THE CARIBBEAN DISTRICT

BY-LAWS

GOVERNING DOCUMENT
THE CARIBBEAN DISTRICT BYLAWS

ARTICLE I
Name and Territorial Limits

Section 1. The name of this organization shall be the Caribbean District of Circle K International.

Section 2. The territorial limits within which this district shall function and be co-extensive shall be the territorial limits of regions F, G, H and I within the Eastern Canada and the Caribbean District of Kiwanis International unless other territorial limits are petitioned by the Kiwanis and Circle K district boards and such petition is approved by the Circle K International Board and the Kiwanis International Board of Trustees.

ARTICLE II
Objects

Section 1. The objects of this district shall be: To accept and promote the Objects of Circle K International as outlined in the Constitution; To coordinate the projects of member Circle K clubs; To strengthen and extend Circle K in the district; To increase the fellowship and cooperative efforts of the clubs within the district; To provide the goods and services necessary for the welfare of the clubs and individual members; To promote participation of the clubs within the district in the general objects, programs and policies of the district and of Circle K International; and To accept and promote the Constitution and Bylaws and Policy Code of Circle K International.

ARTICLE III
Divisions

Section 1. The territory of this district shall be divided into no more than five (5) divisions.

Section 2. The territorial limits of these divisions, as approved by the Kiwanis district board of trustees, shall be such as shall be delineated from time to time by the district board of officers.

ARTICLE IV
Membership

Section 1. Each Circle K club situated within the territorial limits of this Circle K district shall be a member of the district.

Section 2. Any member club more than thirty (30) days in arrears for any indebtedness to Circle K International, the district or its sponsoring Kiwanis club shall be considered "not in good standing" International Bylaws
ARTICLE V
Officers
Section 1. The officers of the district shall be the governor, the secretary, the treasurer, the bulletin editor and such lieutenant governors as deemed necessary by the Circle K district board of officers and the Kiwanis district board of trustees.
Section 2. The officers of a district, as defined above, shall be elected at the annual district convention.
Section 3. All officers shall assume their official duties as outlined in the Constitution and Bylaws.

Section 4. The duties of the officers shall be as follows:

a. The Governor shall have the duty of furthering the objects of Circle K International and promoting the interests of Circle K clubs within his/her district. He/she shall work closely with other International and district offices to strengthen and expand Circle K. The Governor 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. He/she shall attend the International convention and all meetings of the International Council. The Governor shall be responsible for the leadership training of club officers, for workshops which will be held at the District Convention; and for developing all communication with clubs for the purpose of bringing administrative aid to said clubs. The Governor shall develop and work within an established income and expense budget, and shall work closely with the Kiwanis District Circle K Administrator on all matters dealing with the operation of the district.

b. The Lieutenant Governor shall assist the Governor in the work of the district. This person shall represent the Governor and have full responsibility under the direction of the governor in supervising the district executive work in his/her respective division. The Lieutenant Governor shall be charged with encouraging clubs within the division to increase their membership, complete worthwhile service projects, and remain up-to-date on the condition of the clubs. The Lieutenant Governor shall also work with the Governor, District Administrator, Kiwanis lieutenant governors and area Kiwanis clubs on the building of new clubs and the rebuilding of inactive clubs. This person shall also perform such other duties as may be assigned by the Governor or the district board of officers.
c. The Secretary shall keep all records of the District Convention and of all meetings of the District Board of Officers. The Secretary shall submit a report to the annual Convention and at such other times as the Governor and the District Board of Officers may require. This person shall submit to the proper officials and committees all communications received from Circle K International. The Secretary shall cooperate with the Governor in forwarding all official reports required by Circle K International.

d. The Treasurer shall, under the supervision of the District Administrator, receive all district dues, convention registration fees, and other district income. The Treasurer shall disperse these funds in the manner authorized by the Board of Officers. The accounts shall at all times be open to inspection by the governor, the board of officers, the district administrator, Kiwanis District Board of Trustees, and any authorized auditor. The treasurer shall submit a Financial Report at the annual Convention and at such other times as the Governor, the Board of Officers, or the Kiwanis District Board of Trustees may require. The Treasurer shall also perform such other duties as may be assigned by the Governor or the Board of Officers.

e. The Bulletin Editor shall be responsible for the producing and distribution of the official district publication. The editor shall send copies of the publication to the members of all clubs in good standing. The editor is privy to attend all meetings of the District Board of Officers. The editor shall also perform such other duties as may be assigned by the Governor or the District Board of Officers. This officer will be appointed by the Governor by the consent elected Board of Officers of this District no later than thirty (30) days after the start of the administrative year.

