college students with a lifelong commitment to service worldwide
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The 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.

The 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.
• 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 CKI clubs a practical means to form enduring friendships, to render altruistic service, and to build better communities.
  - To cooperate in creating and maintaining that sound public opinion and high idealism which makes possible the increase of righteousness, justice, patriotism, and goodwill.

CKI Vision

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

CKI Milestones

Throughout the organization's history, CKI has witnessed, experienced and hosted a wide variety of activity.

Here's a glimpse at events over the years:

1936: establishes a CKI house that could be rented to young men in need of assistance to attend college
1947: evolves from a fraternity to a service organization with the chartering of Carthage College Circle K Club
1955: becomes an international organization sponsored by Kiwanis International
1956: publishes first magazine for the membership
1964: becomes largest collegiate service organization on North American college campuses
1965:
What does service mean?
As one of the three tenets, service is a fundamental element of CKI. Collectively, CKI members perform more than one million hours of service on their campuses and in their communities annually. Without service, CKI would be just another campus activity. Through service, college students are making the world a better place.

As a service leadership program of Kiwanis International, CKI shares the focus of serving the children of the world. In support of this effort, the CKI service initiative is Focusing on the Future: Children. This initiative encourages members to address the issues facing children ages six to 13 and to find solutions through service for addressing these issues.

What does leadership mean?
Through the mission and vision of the organization, CKI is dedicated to the realization of mankind's potential. The potential of CKI lies in its ability to positively influence members of society who are facing ultimate personal decisions and those who will one day create the vision of mankind for generations to come. Leadership opportunities afford CKI members the resources and tools needed to become active citizens. CKI members can assume leadership responsibilities at all levels of the organization and through various experiential training conferences.

What does fellowship mean?
If there is one thing that CKI members know best, it is fellowship. Whether they are planning a car wash, visiting shut-ins, reading to three-year-olds, or conducting business, CKI members across the globe take time to meet and welcome new people. With each element and aspect of CKI, members experience fellowship and develop life-long relationships with fellow collegians, advisors, Kiwanians, and citizens in their communities. Whether a CKI member is mentoring a child, networking with a businessman, or bowling with members, that CKI member is developing social skills, meeting new people, and strengthening relationships.

A Sponsoring Kiwanis Club Pledges to:

- Collaborate with all members of the Kiwanis family to achieve our common objectives.
- Continue student management of the organization at all levels.
- Develop positive role models.
- Enhance intercultural understanding and cooperation.
- Increase our service potential.
- Provide opportunities for fellowship, personal growth, and professional development.
- Work toward greater public recognition of the organization.

This commitment is the guiding principle for sponsorship of clubs. As a collegiate-level service organization, CKI provides students with the opportunity to participate in organized volunteer activities providing needed service to individuals, families, agencies, campuses, and communities. Results of joining together to perform service in a CKI club include fellowship and the opportunity to develop leadership skills.

The Three Tenets

Service, Leadership, and Fellowship

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<tr>
<th>Year</th>
<th>Event</th>
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<tr>
<td>1970</td>
<td>1973: opens membership to females</td>
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<tr>
<td>1975</td>
<td>1984: elects its first female International President</td>
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<tr>
<td>1980</td>
<td>1992: establishes a mission statement</td>
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<tr>
<td>1993</td>
<td>2000: exceeds $500,000 commitment to the Worldwide Service Project</td>
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<td>1990</td>
<td>2000: elects its first African-American International President</td>
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<tr>
<td>2000</td>
<td>2000: elects its first African-American International President</td>
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CKI is a sponsored program of Kiwanis International, a community-service organization for professional men and women. There are CKI clubs on more than 550 college and university campuses worldwide with more than 13,000 student members.

Each club is sponsored by one or more local Kiwanis clubs. This relationship provides students the opportunities to interact with professionals within the community. Joint service projects, meetings, and other events are generally conducted each year, joining together the efforts of the community and campus leaders. Often, the Kiwanis club provides financial support to the club.

CKI is an association of clubs, and the strength of its clubs is the key to the success of the organization. The work of CKI occurs at the club level. Clubs devise, develop, organize, and implement service projects that benefit the campus and community. Clubs may undertake projects that best fit the needs of that community and those members.

Though service is the primary focus of clubs, the very nature of the organization requires that some administration take place in each club. There are dues to be collected and paid, reports to be completed, correspondence to be written, and mail to be read. Each club must have leadership to function. Each year, elections are conducted and students are placed in leadership positions within the club.

CKI members focus on making the campuses and communities better places in which to live and work. In the process, CKI members benefit from their involvement in the organization. Some of the benefits of CKI membership include:

- Learning the importance of voluntarism and altruism in our world.
- Discovering and developing leadership talents and skills that will be used in future career and professional positions.
- Applying concepts learned in the classroom to everyday situations when planning a project or organizing an event.
- Networking with professional men and women in similar fields of interest through interaction with members of the sponsoring Kiwanis club.
- Developing friendships that last because members spend time with others who have similar values and ideals.
- Applying to receive scholarships for future educational costs.
- Gaining professional training in areas such as membership recruitment, leadership skills, public relations, and organization through attendance at conventions and conferences.
- Participating in district and International conventions along with leadership development conferences known as LeaderShape.
- Receiving CIRCLE K Magazine published six times a year.
- Being a member of the Member Community on the CKI Web site.
- Receiving Service Program opportunities (available to clubs including partnerships with members of the Young Children: Priority One Advisory Council).
CKI members focus on making the campuses and communities better places in which to live and work.
The Kiwanis Family

Kiwanis Kids programs:

• Terrific Kids is a student recognition program that promotes character development and good citizenship. Terrific is an acronym meaning: Thoughtful Enthusiastic Respectful Responsible Inclusive Friendly Inquisitive Capable.

• Bring Up Grades is a program designed to provide recognition to students who raise grades into an acceptable range, and maintain or continue to raise grades from one grading period to the next.

• K-Kids is a “student-led” community service club for elementary-age students that teaches members the value of helping others through participation in community service projects and club activities.

Adult programs:

• An Aktion Club is a community-service group composed of adults who live with disabilities. A Kiwanis club, composed of leading business and professional people of the community, serves as the Aktion club’s sponsor. Aktion club service projects can address needs of the community and of the supporting agency. Kiwanis members focus on not only the social and emotional needs of the clients through Aktion Club, but they also help the agency purchase materials and equipment. Aktion Club members strive to return to their communities the benefits, help, and caring they have received, while at the same time developing important skills.

Teen programs:

KEY CLUB

• Key Club International is a high school-based organization with more than 245,000 members dedicated to helping others, serving their schools, and making their communities better. There are nearly 5,000 high schools around the globe with service-minded members of Key Club.

• The first chartered Builders Club was sponsored in 1975 by the Kiwanis Club of Ashland, Kentucky, at the Coles Junior High School (now known as Verity Middle School). The original concept of Builders Club (known as “Young Builders” in the 1930s) was to provide a guidance program to combat disruptive behavior at the junior high and middle school level. From this evolved the idea of a service organization to develop leadership skills in junior high/middle school students interested in making a personal contribution to their home, school, and community.

