



THE CARIBBEAN DISTRICT POLICY CODE

GOVERNING DOCUMENT OF THE CARIBBEAN DISTRICT OF CIRCLE K INTERNATIONAL

This Policy Code for the Caribbean District of Circle K International is established by the Caribbean District Board of Officers. We do this in order to better the activities of our district, both between our clubs and ourselves and for our society whom we have pledged to serve. We do this in order to provide a guide for those to follow.

We hope that as new responsibilities, new leaders, and new horizons for Circle K emerge, these ideas will be discussed and debated and the best of these will be made policy, stated succinctly herein for all to see. Having dedicated ourselves to the idea that clarity and specificity of operation is an integral part of our ability to function successfully, we hope that as a new policy is formulated, the responsibility for its enactment is made clear and absolute. It is to achieve these hopes and aspirations that we, the Caribbean District Board, form this, the Policy Code of the Caribbean District of Circle K International.

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I. General Provisions

1. Policy Code

A. Any established procedure of the Caribbean District Board of Officers shall be called "policy" and any decision by the board concerning the implementations of a policy shall be called "enactment".

B. All policies of the District Board of Officers shall be contained in this Policy Code. All policies contained in the Policy Code shall be binding to all the clubs and officers of the Caribbean District. This Policy Code shall in no way nullify any part of the Circle K International Constitution, the Circle K International Bylaws, or the Bylaws of the Caribbean District.

C. Any and all amendments to, as well as the adoption of this Policy Code shall require a two-thirds (2/3) vote of all seated voting board members of the Caribbean Circle K District Board of Officers. This policy supersedes and nullifies any and all previous policies adopted by the Caribbean District Board of Officers.

D. Enactments and resolutions shall require only a simple majority vote of the Board of Officers.

E. A current copy of the Policy Code shall be maintained by the District Governor, District Secretary and the District Administrator.

F. The outgoing District Secretary shall be responsible for its distribution to the incoming board, as well as the District Chairpersons and District Officers during the administrative year, which runs from District convention to District convention (or April 1 to March 31).

G. The Circle K District Governor, District Administrator, and Laws and Regulations Chairperson (if appointed) shall share responsibility for adherence to the Policy Code.

H. The latest edition of Robert's Rules of Order shall govern in all areas not inconsistent with the Circle K International Constitution, Circle K International Bylaws, and the Bylaws and Policy Codes of the Caribbean District.

I. The Caribbean Circle K District Board of Officers shall annually receive revised copies of this Policy Code. Current copies of the Policy Code shall be made available upon request to any Circle K member in good standing with this District.

2. Policy Definitions

- a. **Majority:** unless otherwise defined, the terms "majority" and "simple majority" shall be achieved when more than half of the total (of those eligible to be voting) vote in the affirmative.

- b. **Supermajority:** unless otherwise defined, the terms "supermajority" and "2/3 majority" shall be achieved when 2/3 or more of the total (of those eligible to be voting) vote in the affirmative.

- c. **Quorum:** the minimum number of members who must be present for business to be transacted.

- d. **Advise and consent:** full, open discussion shall take place on an issue and that a majority vote of the boards shall be necessary to consent to the question presented.

II. District Board of Officers

A. District Governor

- 1. Shall be the executive officer for this district.
- 2. Shall preside at the annual District Convention and all meetings of the District Board of Officers.
- 3. Shall serve as an ex-officio member on all District committees.
- 4. Shall attend the district conventions of Circle K, Kiwanis, Key Club, and all duly called meetings of the Circle K District Board.
- 5. Shall work with the Circle K Kiwanis committee and Circle K Lt. Governors in order to target new and inactive clubs.
- 6. Shall work to increase the quality and quantity of service projects and membership in the district.
- 7. Shall work with the District Treasurer and the District Administrator to prepare the annual budget.
- 8. Shall discuss appointments of chairperson positions with the District Board before making his/her appointments.