Section 5. A District Officer may be removed from office for just cause by a vote of two-thirds (2/3) of all members of the Board of Officers duly elected and serving at the time. Whenever there appears to be sufficient cause for such action, the Governor shall give said officer immediate notice of the scheduled meeting of the Board of Officers. Consideration shall be given to the facts and reasons why the office should be declared vacant. The officer shall be afforded the opportunity at that meeting to explain or refute the allegations. In the event that the Board of Officers shall find the alleged facts to be true, by a vote of two-thirds (2/3), the Board of Officers shall have the power to declare such office vacant, and the vacancy will be filled in accordance with the provisions contained in these bylaws.
Section 6. No elected District Officer may hold an International office or club office in addition to his/her District Office.

ARTICLE VI
Board of Officers

Section 1. The board of officers of this district shall consist of the Governor, the Secretary, the Treasurer, the Bulletin Editor, and the Lieutenant Governors. The District Administrator shall serve as a non-voting ex-officio member of the board.

Section 2. The management and control of the affairs of the district not otherwise provided for in these bylaws shall be vested in the Board of Officers, subject to the direction and approval of the Kiwanis District Board of Trustees, through the District Administrator, and the Circle K International Board of Trustees.

Section 3. The District Board of Officers shall hold a minimum of three (3) meetings annually, one of which is to be held during the period between academic years.

Section 4. The Secretary shall notify each member of the Board of Officers, the Kiwanis Governor, the District Administrator, members of the Kiwanis District Committee on Circle K, and the Presidents of all Circle K clubs in the District, in writing, of the time, place (including directions), and the date of all meetings of the Board of Officers not less than fourteen (14) days prior to each meeting. All meetings of the Caribbean District Board of Officers shall be open to any member of the district who wishes to attend unless otherwise determined by a vote 2/3 of the board. Any member of the district present at a regular board meeting may submit (an) additional item(s) to the agenda, subject to the approval of the district board.

Section 5. A special meeting of the Board of Officers may be called by the Governor, the Secretary or two-thirds (2/3) of the members of the Board of Officers.

Section 6. The Secretary shall be responsible for sending a tentative agenda, as prepared and approved by the Governor, for these meetings to each member of the Board of Officers, the Kiwanis Governor, the Kiwanis District Secretary, the District Administrator, and members of the Kiwanis District Committee on Circle K not less than fourteen (14) days prior to each meeting.

Section 7. In the absence of the Governor from a meeting, the Board of Officers shall designate a member of the Board of Officers to act as chairperson for that meeting upon recommendation of the Governor and/or the District Administrator.

Section 8. A majority of the voting members of the Board of Officers shall constitute a quorum, and a majority vote of those present shall decide any question, with the exception of those questions for which a greater proportion is specifically required by these bylaws.
Section 9. Within thirty (30) days after any special or regular meeting of the Board of Officers, the Secretary shall make a report of the proceedings of the meeting, comprising a complete synopsis of all actions taken, and shall distribute said report to members of the Board of Officers, the International Administrator, the International Counselor, the Kiwanis Governor, Kiwanis District Secretary, and the Presidents of the clubs in the district.

ARTICLE VIII
Club Board of Officers

Section 1. The structure of all clubs within this District shall be as follows:

a. The board of officers of all clubs within this district shall consist of the President, one or more Vice presidents, secretary, treasurer and the Bulletin Editor.

b. Club Committees are to be created and led by Committee Chairpersons, under the guidance of the club Vice President(s).

c. There shall be no office of club Director.

ARTICLE VII
Committees

Section 1. The titles and duties of district standing committees shall be as follows:

a. The Membership Development and Education committee shall cooperate with all of the clubs in this district to assist them in the maintenance of an adequate membership of appropriate standards, in the proper education and induction of new members, in the utilization of all members, in the development and attainment of Minimum Membership Requirements, and in the promotion of the concept of regular attendance at club meetings.

b. The Kiwanis Family Relations Committee shall work to improve the relationship between all Kiwanis and Kiwanis sponsored organizations. It shall be responsible for developing projects and educational programs to expand and strengthen the bonds between these organizations.

c. The Service Committee shall work to bring awareness to the CKI service partners and aid clubs in enacting programmes for such partners.
d. The District convention committee shall be responsible for the planning and execution of the annual district convention.

e. The District Leadership Training Conference committee shall be responsible for the planning and execution of the annual district fall training conference.

Section 2. The governor may appoint other committees to aid in meeting the goals and objects of the organisation for the administrative year.

ARTICLE VIII
Conventions

Section 1. The annual convention of this district shall be held at the time and place mutually agreed upon by the Board of Officers of the Circle K District, the Sponsoring Kiwanis District Board of Trustees and the Board of Trustees of Circle K International. The dates and site of the convention shall be submitted to the Administrator of Circle K International not less than sixty (60) days prior to the proposed convention dates, and the Administrator, acting for the International Board of Trustees, may approve the dates and site.

Section 2. The Governor shall appoint convention committees.

Section 3. The Secretary shall mail to each club, the District Board of Officers, the International Administrator, the Kiwanis Governor, and the Kiwanis District Secretary an official call to the annual convention not less than thirty (30) days prior to the dates of the convention.