• Key Leader is a weekend experiential leadership program for today’s youth leaders. It focuses on service leadership as the first, most meaningful leadership development experience. By participating in a hands-on, weekend event, Key Leaders learn that leadership comes from helping others succeed. The program is designed to identify and empower emerging student leaders and move them beyond where most other leadership programs end. Thousands of students on four continents have and will become Key Leaders.

For more information on each of the Kiwanis Service Leadership programs, visit the Kiwanis-family links on the CKI Web site at www.circlek.org.
There are three levels of CKI: club, district, and International

The Club Level

The club is the first and most important level of CKI. Without the clubs, there would be no need for the district and International levels. The club level is where the mission of CKI is realized. Clubs are the heart of CKI’s service. The other levels exist to provide consultation and develop program materials that will assist and support the club in attaining their service and leadership development objectives.

The District Level

CKI is divided into districts that are either a state, a combination of states, provinces, and/or countries. They are regionally identified. The main function of the district is to develop and maintain clubs within the specified region. The chief spokesperson and leader of the district is the governor. Other district officers include the secretary, treasurer, or secretary/treasurer, bulletin editor, and lieutenant governors.

The districts are further broken down into divisions that are managed by lieutenant governors. The lieutenant governor is responsible for servicing the needs of the clubs in his/her division by visiting, counseling, assisting, getting clubs involved in district and division projects, and evaluating club progress. The lieutenant governor is the club’s primary liaison to the district. He/she can share ideas and recommend strategies for your club management questions.

The district offers a number of leadership development and social opportunities. The district also involves itself in a district-wide project, in which each club is encouraged to participate. The district will conduct divisional rallies for the clubs in each division; it will sponsor a leadership training conference in the fall and a district convention in the spring. At the district convention, as many club members as can attend should represent each club. The club is allowed two voting delegates to elect new district leadership, share input, vote on district bylaw amendments, and determine the district’s future.

The International Level

The final level of Circle K is the International level. The International Board of Trustees is composed of the President, the Vice-President, and seven representatives. These students administer the organization at the International level. They identify the critical issues facing the organization and evaluate strategies to help the organization support its mission. The International Board sets the policies for CKI, develops service initiative programs, and advises and educates the districts.

The International Board provides consultation to each district via the governor to assist him/her in managing the organization at the district level. The International representative serves as a liaison between the district and International levels. Annually, the council of governors meets with the International Board of Trustees to discuss the state of the organization.

There is an annual International convention. At the International convention, as many members as can attend should represent each club. The club is allowed two voting delegates to elect new International leadership, share input, vote on amendments to the International Bylaws, and determine the future of CKI.

One thing that sets CKI apart from other collegiate organizations is that students lead the organization at all levels.

The Kiwanis International Office in Indianapolis also maintains a team of employees designated to work solely for Kiwanis service leadership programs. It develops service program materials, processes dues and membership information, creates leadership development literature, manages the International budget, and forwards mailings to clubs, faculty advisors, and Kiwanis clubs, just to name a few tasks.

Though the structure of CKI is complex, it is designed to ensure that members receive adequate support for their organizational activities. Furthermore, the organizational structure has been developed so all levels are interrelated and interdependent. Although autonomy in operation and decision-making is maintained at each level, all three levels of CKI must interact to realize the Objects and Vision of the organization.
CKI provides numerous resources both in hard copy form as well as many resources available online at www.circlek.org. Here are some of the many resources available to all paid CKI members:

- Bylaws and Policy Code  (online)
- Standard Form for Club Bylaws  (online and hard copy available)
- New Club Building Kit  (online and hard copy available)
- Dues Letter and Password  (online)
- Officers Guide (online and hard copy available)
- PR and Marketing Guide  (online and hard copy available)
- Merchandise Catalog  (online and hard copy available)
- Service Initiative Guide  (online and hard copy available)
- Club Member Handbook (sent to all new members)
- Circle K (CK) Series Bulletins that address a wide variety of issues (online)
- CIRCLE K Magazine (sent to all paid members via the member’s address; online and hard copy available)
- Scholarship Booklet (online)
- Award and Recognition Forms (online)
- Recruitment and Retention Tools (online and hard copy available)
To help members fulfill the mission of CKI, there are programs focusing on specific needs in the community and around the world. The following is a list of the programs provided by CKI:

- **Service Initiative**: In support of serving the children of the world, the CKI service initiative is Focusing on the Future: Children. This initiative encourages members to address the issues facing children ages six to 13 and to find solutions through service for addressing these issues.

- **Key to College Program**: The Key to College Program is designed for clubs to assist high school students, especially Key Club members, in selecting a college and making the transition from high school to college.

- **Kiwanis Career Contacts Program**: The Kiwanis Career Contacts Program was created to give CKI members an opportunity to interact one-on-one with a Kiwanian in his or her field of professional interest.

- **The Society of Distinguished Collegians**: This program recognizes those members who strive for excellence in academics, service to campus and community, and commitment to the local club.

- **CKI Service Recognition Award**: This program recognizes those members from each district who have had a significant impact in the area of service to their campuses and communities.

- **CKI Scholarships**: CKI offers a number of scholarships designed to recognize and financially assist CKI members who have demonstrated excellence in academics, leadership, and service to others.

- **Circle of Service Award**: This program was created to annually recognize and honor that individual within Kiwanis International who has made the most outstanding contribution to all of CKI.

- **Faculty and Kiwanis Advisor Citation**: This program is a means by which local clubs can show appreciation to advisors who have provided consistent guidance, support, counsel, and enthusiasm to the club for at least five years.

- **CKI Humanitarian Award**: This annual program recognizes one individual, whose efforts on behalf of others has significantly contributed to the betterment of the world. Any outstanding individual who has had a positive impact on humanity is eligible to receive this award.

- **Community Service and Awareness Week Banner Patch Program**: This annual program recognizes clubs that sponsor a Service Initiative program during Community Service and Awareness Week.

- **Growth Enhances Membership Program**: This program recognizes clubs that achieve success in membership growth as compared to their previous year’s.

- **CKI Leadershape Institute**: This program serves as an opportunity for members to become more dynamic leaders in their communities. CKI Leadershape Institutes programs are led by professional facilitators and are conducted at retreat sites, camps, or conference centers.

- **Distinguished District Officers**: This program recognizes individual district officers who have excelled during their year as a district officer and are recognized at International convention.

- **CKI Contests**: These contests are events in which clubs or individuals enter to show their excellence in a particular category. The current CKI contests include: Outstanding Kiwanis-family Relations Award, Club Scrapbook Award, Single Service Award, Oratorical Award, Club Achievement Award, Club Newsletter Award, Club T-Shirt Award, Club Web site Award, and the Member Mile Contest.
The district board of officers is the governing body of the entire district and is charged with overseeing all district activities. A description of the board of officers can be found in the Standard Form of District Bylaws, Article V. Included on every district board is the district administrator, a Kiwanian, who serves as an ex-officio member of the board.