9. Shall visit as many club and divisional meetings as possible, but no less than one visit to each division during their term.
10. Shall be responsible for organizing the leadership training of all club and district officers.
11. Shall ensure that the other District officers are satisfactorily performing their assigned duties with special emphasis on reporting, record keeping, and accounting of funds.
12. Shall communicate with the District Board of officers, the International Trustee, and the Circle K District administrator in order to keep them fully aware of District activities.
13. Shall ensure that plans for District Convention are made and executed.
14. Shall submit a report at all duly called meetings of the District Board of Officers.
15. Shall work closely with the Circle K District Administrator and the appointed representatives, the Key Club District Governor, the Kiwanis District Governor, the Kiwanis District Governor-elect and their appointed representatives at all times.
16. Shall submit a monthly report form to the International President, Circle K Director, the International Trustee, by the 15th of each month.
17. Shall maintain accurate and complete set of files, transfer them to the incoming District Governor, brief the incoming District Governor on the duties of the office and shall attend the new/old board meeting at District Convention.
18. Shall serve as an ex-officio member of the District Board the year immediately following his/her term as District Governor.
19. Shall publish at least four (4) newsletters for clubs in the District.
20. Shall publish at least one article in each publication of the District, if requested by the District Editor.

B. District Secretary

1. Shall attend the Caribbean Circle K District Convention and Circle K International Convention.
2. Shall attend all duly called meetings of the district board of officers, and shall keep accurate records of the meetings and the district convention.
3. At the end of his/her term, he/she must distribute copies of the proceedings and/or minutes of the district convention to the district board and the International Trustee.
4. Shall compile a district directory containing names, addresses, telephone numbers, and email addresses of all district and club officers. The directory shall be forwarded to the Circle K Director, International Trustee, club presidents, district board members, and any appropriate Kiwanians and Key Clubbers. Changes to this directory shall be published as often as necessary, and shall be sent to the above listed people as soon as possible.

5. Shall submit a board report at all meetings of the district board of officers, and at such times as the governor or the board of officers require.
6. Shall establish a mailing list to be used when sending out all information, notices, and agendas.
7. Shall send appropriate materials to the club presidents and secretaries of newly chartered clubs as soon as possible after the notifications of charter.
8. Shall assist the district governor with district functions as required and shall perform such other duties as may be authorized by the district governor and district board of officers.
9. Shall maintain effective communication among the district, clubs, and members.
10. Shall maintain accurate and complete files on district activities transfer them to the incoming district secretary, brief the incoming district secretary on the duties of the office, and attend the new/old board meeting at the district convention.
11. Must submit a monthly report form to the district governor and district administrator by the 10th of each month.
12. Shall contact each club secretary within ninety (90) days after April 1st to train the club secretaries to ensure that they are aware of their duties and responsibilities. The district secretary shall also contact each club secretary at least once per school semester and once over the summer break to ensure they are fulfilling their duties to their abilities and need no further assistance.
13. Shall submit articles to the district publication as requested by the district editor.
14. Shall publish at least four (4) newsletters for clubs in the district.

C. District Treasurer

1. Shall serve as the financial officer of the district; keeping all appropriate records.
2. Shall assist clubs in ensuring that District and International dues are properly submitted to Circle K International.
3. He/She shall be responsible for issuing a call for district dues no later than September 1st and advising all clubs where to send their dues.
4. Shall receive and maintain all district income, ensuring the proper recording of each deposit and shall disperse these funds in a manner authorized by the district board of officers ensuring that each expenditure is justified by the use of expense vouchers and receipts.
5. Shall maintain, with the assistance of the financial counselor (the ADA), a copy of the district accounts. The books will be open at all times to the district governor, district administrator, the district board of officers, and any authorized auditor. The district books and accounts must be audited annually.

6. Shall assist the district governor and the district administrator in preparing the district budget and any other necessary budgets, for example district convention.
7. Shall keep the district board of officers informed of what portion of their budget remains.
8. Shall submit a written report reflecting the district income and expenditures and the dues status of member clubs at all meetings of the district board of officers, the district convention, and at other times as the district governor, the district administrator, or the district board may require.
9. Shall, as soon as possible after the district convention, be assisted by the district administrator and financial counselor, compile a financial report of the administrative year detailing income, expenditures, budgets, and any other pertinent information. This report is to be submitted to the old/new district board of officers, the Kiwanis committee on Circle K, the International Trustee, and the Kiwanis District Governor. At that time, the books are deemed "closed" for that administrative year and shall be audited by authorized auditors.
10. District dues, convention receipts, and other funds shall be kept in the appropriate checking and savings accounts under the name "Caribbean District Circle K". Withdrawals shall only be authorized by the district treasurer or the district governor and the district administrator or financial counselor. The above named officials shall see to the updating of all back signature cards.
11. Shall attend all duly called meeting of the district board, the district convention, and the Circle K International Convention.
12. Shall submit a board report at the district convention, all meetings of the district board of officers, and at such times as the governor or the board of officers requires.
13. Shall assist the governor with district functions as required and perform other such duties as may be authorized by the district governor or the district board of officers.
14. Must publish a monthly list of all dues paid clubs of the Caribbean District of Circle K International.
15. Must submit a monthly report to the district governor, the district administrator, and the International Trustee by the 10th of each month.
16. Shall maintain accurate and complete files, transfer them to the incoming district treasurer, brief the incoming treasurer on the duties of the office, and attend the new/old board meeting at district convention.
17. Shall contact each club treasurer within ninety (90) days after April 1st to train the club treasurers to ensure that they are aware of their duties and responsibilities. The district treasurer shall also contact each treasurer at least once over the summer break to ensure that they are fulfilling their duties and need no further assistance.
18. Shall submit articles to the district publication as requested by the district editor.

