF OFFICERS

Section 1. The Board of Officers of this club shall consist of the elected officers, the faculty advisor, and the Kiwanis advisor. The faculty advisor and the Kiwanis advisor shall be non-voting, ex-officio members of the Board of Officers.

Section 2. The faculty advisor shall be a member of the administrative or academic staff of Brookdale Community College (college/university name). The faculty advisor shall be selected in consultation with the appropriate school officials, and approved by a majority vote of the entire active membership of this club present and voting at a meeting designated by the Board of Officers for this purpose. The faculty advisor shall serve as liaison between the club and the school administration and help to gain approval for club activities with the proper authorities when necessary. The faculty advisor shall participate as much as possible in club activities.

Section 3. The well-being and strength of the Circle K club shall be the responsibility of the sponsoring Kiwanis club. The Kiwanis club shall provide a Kiwanis Circle K Committee to advise and counsel the Circle K club while it is being formed and throughout its existence. The chairperson of the Kiwanis Circle K Committee shall serve as Circle K advisor and shall be responsible to the Kiwanis club for all Circle K activities. The Kiwanis advisor shall participate as much as possible in club activities and encourage other Kiwanians to do the same.

Section 4. The duties of the Board of Officers shall be to manage the business and to determine the policies of this club; to determine the nature and content of service activities in conjunction with input received from the active club membership; to plan and pursue membership recruitment and development; to maintain an operating budget and oversee disbursements of funds; to counsel all committees; to discipline members; and to perform such other duties as deemed necessary by the club, not inconsistent with the Constitution and Bylaws of Circle K International.

Section 5. The Board of Officers of this club 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 X: COMMITTEES

Section 1. The president shall appoint, with the approval of the Board of Officers, standing committees for the purpose of assisting in the development of club programs. Such committees may include the following:

- a. Membership Development and Education: This committee shall devise effective methods of recruiting and educating members to provide the necessary manpower for an effective program of service. The committee shall consider all proposals for

membership and shall submit its recommendations to the Board of Officers.

- b. K-Family Relations: This committee shall work with other committees in preparing inter-club activities with Kiwanis and Key club, and shall see that the membership of this Circle K club and its sponsoring Kiwanis club are cognizant of all areas of each organization thereof.
- c. Theme and Emphasis: The committee shall plan projects and activities promoting and supporting the International theme and major emphasis programs as well as the major emphasis programs of the New Jersey (district name) Circle K District during their administrative year.
- d. Public Relations: This committee shall be responsible for informing the campus and local community of the club's activities and goals through the use of articles, photographs, local and campus newspapers, radio, television, and through meetings with the administration of this college/university.
- e. Social: This committee shall plan activities which will promote fellowship and strengthen friendships within the club and throughout the entire K-Family.

(Note: Clubs are not limited to the committees specified above. If your club has a committee structure different from the one outlined in these Bylaws, specify the club's committee structure on a separate sheet of paper entitled, Article X, Section 1, Committees.)

Section 2. The president shall be empowered to appoint assistants, individuals, or special committees to help with the administrative operation of this club. All appointments shall be approved by the Board of Officers in consultation with the faculty advisor and/or the Kiwanis advisor. The President shall clearly define the responsibilities of these appointments, and their terms shall expire at the end of the administrative year, or at such time during the year when the president determines that their responsibilities have been fulfilled.

Article XI: REVENUE

Section 1. Each active member shall pay to this club an annual dues of \$ 0.00.* The amount of these dues shall be determined by a two-thirds (2/3) vote of the active members of this club present and voting at any regularly scheduled meeting.

**(Note: In the space provided specify only the actual price of club dues; do not include the total price of dues for the club, district, and international. If the club does not charge dues place a \$0 in the space provided.)*

Section 2. This club shall pay to the New Jersey (district name) Circle K District for every active member an annual dues of \$ 8.00, due on October 1 of each year and considered delinquent

on the same day International dues are delinquent, or on the days specified in the District Bylaws. In no case shall the district dues exceed ten dollars (\$10.00 U.S. currency) per annum per active member.

Section 3. Revenue may be derived from other sources in such a manner as may be determined by the Board of Officers. The Brookdale Community (college/university name) Circle K Club shall never sponsor or participate in any manner in a lottery, raffle, drawing, or game of chance for the purpose of raising funds, or shall employ a lottery, raffle, drawing or game of chance in connection with any fundraising activity, unless this club has received the prior approval of the Circle K District Board of Officers and the sponsoring Kiwanis District Board of Trustees. Such approval so granted does not constitute official endorsement of such activities by Circle K International or Kiwanis International. Any lottery, raffle, drawing, or game of chance so approved must not contravene any laws, mores, customs or traditions of the country, state or province in which the Circle K club exists. The club shall not directly or indirectly engage in any activity which may impugn or reflect unfavorably on the good name of Circle K or of Kiwanis.

Article XII: INCORPORATIONS

Section 1. If permitted by state, provincial or national law, this club may incorporate as a non-profit corporation subject to the approval of the Circle K International Board of Trustees, but only by the name designated on its Charter of Organization, such as the "Circle K Club of Brookdale Community." This club shall agree, as a condition precedent to incorporation, that it will, as an incorporated body, abide by these Bylaws, the Bylaws of the New Jersey (district name) Circle K District, and the Constitution and Bylaws of Circle K International then in force, or thereafter, from time to time, amended.

Article XIII: PARLIAMENTARY AUTHORITY

Section 1. The current edition of "Robert's Rules of Order Newly Revised" shall be the parliamentary authority for all matters of procedure not specifically outlined in these Bylaws, or in the Bylaws of the New Jersey (district name) Circle K District, or in the Constitution and Bylaws of Circle K International.

Article XIV: AMENDMENTS

Section 1. These Bylaws should be reviewed annually to maintain consistency with the Standard Form for Club Bylaws, New Jersey (district name) Circle K District Bylaws and the Constitution and Bylaws of Circle K International. Amendment procedure requires a two-thirds (2/3) vote at any regular meeting of this club, providing that written notice of any proposed amendments shall have been distributed to the active membership at least two (2)

weeks prior to the meeting at which the proposals are to be considered. All such amendments must be consistent with the Bylaws of the New Jersey (district name) Circle K District and the Constitution and Bylaws of Circle K International, and shall become effective only upon their approval by the New Jersey (district name) Circle K District Board of Officers and the Circle K International Board of Trustees.

APPROVED:

(Signature of Circle K International
Administrator)

DATE: _____

REF: 123/CONSTITUTION/clubylaws

12/91

123/CONSTITUTION/clbbylaws