The Duties of District Board Members

As a member of the district board, there are expectations and requirements that should be carried out. It is your duty as a board to guide the district throughout your term and deal with any issues that may arise. Following is an outline of the responsibilities you, as a board member will encounter during your year in office.

Board of Officers

Duties and Responsibilities

• Determines policies that must govern the district.
• Determines the nature and content of the district’s service activities after receiving input from the clubs and their members.
• Assesses member recruitment and retention activities, and pursues further club-building opportunities.
• Evaluates district progress.
• Maintains operating budget and oversees disbursement of all funds.
• Advises all district committees.
• Evaluates club status based on participation in district activities, conduct, service activities, and dues payment.
• Approves all gubernatorial appointments of committee chairs and special positions.
• Oversees the filling of district officer vacancies.
Every member of the board should evaluate the district’s performance continuously: board operation, committee operation, district officer progress, district board meeting operation, district growth, Circle K education, financial management, public relations, service achievements, and attendance at district events. The purpose of the board of officers is to ensure the club has a solid foundation, runs smoothly, and carries out the mission of helping the community.

Effective leaders have a vision of where the organization needs to be, clearly communicates that vision to the organization’s membership, and motivates the membership to carry out that vision. During your year as a board, you must envision the possibilities for your district; let your clubs know what they, as individual clubs and as an entire organization, are capable of accomplishing; and guide them to realizing the potential impact we have.

While the aforementioned responsibilities are general duties for which all district officers are responsible, the following are specific duties every district officer is charged to carry out during his or her term:

**Goal Setting**

One of the very first responsibilities as a district officer is to set goals for the upcoming year. These goals will guide you through your term in office, and at times, remind you of what you are trying to accomplish during your year as a district board member. Within 45 days of officially taking office, you are to fill out a District Officer Goal Sheet and submit it to the Circle K International Office. The following is an excellent guide on how you, as an officer, can form your own personal goals for your term in office as well as the goals for the entire district. The acronym of SMART describes how to make goals that will be beneficial to your undertaking.

**Specific**-A specific goal has a much greater chance of being accomplished than a general goal. To set a specific goal, you must answer the five detailed questions: who, what, where, when, why?

**Measurable**-Establish concrete criteria for measuring progress (including target and completion dates) toward the attainment of each goal you set. When you measure your progress, you stay on track, reach your target dates, and experience the exhilaration of achievement that spurs you on to continued effort required to reach your goal.

**Attainable**-When you identify goals that are most important to you, you begin to figure out ways you can make them come true. You develop the attitudes, abilities, skills, and financial capacity to reach them.

**Realistic**-To be realistic, a goal must represent an objective toward which you are both willing and able to work. A goal can be both high and realistic; you are the only one who can decide just how high your goal should be. But be sure every goal represents substantial progress. A high goal frequently is easier to reach than a low one because a low goal exerts low motivational force.

**Truthful** – Do you really want to accomplish this goal? Is it in alignment with the mission and vision of your club? Is it yours or someone else’s? If you don’t own it, you won’t do it.
Being Active in the District

Though this directive does not take much description, it very well can be one of the most time consuming. As a district board member, it is your job to stay active in the district, which includes district activities, divisional rallies, and presidential council meetings, district service projects, district convention and so much more. Though it is not required by CKI to attend certain events other than district convention, you are a leader of the district, and it is important to show that you are taking an active role to better the district as a whole.

Being Active in Home Club

Though you are not able to hold an elected office in your club once you become a district officer, you still are a valuable resource to your club. Not only should you remain active in your club’s service projects and continue to attend all club meetings, you also should serve as a resource if your club needs your help in any way. As a district officer, you should be an example of an exemplary club member. Additionally, it is your duty to make sure your club stays active within the district and is knowledgeable of the current district projects and programs.

Prepare and Present a Board Report for all District Board Meetings

Each report should include information on initiatives you have taken since the last board meeting, status of projects, work completed, and any significant correspondence. Depending on the agenda for the meeting, this time can serve as a good opportunity to express problems or concerns that have occurred since the last board meeting and seek advice from the entire district board on how to address these problems. At the board meeting, you will present the report for discussion and approval. This report will become part of the permanent record of the board meeting.

Club Newsletters

Though much of a district officer’s efforts are geared toward the district as a whole, one responsibility lies solely with his or her club counterparts. Newsletters are created to inform the corresponding club officers on current events taking place in both the district and the International level as well as serve as a reminder of current duties and ways to accomplish them. Unless specified otherwise by your district, newsletters can be sent electronically, hard mail, or even posted to the district Web site as long as all club secretaries have access and are aware of the information. Though the description of a newsletter can seem time consuming and daunting, it is important to remember that the focus is keeping the club officers informed. Whichever option is utilized to keep the club officers informed is acceptable as long as it is accomplished thoroughly as well as accurately.

In addition to the general description of duties each district officer should carry out during the term described above, the following is an in depth description of each individual district office and a guide on how to carry out particular duties.
The basic duties and responsibilities of a district governor are:

**Furthering the Objects of Circle K International**

As the district governor, you have the duty of furthering the Objects of Circle K International and promoting the interests of Circle K clubs within your district. You shall work closely with other International and district officers to strengthen and expand CKI. This also includes your ability to represent CKI in a manner that reflects positively on the organization. As a governor, you are a member of the International Council.

**Being Chief Executive**

As a district governor, you shall be the chief executive of the district, shall appoint all standing and special district committees, and shall preside at the district convention and all meetings of the district board of officers. Along with this responsibility comes the responsibility of making many decisions, which at many times can be difficult. It is your duty to govern the district in a manner that would expand and improve the district while representing the ideals of CKI and in accordance with the districts bylaws.

**Training and Aid**

As district governor, you are responsible for training club officers, facilitating workshops and leadership development programs, and bringing administrative aid to clubs—existing and potential—through communication. Additionally, you must make yourself available to each club in the district, so if they need some type of assistance during your term, they will be able to call upon you is a responsibility you now own.

**Creating and Working Within the Budget**

One task at the beginning of your term is working with the district treasurer and administrator in creating the district budget. After its creation and approval, it is your responsibility to work within the established income and expense budget. You will work closely with the district administrator on all matters dealing with the operation of the district to ensure the district stays within the budget.
Additionally, at the beginning of a governor's term, they are required to sign the governor's service agreement, and, in doing so, agree to carry out the following responsibilities while in the office of governor:

- Abide by, fulfill, and enforce all policies and procedures as set forth in the Circle K International Bylaws, Policy Code, District Bylaws, and any Kiwanis District Procedures pertaining to the operation of the Circle K District.
- Perform all duties and responsibilities as specified by the International Bylaws, Article VI, Section 6, and the current form of district bylaws.
- Attend the district convention, the Circle K International convention, the Kiwanis district convention, the Circle K district convention, and all duly-called meetings of the Circle K district board of officers.
- Attend the International Governor and Administrator Training Conference.
- Make no less than one visit to each division within the home district.
- Coordinate and facilitate the training conference for incoming district officers in cooperation with the immediate past governor.
- Schedule at least three meetings of the district board of officers and preside at these meetings.
- Produce and distribute a newsletter to all district board members on a monthly basis.
- Produce and ensure distribution of a governor's newsletter or an article in the district publication at least once each quarter.
- Submit an article for the Kiwanis district publication at least once each quarter.
- Submit expense reimbursement requests to the district administrator within 30 days of incurring expense.
- Structure committees, assign committee chairs, and supervise all district committee activities.
- Complete and submit all online reports via the CKI Web site required by the Circle K International Board including online monthly governor's reports, online International Representative Visit Request Form, online Visit Assessment Forms, and the District Convention Report.