19. Shall publish at least four (4) newsletters.

D. District Editor

1. Shall publish the district newsletter/bulletin which shall be the official publication of the Caribbean District of Circle K International.
2. Shall set a regular publications schedule for the District Bulletin, which must be approved by the district board of officers.
3. Shall attend all duly called meetings of the district board of officers, district convention, and Circle K International Convention.
4. Shall submit a board report at all meetings of the district board of officers, and at such times as the governor or the board of officers requires.
5. Shall maintain accurate and complete files, transfer them to the incoming district editor, brief the incoming editor on the duties of the office, and attend the new/old board meeting at district convention.
6. Shall publish a minimum of 6 issues of the district newsletter/bulletin.
7. Must submit a monthly report to the district governor and the district administrator by the 10th of each month.

E. Lieutenant Governor

1. There shall be a Lieutenant Governor for each of the divisions in the Caribbean Circle K District. The names of these divisions shall be Crystal, Paradise and Sunshine.
2. Shall assist the district governor in the work of the district within his/her division.
3. Shall set the number of official visits, not less than once each semester made to each club in the division.
4. Shall compile a list of club officer's names, addresses, telephone numbers, email addresses, the name of the school they attend, and their year in school and submit them to the district secretary when necessary.
5. Shall submit a report on the division at all duly called meetings of the district board of officers and at other times as requested by the governor or the district board of officers.
6. Must submit a monthly report form by the 10th of each month to the district governor and the district administrator.
7. Shall assist in the collection of district and international dues and is responsible for seeing that the club is meeting district and international membership requirements.

8. Shall ensure that their clubs submit monthly reports by the 5th of each month to the appropriate persons.
9. Shall establish communication with Kiwanis and Key Club District officers within the division.
10. Shall build or reactivate Circle K clubs within the division with the assistance of appropriate Kiwanis Family and student organization contacts.
11. Shall promote interclub meetings within the division.
12. Shall assist the Circle K club presidents within their division when requested and keep them informed of all district and international functions, and specifically as to district board meetings at least two weeks prior to the meeting. They shall also speak about Circle K at club, divisional and district meetings as requested.
13. Shall be responsible for the promotion of growth of membership, service projects, and Circle K education within the division.
14. Shall submit articles to the District Bulletin as requested by the district editor.
15. Shall attend all duly called meetings of the district board of officers as well as district and international conventions.
16. Shall maintain complete files, transfer them to the incoming lieutenant governor, brief them on the duties of the position, and attend the new/old board meeting at district convention.
17. Shall publish at least four (4) newsletters.
18. Shall hold quarterly President's Council Meeting (PCMs) with clubs in their divisions

III. Committee Chairperson

A. District committees and committee chairperson positions shall consist of individuals who assist in the administrative responsibilities of the district. These responsibilities shall be clearly defined and all appointments expire at the end of the administrative year or when the governor determines the responsibilities have been fulfilled.

B. Appointments of committee chairpersons shall be made by the governor, in consultation with the district board. Chairpersons are ex-officio members of the district board and should attempt to attend every meeting of the district council and district convention.

C. No chairperson is authorized to publish manuals of any kind without prior approval of the district board.

D. Chairpersons shall submit monthly report forms by the 10th of each month to the district governor, International Trustee, district administrator, and all members of his/her committee.