Section 4. The Board of Officers shall have full supervision and management of all conventions, in consultation with the district administrator. The District Administrator, or representative of the Administrator selected by the Kiwanis District Board of Trustees, shall handle any contractual arrangements necessary for the District Convention.

Section 5. Each member club in good standing shall be entitled to two (2) voting delegates and two (2) alternates at the district convention. The delegates and their alternates shall be active members in good standing of the chartered clubs they represent. The Governor, Past Governors that are still members in good standing of Circle K and other elected District Officers shall be Delegates-at-Large at the District Convention. International Officers shall not be considered delegates unless certified as representatives of their home club.

Section 6. Each accredited delegate shall be entitled to vote on each question submitted at any convention. There shall be no voting by proxy.

Section 7. In the absence of the Governor from any District Convention, the Board of Officers shall designate the District Secretary to act as presiding officer of the convention.
Section 8. A quorum for any District Convention shall be the official delegates present and representing not less than one-half (1/2) of the total member clubs in good standing with the district.

Section 9. Each district convention programme shall include, but not be limited to, the following:

a. An address by the Governor of the Sponsoring Kiwanis District or a representative of the Governor;
b. An address by the Governor of the Key Club District or a representative of the Governor;
c. An address by the International Counselor in attendance;
d. Workshops for the purpose of stimulating enthusiasm, motivating and educating membership, training newly elected club officers, developing leadership potential, increasing awareness of International theme and emphasis areas, and increasing service activities;
e. Nomination and election of officers of Governor, Secretary, Treasurer and Lieutenant Governor(s) for the upcoming year;
f. Installation of the newly-elected district officers;
g. A presentation promoting attendance at the upcoming International convention; and
h. Presentation of club and district awards.

Section 10. The Secretary shall submit a report of the convention.

ARTICLE IX

Vacancies in Office between Conventions

Section 1. In the event of a vacancy in the office of Governor, a qualified member of a club in good standing with the district and Circle K International shall be elected by the Board of Officers to serve for the remainder of the unexpired term. Such action shall be communicated by the Secretary in writing to the International Administrator. In any year in which the district convention is not held, the Board of Officers shall elect a qualified member of a club in good standing to serve for the upcoming administrative year.

Section 2. In the event of a vacancy in the office of Secretary, Treasurer, the Governor shall, with approval of the Board of Officers, appoint a qualified member of a club in good standing with the district and Circle K International to serve for the remainder of the unexpired term. Such approval from the Board of Officers must be made, in writing, within fourteen (14) days of the appointment.

Section 3. In the event of a vacancy in the office of Lieutenant Governor, the Governor shall, with approval of the Board of Officers, appoint a qualified member of a club in good standing, in the same division, to serve for the remainder of the unexpired term. Such
approval from the Board of Officers must be made, in writing, within fourteen (14) days of the appointment.

**ARTICLE X**

*Revenue*

Section 1. Each member club shall pay to the district for every active member annual dues of United States $10.00. The amount of the district dues shall be determined by a two-thirds (2/3) vote of all delegates at the district convention.

Section 2. Assessments in excess of the annual dues may be made only upon a two-thirds (2/3) vote of all delegates attending the District Convention or by a two-thirds (2/3) vote of all clubs in good standing in the district between conventions and must be approved by the Kiwanis District Board and the Circle K International Board.

Section 3. The Kiwanis District Board of Trustees shall determine the official depository for the Circle K district.

Section 4. Each cheque shall carry the signature of the district administrator, or other individual designated by the Kiwanis District Board, and the Treasurer, or other individual designated by the Board of Officers.

Section 5. Revenue may be derived from other sources in such a manner as may be determined by the Board of Officers. The district shall never sponsor or participate in any manner in a lottery, raffle, drawing or game of chance in connection with any fund raising activity unless the district has received the prior approval of the sponsoring Kiwanis district board of trustees. Such approval so granted does not constitute official endorsement of such activities by Circle K International or by 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 fund raising activity is to be held. The district 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 XI**

*Parliamentary Authority*

Section 1. The most 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 Constitution and Bylaws of Circle K International.

**ARTICLE XII**

*Amendments*

Section 1. The bylaws of this district may be amended as outlined in the International Constitution and Bylaws.
ARTICLE XIII
Operating Procedures
Section 1. The District Board of Officers may, with the advice and consent of the Kiwanis District, establish an official district policy code for matters not specifically defined by the Circle K International Bylaws, or these District Bylaws. Adoption and amendment of the District Policy Code shall require an affirmative vote of two thirds (2/3) of the district officers present and voting, and the approval of the Kiwanis District.

ARTICLE XIV
Operational Corrections
Section 1. The District Board of Officers may, with the advice and consent of the District Administrator or the Chair of the Laws and Regulation Committee may correct any grammatical error, or conflict within the bylaws or seek to make clearer the intent of the these bylaws so long as the above mentioned correction does not change the intent or meaning of these bylaws.

Approved: 4/30/2011
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