- Monitor progress of all district board members and offer advice and counsel, as appropriate.
- Communicate with the board of officers, the regional representative, the district administrator, and the director of CKI to keep each fully informed of the district activities.
- Maintain files with proper documentation and submit them to the governor-elect at the new board training conference.
- Assist the newly-elected governor in the training of the new board of officers.
- Work with the district treasurer (or secretary/treasurer) and the district administrator in preparing the annual budget, the convention budget, and all other necessary budgets of the district.
- Send replies to questions and requests within seven days of their receipt.
- Within the first month of office, correspond with Kiwanis-family counterparts.
- Ensure that plans for the district convention are made and executed, including advising district officers of their responsibilities.
- Appoint an On-To-International-Convention (OTIC) chairperson for promotion of the International convention by September 1.
- Ensure that other district officers are satisfactorily performing their assigned duties.
- Promote all International programs such as the Service Initiative, Community Service and Awareness Week, and Circle K Week.

Distinguished District Awards (DDA)

As a district governor, you are eligible to apply for the Distinguished District Governor Award given out at International convention. The guidelines for the award can be found on the CKI Web site at http://www.circlek.org/circlek/lit/mo/distingdistgo.pdf

These specifications should give you an idea of what Circle K International considers a distinguished governor, and they can be an excellent guide and resource when you outline what you want to accomplish during your year in office.
The basic duties and responsibilities of a district secretary are:

**Minutes**

- **District Board Meeting and District Council Meeting Minutes**
  Official minutes provide the outline of what occurred and informs all those who were not present of everything that was addressed. The following should be included in district board meeting minutes:
  - Date, time, and location of meeting
  - Number of board members present
  - Names of board members present and absent
  - List of guests attending the meeting
  - Identification of the chairman (typically the governor)
  - Approval of agenda
  - Review and approval of minutes of last meeting
  - Brief summary of all reports given
  - Separate paragraphs for each subject discussed and acted upon
  - Specify the exact words of the motion, the maker of the motion, and the action taken on the motion: amended, passed, rejected, tabled, or withdrawn. Describe how the motion was adopted or disposed of and whether the motion was amended or debated before being adopted or rejected. Be sure to record the exact wording of amendments, resolutions, or newly adopted policies/procedures. Also, document secondary motions, such as a recess or setting fixed time to adjourn the meeting.
  - Time of adjournment of meeting

- **Minutes from House of Delegates**
  If the district secretary is the secretary of record for the House of Delegates, he or she needs to be actively involved in all aspects of the district House of Delegates meeting so the minutes accurately reflect the actions, discussions, and decisions of the assembly. If the district secretary is unable to serve as secretary for this meeting due to other obligations, it is the responsibility of the district secretary to prepare the appointed secretary prior to the meeting. Also prior to the meeting, the district secretary should meet with the governor to prepare the agenda. For each meeting, the following should be recorded:
  - Date, time, and location of meeting
  - List of those present and those absent
  - Identification of the chair (typically the governor)
  - Approval of agenda
  - Approval of the House rules
  - Separate paragraphs for each subject discussed and acted upon
  - Exact words of the motion, the maker of the motion, and the action taken on the motion (amended, passed, rejected, tabled, or withdrawn); how the motion was adopted or disposed of; and whether the motion was amended or debated before being adopted or rejected. Be sure to record the exact wording of amendments, resolutions, or newly adopted policies/procedures. Also, document secondary motions, such as a recess or setting of a fixed time to adjourn the meeting.
  - Time of adjournment of meeting.

The district secretary has one of the most distinctive roles on the Circle K district board. The secretary performs a wide variety of duties that require a broad range of skills: being organized; the ability to write succinctly while including pertinent details; a well founded understanding of Circle K International; as well as many other abilities needed to accomplish the tasks of district secretary.
Additionally, there are practices when writing minutes for an assembly that should be taken into account to make the minutes an official and accurate record of the assembly:

- The name of a seconder of a motion should not be entered in the minutes unless ordered by the assembly.
- When a count has been ordered or the vote is by ballot, the number of votes on each side should be entered. When the voting is by roll call, the names of those voting on each side and those answering “present” should be entered. If members fail to respond to a roll call vote, enough of their names should be recorded as present as to reflect that a quorum was present at the time of the vote. If the chair voted, no special mention of this fact is made in the minutes.
- If the board of directors moves into a committee of the whole and breaks into an open discussion about a topic without making any motions, the proceedings should not be entered in the minutes, but the fact that the board went into a committee of the whole, as well as the committee report, should be entered.
- When a committee report is of great importance or should be recorded to show the legislative history of a measure, the board can order it “to be entered in the minutes,” in which case the secretary copies it in its entirety into the minutes.

**Minutes of all executive committee meetings.**

The district secretary typically serves on the executive committee and is responsible for maintaining accurate minutes that reflect the actions, discussions, and decisions of the executive committee. Prior to the meeting, the district secretary should meet with the governor to prepare the agenda. For each meeting, the following should be recorded:

- Date, time, and location of meeting
- Names of executive committee members present and absent
- List of guests attending the meeting
- Identification of the chair (typically the governor)
- Approval of agenda

- Review and approval of minutes of last meeting
- Brief summary of reports given
- Separate paragraphs for each subject discussed and acted upon
- Time of adjournment of the meeting

*Note: The district secretary should record all details of the action on motions as described above in taking minutes of district board meetings.*

**Distribution of Minutes**

Minutes from all board meetings, district council meetings, and the House of Delegates should be distributed to the entire district board as well as the International office (consult your district bylaws or policy code on whether they should be distributed to any other individuals). While posting minutes on district Web sites is becoming a common practice, the minutes from executive sessions should not be made public and therefore should not be posted on any type of Web site that has public access.

**Fall and Spring Directory**

The creation of a directory that contains both district and club officer information is critical. Many times, the success of a district depends on this ability to communicate. The district secretary must collect and combine all this information, for the directory, which can then be distributed throughout the entire district and a copy sent to the International Office.

Two versions of the directory should be created and printed—one in the fall and the other in the spring—because many involved with Circle K have contact information altered several times throughout a typical school year. Addendums can be published to update information that has changed between publications.

Here’s what to include in the district directory:

- Full name – first, middle, last
- E-mail address
- Mailing address
- Cell number
- Class status
- Club name
- Position held
- AIM
Though this information can be quite helpful when communicating with others throughout the district, it’s still important to keep privacy the top concern. Get permission from those whose information is being published and be sure they are aware the directory will be distributed either electronically and/or by mail to those in the district and CKI. Don’t publish personal information on any type of Web site or where the public could have access.