E. Chairpersons shall submit articles to the District Bulletin as requested by the district editor.

F. All chairpersons shall adhere to the following policies:

1. Abide by, fulfill, and endorse all policies and procedures as specified by the current International Constitution and Bylaws, as well as District Bylaws and Policy Codes.
2. Submit a report for each meeting of the district council, whether present or not.
3. Attend any and all district board or Caribbean Circle K District events and notify the governor when you are unable to attend.
4. Submit a final report at the end of the respective term at district convention.
5. Carry out any other duties as assigned by the district governor.
6. Shall maintain accurate and complete files to be passed on to successor.

G. The following committees shall be recognized as the permanent standing committees of the Caribbean District:

Membership Development and Education

1. Promote existing district membership incentives.
2. Put together workshops to possibly be given at district events.
3. Encourage the lieutenant governor to set up projects concerning membership development and education.
4. Serve as a resource to the clubs for ideas on membership development and education.
5. Submit at least one article to the District Bulletin for each issue if asked by the district editor.
6. Promote all existing district and international membership development and education programs and ideas.
7. Revise and publish literature pertaining to membership development and education as approved by the board.

Kiwanis Family Relations

1. Keep the Kiwanis Family, both within the Caribbean District and the surrounding Circle K Districts informed of what is going on in the EC&C District.
2. Organize at least two (2) projects within the Caribbean District Kiwanis Family.
3. Put together workshops at district events dealing with the Kiwanis Family.
4. Encourage attendance at Kiwanis Family events.
5. Encourage Kiwanis Family contact throughout the summer.
6. Promote communication between Circle K officers and their Kiwanis Family counterparts.

Fundraising

1. Implement at least one district fundraiser.
2. Work with the district treasurer in implementing any new fundraising ideas.
3. Serve as a resource to the clubs for ideas on fundraising.
4. Promote the Worldwide Service Project within the district and assist clubs and the district with any fundraising associated with this project.

District Convention

1. Plan the annual district convention with the assistance of the host club.
2. Prepare the convention budget with assistance from the district governor, treasurer, and administrator.
3. Prepare three mailings, the first due by the end of November, the second sixty days before convention, and the last thirty days before convention.
4. Put together the convention program.
5. Oversee registration for the convention.
6. Work with district administrator and governor in establishing contracts with hotels.

Projects

Organizing and overseeing the Governor's Service Project for that club year

Organizing at least 2 District Service projects

Service

1. Encourage and plan district service projects.
2. Promote club attendance at district service projects.
3. Promote and encourage fundraising for the Worldwide Service Project.
4. Assist the district governor with the implementation of the governor's project.
5. Promote and assist with any other district wide service projects.

On To International Convention

1. Plan all aspects of the district tour including travel, t-shirts, and a district outing.
2. Put out mailings informing clubs about international convention.
3. Encourage members to attend international convention.
4. Administrate the organization of the district suite.

Fall conference (formerly DLTC):

1. Planning and execution of the annual district fall conference.

The Eliminate Project Committee

1. Coordinate a fundraising initiative for The Eliminate Project
2. Accepts responsibility for the success of the campaign in the district.
3. Provides support to clubs and members throughout the district regarding fundraising efforts for the Eliminate Project.
4. Serves as the chief spokesperson for the campaign in the district in collaboration with the district coordinator, in the other SLP groups
5. Works in consultation with the district governor, district administrator and his/her respective SLP subcommittee representatives, in the coordination of efforts within the district
6. Reports progress in the district to the respective SLP subcommittee representative
7. Attends monthly meetings with the district coordinator for The Eliminate Project
8. Attends webinars and other meetings with SLP coordinators and the respective SLP subcommittee representative
9. Maintains close contact with the respective SLP subcommittee representative

The Media & Technology:

1. Ensures that all technological aspects of District Events are well monitored and working properly.
2. Monitors and Controls the District's Website
3. Creates links as necessary to access Google drive and other types of forms and documents
4. Work closely with the Marketing team to provide an effective Caribbean CKI Brand through all forms of media

The Marketing/PR/Branding Committee **shall** be responsible for:

1. Informing the campus and local community of the CKI's activities and goals through the use of articles, photographs, local and campus newspapers, radio and television and through meetings with the administration of the college/university.
2. Creating Caribbean District paraphernalia
3. Overseeing the Souvenirs Committee at DCON 2014
4. Promoting use of CKI Branding Guide
5. Informing the District members about updates and events

IV. Board Meetings

- A. There shall be at least five board meetings during each administrative year.
- B. The district secretary shall notify the district board of officers, club presidents, the Kiwanis committee on Circle K, the Kiwanis district governor, and the International Trustee of the date, time, and place of all meetings of the district board of officers no less than fourteen (14) days prior to the date of the meeting.
- C. Board reports shall be presented by all district board officers and chairpersons at each meeting.
- D. At the discretion of the District Governor, a board meeting may take place at a location approved by the District Board of officers, via conference call, or via an online chat room to aid in the process of decision-making. The same rules would apply for each option.
- E. In emergency situations, the District Governor can call an emergency meeting provided notice is given to each officer at least 48 hours prior to the meeting.

V. District Publication

- A. The district editor shall set the date for submission of articles and any articles submitted after that date shall not be published.
- B. The editor shall oversee an official website of the District, which will serve as a marketing tool for the organization and as a resource for clubs to access up-to-date information on the organization.

VI. District Correspondence

- A. Communication is essential to the proper functioning of the Caribbean Circle K District. The primary means of communication shall be by electronic mail and telephone. The secondary means will be the postal service and other forms of electronic communication.
- B. All letters and other communication to clubs concerning the business of the district board shall have copies sent to the district governor, district secretary and district administrator.
- C. All correspondence by district officers to club officers should be copied to the district governor, district secretary, International Trustee, and the district administrator.
- D. All correspondence to the district administrator shall be copied to the district governor, district secretary, and International Trustee.

VII. District Convention

A. General

1. The location of each district convention shall be selected by the district board of officers no later than at the district officer training conference.
2. All convention bids must include:
 - a. The hotel name, address, contact person, and telephone number.
 - b. Current hotel prices, with comments explaining the likelihood and magnitude of price increases.
 - c. Representative meal prices for breakfast, lunch, and dinner to be served by the hotel, inclusive of tax and gratuity with comments concerning the likelihood of price increase.
 - d. Two potential dates for the convention based on hotel availability.
 - e. The number of rooms available at the hotel on potential dates.
3. The board of officers, under the guidance of the district administrator, shall have full supervision and management over the district convention.
4. The district convention chair, with the approval of the governor, shall appoint district convention committees. These committees should include: credentials, elections, awards, amendments and resolutions, halls and equipment, souvenirs, workshops and speakers, and sergeant-at-arms.
5. The district secretary shall issue the annual call to convention to each club, the district board, the Kiwanis district governor, Key Club district governor, and the International Trustee not less than thirty (30) days prior to the dates of the convention.
6. Refunds will be given at the discretion of the district convention chair and the district administrator up to fourteen days prior to the opening of district convention. No refunds will be given after that time except for extreme situations.
7. The district convention chair, district governor, district treasurer and district administrator shall prepare a convention budget for approval by the district board.
8. The district convention committees shall consist of at least three district convention registrants and the judges for awards must be Kiwanians, Key Clubbers, guests, and or the international representative.
9. The program shall include:
 - a. An address by the Governor of the Eastern Canada and the Caribbean District of Kiwanis.
 - b. An address by the Key Club Governor of one of the Key Club Districts within the territory.
 - c. An address by the International Officer in attendance.
 - d. An address by the Past Governor who served his/her term four years prior to current administrative year.

- e. Workshops for the purpose of stimulating enthusiasm, motivating and educating membership, and training newly elected club officers, leadership development, increasing awareness of the Circle K International service initiative, and increasing service activities.
- f. A House of Delegates for the nomination and election of district officers.
- g. Retiring of the Board and Installation of newly elected district officers.
- h. A new/old district board meeting, including the exchange of files, which must be done before the new term.
- i. A presentation promoting attendance at the upcoming international convention.
- j. Presentation of club divisional and district awards.

B. Procedure for nomination and election of the District Board and for endorsement for international office is as follows:

1. Requirements of Candidates

In order to be considered a candidate for Office, a member must meet the following criteria:

- a. Must have his/her name appear on the official CKI membership list;
- b. Must provide current enrolment verification at time of declaration of candidacy and prove future enrolment for the next school year to complete time in office. This applies even if the candidate is changing schools. A status letter is required.
- c. Must be in good standing with his/her home club;
- d. Must have a home club in good standing with CKI, the district, and his/her university;
- e. Must be endorsed by his/her home club and home club board.
Must have a minimum cumulative Grade Point Average of 2.0 on a 4.0 scale (or the equivalent) at the time of eligibility certification;
- f. Must have served for at least five months in at least one club or divisional position (either elected or appointed) or have served as a member of an International standing committee.
- h. Candidates for the office of Lieutenant Governor must be a member of a club within the division they are seeking office.