Records

The district secretary keeps an accurate file of records within the district. These records contain the history of the district and current information that is necessary in the daily activities of the district. District records should include:

- Current copy of district bylaws and policy code
- International Bylaws and Policy Code
- Minutes of all district board meetings-regular and special-including online meetings
- Committee reports
- List of committee chairs, members, and charge of the committee
- Past district excellence award materials and list of recipients
- Copies of current and past district secretary newsletters
- Copies of current and past Circle K district officer directories
- Copies of current and past Circle K club officer directories
- Copy of Alumni Club Directory (if applicable)
- Copy of Kiwanis district directory
- Copies of current and past CIRCLE K magazines along with all district publications
- Current set of all CKI literature
- Current copy of Robert’s Rules of Order

Presiding in Absence of the District Governor

Though presiding in the absence of the governor is not an everyday job, it is a responsibility that all district secretaries may need to carry out at any point in time. This includes being up to date on all district events, having accurate knowledge of the district bylaws and policy code, and an understanding of the position. While it is rare for an occurrence such as this to happen, being equipped with the necessary tools and knowledge is essential.

District Mailing

It is the duty of the district secretary to prepare and distribute district mailings. District mailings are essential to keeping the entire district informed of upcoming events, educational materials for service projects and programs, and resources needed for district events, such as district convention. These individuals should be included in a Circle K District Mailing:

- Club presidents and/or advisors in the Circle K district
- Circle K district administrator and governor
- Sponsoring Kiwanis clubs
- CKI regional representative
- Kiwanis district office
- Kiwanis district governor (also suggested is the Key Club district governor)
- Other VIPs located in the district or associated with the contents of the mailing.

Club Secretary’s Workshop

It is expected that you plan and conduct a workshop for club secretaries at the district convention or at the end of your term of office. This workshop should focus on the duties and responsibilities of the club secretary, but it also can be an opportunity for club secretaries to share ideas and “best practices” with one another. Information on district reflectors and other resources for club secretaries is also good information to share.

Though there will be at least one formal time to train club secretaries, it is important to remember that the entire term as club secretary is a learning process. As district secretary, you are to serve as the main resource for the club secretaries and guide them when they encounter situations in which additional help is needed.

Distinguished District Award (DDA)

As a district secretary, you are eligible to apply for the Distinguished District Secretary award that is presented at International Convention. The guidelines for the award can be found on the CKI Web site at http://www.circlek.org/circlek/lit/mo/distingdistse.pdf

These specifications should give you an idea of what Circle K International considers a distinguished secretary, and they can be an excellent guide and resource when you outline what you want to accomplish during your year in office.
The basic duties and responsibilities of Circle K District Treasurer are:

**The District Budget**

- **Creation of the District Budget**
  It is your duty as district treasurer, along with the Circle K district governor and administrator, to create the administrative budget for your year in office. The budget should predict the amount of expenditures and revenues for the fiscal year. It should be based on the past year’s budget and adjusted to compensate where there were discrepancies between the amounts budgeted and actual costs or revenues. The main categories to be addressed in the district budget include:

  - Dues revenue
  - Kiwanis outreach (if applicable)
  - Conferences and conventions
  - Board of officer expenses
  - Web site and district publications expenses
  - Other revenue and expenses occurring in your district

- **Approval of the District Budget**
  Once the district budget has been created for the year, the next step is to get it approved by the appropriate parties in a certain order. First, the budget must be approved by the Circle K district board. Once approved, it should be submitted to the Kiwanis district board to gain approval. Once these two steps have been completed, you have an actual working budget that takes effect on the first of the fiscal year, which for the Kiwanis family is October 1st.

- **Updating and reconciling the budget**
  Throughout the year, the budget will serve as a guide for you as the district carries out all of its activities. It is your job as treasurer to constantly update the budget and show the results of each budgeted activity. It is also your responsibility to take the monthly bank statements received and track the checks the district has distributed to determine which checks have been processed and which ones that have yet to be deposited. Additionally, it is the treasurer’s responsibility to ensure that all deposits made during that specific time period indicated on the bank statement appear on the report.

- **Educate Members About How Their Dues Payments Are Used**
  Each member is responsible for paying three separate dues payments: club (if applicable), district, and International. If members know how their money is being used, they are more likely to pay their dues in full and on time. It is important that the district treasurer provide this education. The best way for this process to work is to obtain the information about how the dues money is spent, and then pass the information along to the club treasurers for them to present to their clubs.

  As district treasurer, you have the information about the district budget and how district resources are spent. You are able to contact Circle K International to request the same information on the international level by e-mailing circlek@kiwanis.org or calling 800-KIWANIS, ext. 390. It is very important to present the fact that international as well as district dues go toward providing the resources to each individual member in Circle K International. For detailed information about member benefits, go to www.circlek.org or consult the CKI Guidebook.
Learn the Proper Way for Clubs to Complete Their Dues and Membership Invoices

The Circle K Club’s Faculty Advisor will receive a mailing in September containing a confidential password and the access information that will allow you to update the club’s membership roster online via the secure Web site, at www.circlek.org. Click on Membership Update Center. After logging in, follow the instructions on each screen. After all membership information is completed, generate an invoice. Mail check or money order (DO NOT SEND CASH) to the address shown, and include a copy of the invoice. Or, you can pay using credit card or Paypal following the instructions on the Web site. DO NOT MAIL A COPY OF THE ROSTER with this payment.

It is important that the district treasurer advise all club treasurers on the proper way to submit dues. Proper completion ensures that new members receive their membership card, pin, and handbook in a timely manner. With your help, the likelihood that the process is completed and submitted correctly is much higher, which makes the whole process flow more smoothly for all involved.

Ensure That All Clubs Have Paid Their Dues

All active clubs in the district must pay district and International dues. Both district and International dues are paid directly to the Circle K International Office. The International Office then pays the district office the appropriate amount of dues for the district. Clubs that do not pay their dues will be suspended and then have their charter revoked. Members of suspended clubs cannot seat delegates at district or International conventions and are not eligible for district or International awards or recognition. It is important to tell members how their dues are used so they know why it is important to pay their annual dues.

It is the responsibility of the treasurer to work closely with the district office to determine the status of each club’s dues payment. Dues are payable October 1, and clubs are past due if their dues are not postmarked by November 30. Many districts have implemented Early Bird Dues recognition as an incentive for clubs to turn in their dues by a certain date. Essentially, the district sets a date by which clubs can submit their annual dues, and, if submitted by that time, the club will receive special recognition.

Prepare and Send Past Due Notifications

Notifications should include the reason why dues payment is required, what process they need to use to pay dues, and the ramifications for not paying dues. Many times the reason clubs do not submit dues is confusion or being unaware of the dues process. Always explain how clubs can contact you for any questions. Many times it just takes a phone call or e-mail from you to clear up any confusion or problems a club might be having with the dues process.