2. Consideration of candidacy

To be considered to run for District Office, you must abide by the requirements stated in Section B, Subsection 1. Candidates will not be permitted to run off the floor at District convention. In the event of a vacancy, the position will be filled in accordance with the Bylaws.

3. Procedure for the nomination of Lieutenant Governors

1. All lieutenant governors shall be elected in the House of Delegates.
2. Each club in good standing shall have two voting delegates and two alternates.
3. Nominations must be seconded and no nominating speeches will be permitted. Nominations must be accepted prior to caucusing.
4. Nominations will be closed after a motion passed by the majority of the voting delegates present.
5. Candidates will be allowed three minutes of introduction and presentation of platform and five minutes for questioning.
6. There will be no proxy voting.
7. In the event of a tie, the current lieutenant governor will have a vote; if he/she abstains, the candidates will caucus in front of the district board who will break the tie.
8. The winning candidate will be announced in the House of Delegates.
9. Lieutenant governors-elect will be trained by the current lieutenant governors as they perform duties until April 1.

4. Campaigning

- a. A member, having met eligibility requirements, may make a declaration of candidacy by at least 21 days prior to the Opening Session of the District Convention.
- b. Any activity by a candidate and on behalf of a candidate to promote that candidate for District Office is campaigning.
- c. Candidacy campaigning is limited to 14 days prior to the Opening Session of the District Convention.
- d. All campaigning must cease no later than 12:00 a.m. or 30 minutes after the published end time of activities each day of convention, whichever is later, and may not begin any earlier than 7:00 a.m. or 30 minutes earlier than the published start time of activities each day of convention, whichever is earlier.
- e. Non-CKI Members may not aid or participate in any form of campaigning.
- f. *Communication*
 - i. All campaign related communication must be from the candidate, not from another individual or group on behalf of the candidate.

ii. A candidate may initiate no further communication. Any further mailings, emails, phone calls, or other communications are permissible only when requested by a recipient. If the candidate receives a response to this initial communication that either requests more information or further contact, he/she may respond.

iii. The current District Governor and District Administrator are available to any candidate for guidance and counsel. All questions concerning these campaign policies should be referred to the District Board.

e. Travel

i. A candidate may not travel for the purpose of campaigning, excluding travel to the District Convention.

ii. If a candidate does travel to another club, conference, meeting, or event for travel purposes only, or during any club event, he/she shall not be introduced as a candidate for office by him/herself or anyone at that event.

f. Campaign Staff

i. Only current, dues paid members of CKI may campaign for candidates.

ii. Each candidate will be allowed a maximum of three (3) CKI members to physically "campaign" to caucus rooms with said candidate; however, candidates will be allowed to have as many members as needed on their official campaign staff to assist them with other aspects of campaigning

iii. Campaign staff members for candidates for the offices of District Executive may be from any of the clubs of the District. All campaign staff members for candidates for the office of Lieutenant Governor must be from the candidate's respective division.

iv. Past or current District Board members are not eligible to nominate or campaign for any candidate.

g. Endorsement

An endorsement for International Office is an endorsement, on behalf of a club, club board, district, or district board, providing approval for the candidate to seek one of the following International Offices: International President, International Vice-President, or Sub-regional Trustee. There shall also be a general endorsement for International Office that shall provide approval for the candidate to seek any of the International Offices.

i. Purpose of Endorsement

1. An official endorsement is an acknowledgement that a club, club board, district board, and/or district House of Delegates believes the candidate is qualified to hold the position he/she is

seeking. The said body supports the candidate's goals, ideas, and campaign for International Office and it wishes him/her the best of luck.

2. The delegates from the district are not bound by this endorsement to vote for that candidate at the CKI Convention.

ii. Endorsement Guidelines

A candidate shall be officially endorsed by his/her home club, home club board to be able to seek endorsement at the district's House of Delegates.

1. Candidates requesting endorsement must make a request to their home club. This request should include, but is not limited to, the candidate's goals for the office he/she is seeking, goals for CKI, and past leadership experiences. To give the entity time to review the candidate's written request for endorsement, all requests must be sent out at least two (2) weeks prior to the meeting at which the endorsement is to be considered.