Additionally, make your clubs aware that they do not have to send all their members’ dues in the first submission if they have not been collected. While it is helpful to get as many of the members paid at the very beginning as possible, dues submission can be carried out at any time throughout the year by using the new-member add form, which is available online at www.circlek.org. This also serves as an incentive to the clubs to keep adding members throughout the entire year.
Prepare for Taxes

Because of not-for-profit status, most districts, in conjunction with the Kiwanis district office, must file certain end-of-the-year tax reports. To help this process, the district treasurer should keep an accurate log of expenditures and revenue throughout the year. Included in that is keeping track of what events the expenditures and revenue came from. For example, if the district wrote a check to a hotel for district convention, that check would be an expense of district convention.

Prepare and Distribute Monthly Financial and Dues Reports to the District Board

Monthly reports are to provide information to district board members about the status of the budget. Reports should include past month expenditures, income, and dues collection status. Projected income and expenditures also are good information to include. A synopsis of each board member’s account may be helpful (if applicable). This information can also then be delivered to the clubs by the lieutenant governor or yourself through the club treasurers if the district board deems it is necessary.

Club Treasurer’s Workshop

It is expected that you plan and conduct a workshop for club treasurers at the district convention or at the end of your term of office. This workshop should focus on the duties and responsibilities of the club treasurer, but it also can be an opportunity for club treasurers to share ideas and “best practices” with one another. Included in the workshop should be how to properly create and update a budget as well as how to keep track of revenues and expenditures. This also can serve as an optimal time to inform the new club treasurers of the dues process and the problems clubs experienced in the previous year.

Distinguished District Awards (DDA)

As a district treasurer, you are eligible for the Distinguished District Treasurer award that is given out at International convention. The guidelines for the award can be found on the CKI Web site at http://www.circlek.org/circlek/lit/mo/distingdisttr.pdf

These specifications should give you an idea of what Circle K International considers a distinguished treasurer and can be an excellent guide and resource when you are outlining what you want to accomplish during your year in office.

Secretary/Treasurer

Many clubs decide to merge the positions of secretary and treasurer into one position: secretary/treasurer.

In some districts the positions of secretary and treasurer are combined into one position—secretary/treasurer. The responsibilities of the secretary/treasurer are doubly extensive and the club should limit the addition of new job responsibilities for this officer. The secretary/treasurer position requires both financial management and club documentation skills. If the club has a secretary/treasurer position, he or she should refer to the job descriptions for both the secretary and treasurer outlined in this officer guide.
The district bulletin editor is one of the most unique offices on the district board, as each district defines the role of its editor. The main responsibility with which each editor is charged is publishing the district bulletin according to the timeline that is set by the district bylaws or policy code. Additionally, most districts have other roles defined for the district editor, which should be discussed with him or her.

The basic duties of the district editor include:

**Submission of Articles to Circle K Magazine**

One of the responsibilities of district editor is forwarding articles to the CIRCLE K magazine. This could be a summation from a club project, a club project that is coming up, or even an article about a district project. To submit articles, go to www.circlek.org and click on the CIRCLE K magazine icon at the bottom of the page.

**Creation of District Bulletin**

Much goes into making a quality publication for the district, from deciding what articles to include, laying out the bulletin, and editing it to create an appropriate Circle K look. The district editor is responsible for every aspect of the publication. Here is an outline of the things that should be addressed each and every time you create a district bulletin.

- **Timeline of publication:** Creating a quality district publication is something which cannot be done well in a few days. It is a process that should begin a month to a month and a half before you actually want to publish the bulletin. When setting a timeline for the creation of this bulletin, be sure to take into account the following tasks:
  - Requesting articles from district board officers, clubs, and members
  - Receiving and editing articles
  - Creating a general layout for the bulletin
  - Editing the actual bulletin and inserting 'extras' to the bulletin
  - Having others edit the bulletin
  - Publishing the bulletin (especially if it is contracted out)
  - Mailing time
Deciding what to include: This process should take place at two separate times. Depending on how many publications your district has in a year, you should plan at least part of each bulletin at the beginning of your term based on the time of year each bulletin will be published. For example, if a particular issue is coming out a month and a half before district convention, a major aspect of the issue should be based on what will be occurring at the district convention, why people should go, and how they are able to register for the event. Each article should be time appropriate and include subjects relevant to everyone involved in CKI. Below is a list of subjects that should be addressed in your district publications throughout the year.

- **Member Education:** Information about different aspects of CKI, to which members might not normally be exposed, should be included in every district bulletin. Topics could include Circle K’s history, mission and vision, structure, and other features of Circle K.

- **District Board Articles:** In each issue, you should have an article from your district governor and/or international trustee. Also, think about including something from a lieutenant governor or the secretary.

- **District Board Action:** The district board is in place to serve the members of the district. Include articles about what the board is working on, changes they have made for the year, and upcoming undertakings about which they may want feedback from members throughout the district.

- **District Status:** Let the members know how many members there are in the district, how many service hours have accumulated over the year, and other interesting facts that make the member feel a part of the larger organization of CKI and the Kiwanis family.

- **District Event Promotion:** The district publication is one of the best ways to advertise for upcoming district events, especially the district’s fall trainer (if applicable) and district convention. Putting these articles on the front page of the bulletin ensures that all members will be exposed to upcoming events. Be sure to make these articles very enthusiastic, which in turn will make the member want to attend that specific event.
• **International Event Promotion:** International convention and other international events many times do not receive much promotion inside the district. This is the opportunity to let the members know about the wonderful opportunities there are on the international level including the CKI LeaderShape Institute and international convention.

• **Leadership Development:** This is a unique and interesting subject that can be utilized by the district editor. Information may include not only opportunities provided by Circle K for leadership development (CKI LeaderShape Institute), but also articles about the qualities of a good leader and how to become a excellent leader. They can add a different dynamic to your publication.

• **Service Initiative:** Each year Circle K International has a service initiative, that focuses on helping children and providing them with a bright future. Let the clubs know how they can get involved with the international service initiative as well as where they can obtain more information on the project.

• **Governor’s Project:** This is a topic about which your governor can provide a great deal of information. The governor comes up with a project on which he or she wants the district to focus during the term. Since the project usually changes every year, the district bulletin is an excellent way to advertise the new project.

• **Club Event Promotion:** Give the clubs the opportunity to submit articles about service projects and activities. This is a great tool to advertise possible interclubs as well as spread new ideas about different types of activities.

**Request for Articles:** Once you have decided what you want to include in a particular publication and have made your timeline, you should then request for people to write or submit articles for the bulletin. This includes asking the governor to write an article, lieutenant governors giving you an update on what is occurring in their divisions, and having clubs submit articles about upcoming or completed service projects/ fundraisers. It is important that when you request articles you give them strict guidelines about when the article is due, or you may never see it! Also, set the deadline for the article a couple of days before you actually will need it in case the person is slow in getting you the article. That way, it will not set back the entire publication of the bulletin.

**Deciding on a general layout:** Once you know what articles you will include in your publication, even if you have not received them yet, you can create a general layout of the bulletin. This will give you an idea of whether you have too much information, not enough, or the perfect amount. With this information you will be able to adjust the bulletin adequately by adding more articles or saving others for a different publication.

**Edit articles you receive:** For a publication to be readable and enjoyable it needs to be grammatically correct and have a certain flow. For this to be accomplished, every article that comes needs to be edited and checked for grammatical and style errors. While you do not want to change the content of the article because it is someone else’s work, it needs to be error free before going into the bulletin.

**Creating the dynamic aspect:** When reading a bulletin you usually find that there are pictures, backgrounds, and other aspects that give the publication a certain tone and make it more reader-friendly. Though those additions seem natural, you should plan those features before actually putting the articles into the bulletin. Although not having enough space can be an issue for the additions you planned to make for the bulletin, another problem can arise: once articles are inserted into the bulletin, the tendency to add items just to take up space increases, and many times they do not have a real connection to the article.

**Inserting the articles:** Once you have made it to this point, now is the appropriate time to actually add the articles to the layout of the bulletin. When doing so, make sure there is a flow to the bulletin and that people will not have to jump throughout the entire bulletin to read a single article. Elsewhere you will find different suggestions on formatting the text of articles to adjust the look of the bulletin.

**General Editing:** Once the articles and additional features have been put into the layout of the bulletin, it is highly suggested that you print out a copy and personally edit the entire publication. Although this can be completed on the computer, many times it is much easier to find errors when it is actually printed out compared to on a computer screen.
Extended Editing: After you have personally edited the bulletin and made the necessary changes, you should have one or two other people go through the bulletin to find any mistakes you may have overlooked. This is important because you have dealt with each article so much that you begin to read what you are thinking and not necessarily what is on the paper.

Publishing: Quite possibly the best part of the entire process for you is having the bulletin published. Depending on what your district has done in the past, you may contract the publishing of the bulletin out to a company, do it yourself, or may just post it on your district’s Web site. Make sure everyone in the district has access to the bulletin. If they do not have access, try to find a way to get them a copy of the bulletin in some form.

Mailing the bulletins: If your district does decide to mail or e-mail the bulletins, there are several people who should receive the district bulletin in addition to the clubs. They include:

- Kiwanis District Governor
- Kiwanis District Office
- Kiwanis District Bulletin Editors and/or Secretary
-Circle K Administrator and Assistant Administrator
- Key Club Governor and Administrator
- Your district’s Regional Representative
- Sponsoring Kiwanis Clubs
- CIRCLE K Magazine editor

Additional suggestions on creating the district bulletin:

- Remember that you are writing for a Circle K audience, which is mainly college students.
- Though it is a good idea to change the type of text throughout the bulletin to make it less uniform, do not use more than three different fonts per page.
- The key to success is having a plan from the very beginning.
- A newsletter must be sustainable: Be realistic about the amount of content you can consistently produce.
- Begin with good basics and build on solid ground. Do not try to have a newsletter full of huge stories. Include a couple of sizeable articles and several smaller ones.
- Deadlines are sacred! Build in a safety cushion to allow for unexpected delays.

- Be sure to let people know who is writing the story. Usually, if you are the one writing the story, do not put your name by it. Make sure your name is somewhere in the bulletin, so readers know you are the editor and assume you wrote the article if there is no signature. If someone else is writing the article, however, make sure they receive acknowledgement for their work.
- Be concerned about how your newsletter reads before you worry about how it looks. Relevant and well-written content should be able to stand on its own. Adding some dynamic aspects is fine.
- Good writing and good editing require direction and hard work. Write compact copy in the active voice. Edit for clarity, conciseness, jargon, length, and correctness.
- Prioritize your articles and make sure that the ones with higher priority receive adequate placement and attention.
- Learn the distinction between simple information and a story. Information comes to life as a story when someone talks about it.
- Any successful newsletter depends on plentiful and reliable sources. Consider an acknowledgment box that lists everyone who contributed to an issue. This will reward people for helping and encourage others to participate.
- Look for reader feedback and be sure to accept constructive criticism.

Club Editor’s Workshop

It is expected that you plan and conduct a workshop for club editors at the district convention or at the end of your term of office. This workshop should focus on the duties and responsibilities of the club editor, but it also can be an opportunity for club editors to share ideas and “best practices” with one another. Information on district reflectors and other resources for club editors is also good information to share.

Distinguished District Awards (DDA)

As a district editor, you are eligible for the Distinguished District Editor award, which is given out at International convention. The guidelines for the award can be found on the CKI Web site at http://www.circlek.org/circlek/lit/mo/distcriteria.pdf

These specifications should give you an idea of what Circle K International considers a distinguished editor, and they can be an excellent guide and resource when you are outlining what you want to accomplish during your year in office.
The basic duties and responsibilities of Circle K Lieutenant Governor are:

**Responsibilities to the Clubs in Your Division**

As the chief officer of your division, you are responsible for monitoring the functioning of each club within your division. The individual club is the cornerstone of the organization and its operation is your most basic responsibility. Through such methods as the Presidents’ Council Meetings, club visitations, and club reporting, you should examine the administrative problems of your clubs and offer advice. The following is an outline of the tasks that a lieutenant governor has to each of the clubs:

- **Keep Informed.** Keep yourself informed about projects, placing heavy emphasis on the Service Initiative and other International and district projects.
- **Basic Responsibilities.** Make certain each club fulfills the responsibilities of a Circle K club, remits the dues, files IRS Form 990 as needed, and elects it officers and submits the name of the club president and advisor to the International Office upon election.
- **School Officials.** If problems arise concerning school officials in any club in your division, consult the sponsoring Kiwanis club rather than attempt to improve the situation yourself.
- **Installation Ceremonies.** During your year, you may be called upon to install new officers of the clubs in your division. You should be prepared to handle this job professionally.
- **Rallies** (nominating caucuses). In some districts, the lieutenant governor is required to hold a spring rally or nominating caucus for the purpose of choosing his/her successor. For this function, all members in the division should be encouraged to attend. Planning and publicizing this event can contribute a great deal to its success and that of your division in the following year.

**Club Visitation**

You must visit every club within the division at least twice. Visits to clubs are a good way of gaining the confidence of club members. An enthusiastic message will let Circle K’ers know you and your goals. Don’t just go to acquaint yourself with the membership, get to know all you can about each club’s problems, as well. This will help you adapt to each club’s specific needs and improve its effectiveness as well as your own.

Don’t neglect to follow up on what you’ve learned. Make your visits as often as possible. Circle K becomes more meaningful to the individual member if a district officer takes time for the members and expresses concern and interest. While in attendance, you should take an active part in the meeting. Talk to the president well in advance of the meeting to inquire if there are any topics they would like you to address in front of the entire club. At the very least, you should inform the club on what is occurring in the district as well as upcoming events in your division.

Travel costs for lieutenant governors are handled differently by each district. Be sure to familiarize yourself with the method of reimbursement (if any) used in your district.
New-Club Building

New-club building is vital to Circle K’s existence. Maintaining a club with strong membership, consistent support and sponsorship, and ongoing communication with the district is crucial to the organization’s endurance.

Building a new Circle K requires persistence. A good first step is creating a list of schools in your area without a Circle K. Next, look at where a Kiwanis club exists and try to match the Kiwanis club with the college. Arrange a meeting with the president of the Kiwanis club and inform him/her about Circle K and the opportunity to start a club at the nearby college. Ask the Kiwanis club to sponsor a new Circle K club and answer any questions they may have about the organization, including its responsibilities. Information about Kiwanis sponsorship responsibilities is on the International Web site. The next step is contacting the college’s administration or campus services inquiring about the process to create a new club on the campus. All colleges have different procedures that need to be taken into account. Once these steps have been taken, the main task is recruiting members and setting up the structure of the club. For helpful information on how to accomplish these tasks, go online to the “how to build a club” section.

Divisional Duties

As lieutenant governor, you are the executive divisional officer. This is a crucial area. You are personally responsible for the functioning of each club and for the success of your division as a unit. To be most effective, you must win the respect of these clubs—and their confidence. This means you must be knowledgeable and capable of answering questions regarding all phases of Circle K operations. The best and most effective method of helping clubs is to know more about Circle K than they do—the literature published by the International Office is available for this purpose. Make sure you become thoroughly knowledgeable about all materials available from CKI.

Here are the foremost responsibilities you have to your division as the lieutenant governor:

• Division Service Project

As lieutenant governor, you may want to capitalize on the human resources available for planning a major divisional service project. While there are many worthwhile projects, your divisional project could be supporting an International program such as the International Service Initiative.

A division service project doesn’t necessarily have to be an event where all members of the division come together on a certain day and serve at a specified location. You can be the coordinator of an event that takes place in each of the communities in which your clubs are found. Having all clubs perform similar types of service projects creates a shared experience throughout the division.

• President’s Council Meetings

While the individual club is the basis of CKI, the club is strengthened by contacts and exchanges of ideas with other clubs. This is why a Divisional President’s Council is recommended. Two such meetings should be conducted annually.

The council consists of the division’s club presidents. It also includes the Kiwanis lieutenant governor. The purpose of the President’s Council is to facilitate communication between you, the clubs in your division, and the Kiwanis representatives. At it, those concerned with the functioning of your clubs can discuss division problems and improvements.

Attendees should be contacted several times before the meeting to ensure that a representative is in attendance. The meeting should be informal, perhaps including a meal. The agenda should leave plenty of time for a free exchange of ideas. Here’s a sample agenda to assist you in your planning.
President’s Council Meeting
Day/Month/Year

Call to orderLt. Governor John Doe
Circle K PledgePresident Jenny Smith
InvocationPresident Bill Jones
Role CallLt. Governor John Doe

Report on Divisional Activities
• Projects
• District and International Dues Collection

Old Business
• Division Wide Service Project
• District Convention Attendance Promotion
• Kiwanis-Family Weekend Update

New Business
• Election of New Lieutenant Governor
• International Convention
• Faculty/Administration Appreciation Day

Open Discussion
CommentsLt. Governor John Doe

AdjournmentLt. Governor John Doe

The following subjects should be addressed throughout the year:

- Awards
- Banquet
- Caucuses
- Club elections
- Contests
- District contests
- District convention
- Role of leader
- Running for office
- Interclub events
- International convention
- International mailings
- Circle K Week
- Lieutenant governor visits
- Membership drives
- Monthly reports
- Planning the year
- Division projects
- Dues
- Advisor relationships
- Strengthening weak clubs

Strengthening and Rebuilding Clubs

As lieutenant governor, one of the tasks you may need to complete during your term is building a club back up to charter strength and where it is running smoothly. Here is a list of steps for when a club is struggling and needs to rebuild:

1. Conduct a meeting with the Kiwanis club president, the club’s committee, and the faculty advisor to determine what caused the once active club to decline. Enlist support in rebuilding the club.
2. Make sure a faculty advisor is in place. If not, contact administration or campus services to help find a faculty advisor.
3. Meet with the advisor to explain not only his/her role, but also the entire purpose of Circle K since it’s meaning may have been “lost” within the club.
4. The faculty advisor, Kiwanis committee, and Circle K lieutenant governor should outline a need for the services of the club, listing possible projects and activities and highlighting the opportunities of membership.
5. Call a meeting of former members and those who may be interested in being in the club. Explain the possible range of projects, membership opportunities, the goals and objectives of Circle K International, and the proposed goals of the club.

6. Hold a follow-up educational meeting explaining the leadership positions available for the club, establishing an activity calendar, collecting membership dues and electing officers.

7. Schedule weekly meetings.

8. Send dues and a membership form with the names of at least 15 or 20 members* to the district and CKI.

9. Hold a service project within one month after rebuilding.

10. Make certain Kiwanians attend all club meetings and that Circle K’ers attend Kiwanis meetings.

11. Get to know the members and leadership of the club— including the Kiwanis and faculty advisors. Know the officers on a personal basis, which takes some time and effort. If a club is quite a distance from you, get to know people through calls and letters.

12. Help to establish a regular meeting time and date for the club. Try to make the meeting weekly. The club also should establish a time for the board of directors to meet.

13. Increase the membership of the club. Encourage members to bring in service-minded friends or stage an organized drive for membership.

14. Help build the club’s image. Have the club members talk up their new attitude toward Circle K and the current projects.

15. Member Education. Be sure the membership knows just what Circle K stands for and realizes the scope of the organization. The International and district conventions are good educational tools for this purpose. Encourage attendance.

16. Program Planning. With the program committee, work out a list of prospective speakers and/or programs and have the committee call and arrange programs for at least a month in advance.

17. Inter-clubbing. Begin an inter-club program with nearby clubs. Have the club you are working with visit other clubs. This is particularly effective when the inter-clubs are with strong clubs.

18. Dues Collection. Encourage the club to collect and submit dues on time or as soon as possible. Have officers for the following year elected by February.

19. Officer Training. Be sure officers go to training conferences and, as noted earlier, the district and International conventions.

**Distinguished District Awards (DDA)**

As a lieutenant governor, you are eligible for the Distinguished Lieutenant Governor award presented at International convention. The guidelines for the award can be found on the CKI Web site at [http://www.circlek.org/circlek/lit/mo/distingdistlg.pdf](http://www.circlek.org/circlek/lit/mo/distingdistlg.pdf)

These specifications should give you an idea of what Circle K International considers a distinguished lieutenant governor and can be an excellent guide and resource in outlining what you want to accomplish during your year in office.

*Two-year institutions and 4-year universities with an enrollment of less than 1,000 need only 15 members to charter and maintain a club.*
While this guide should give you a general idea of district officer requirements, it will not be able to give you all of the answers to questions that arise throughout your term. However, here are excellent resources for you when you encounter an unexpected ‘roadblock’:

- District governor and district administrator
- Other district officers from other districts (email reflector)
- Circle K International Guidebook
- International Office
  www.circlek.org
circlek@kiwanis.org
1-800-KIWANIS, ext. 390

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