2. Candidates requesting endorsement from the district's House of Delegates must demonstrate his/her abilities by participating in at least one (1) caucus session.

3. Numerous candidates can be endorsed for international office.

4. An official endorsement for International Office may be granted if the candidate receives a super-majority (2/3) vote.

2. Voting for endorsement must take place in the form of a written ballot. All voting delegates must receive a written ballot and vote via a written ballot. A candidate may only receive unanimous endorsement if all delegates present and voting vote in favour of the candidate via a written ballot.

3. Candidates may also contact current CKI Board members for the purpose of learning more about the roles and responsibilities of an International Office. (10/05)

h. All declared candidates for International Office must attend the Candidates Meeting before the Opening Session at the CKI Convention.

C. Caucuses

1. Divisional caucuses will be held at the time prescribed in the official convention program, where candidates may be introduced, present their platform, and answer questions.

- a. Assignment of division caucuses, not more than 2 per caucus room, and the selection of the caucus moderators shall be left to the discretion of the district governor.
- b. Candidates will be allowed a three-minute introduction and presentation of platform and five minutes for questions.
- c. Candidates do not need to ask permission to enter a caucus room or to hand out literature.
- d. Campaign staffs cannot include current district or international officers.

D. The House of Delegates

1. The House of Delegates will be held in one session.
 - a. The session will consider resolutions, bylaw amendments, the nomination and election of the district executive board, the state of the district address, and any other business that may properly come before the House of Delegates.
 - b. Each Circle K International club in good standing is entitled two voting delegates and 2 alternates.
 - c. Delegates will be seated in a restricted section. All others present will be accommodated in a designated gallery section and may not participate in the session without the permission of the House of Delegates.
 - d. Voting members of the district board are delegates-at-large.
2. The credentials committee shall be in charge of admitting delegates into the house.
3. An appointed member of the district board and/or the international representative shall be in charge of distributing, collecting, and counting the ballots.
4. The district governor shall preside over the House of Delegates.
5. When the agenda for the house calls for nomination of officers, the district governor will call for any further nominations for the office of district governor. Any nominations made during the district convention do not need re-nomination.
6. The credentials committee prior to the House of Delegates shall provide the elections committee with a list of voting delegates, including the delegates-at-large, registered and present at the district convention. The chair of the credentials committee shall report to the House of Delegates the following information as often as necessary: the number of club delegates present and the number of clubs represented, the number of delegates-at-large present, and the total number of voting delegates present.
7. Voting shall be done by written ballot unless moved to do so differently by the delegates.
8. All winning candidates must receive a simple majority of the votes cast.
9. The elections committee shall report promptly the results of each balloting. The reports shall be signed by the elections chair and the district administrator.

After the elections committee has reported, the elections chair shall deliver a copy of each report, and all ballots to the district administrator to be retained by him/her for a period of 90 days, at which time the ballots are to be destroyed.

E. District Awards

1. All awards shall be annual, running from district convention to district convention, and shall be given for recognition of projects and/or accomplishments completed primarily conducted during that period.
2. The manner of each award shall be approved by the district board and set forth below. All new awards must be approved by the district board, which shall have the authority to maintain and finance any of the awards. No awards other than those approved by the district board of officers shall be presented. This does not exclude a division from having their inter-divisional awards or the presentation of special awards to or from the district board.
3. To be eligible for club awards, a club must be in good standing with the district and international.
4. The awards for the Caribbean District of Circle K International are as follows:
 - I. Achievement
 - II. Single Service
 - III. Kiwanis-Family Relations
 - IV. Rookie of the Year
 - V. Circle K'er of the Year
 - VI. Outstanding Director
 - VII. Outstanding Chairman
 - VIII. Distinguished Officers: President, Vice-President, Secretary, Treasurer and Bulletin Editor

F. Protocol

1. The following persons shall be seated at the head table when present:
 - a. Any international officer or representative of any Kiwanis-family organization.
 - b. The current members of the Caribbean District Board.
 - c. The district administrator, the Kiwanis district governor, and the Key Club district governor.
 - d. Any speakers.
 - e. Other guests for special reasons.

2. Special Guidelines

- a. If a guest has a spouse in attendance, the spouse should be seated next to the guest. If the length of the table is a problem, spouses should be seated at a reserved table in the front.
- b. Past District and International officers and companions shall be seated as a group in an honored position.
- c. The district governor shall preside at all district banquets and other district functions unless the governor decides that another person should preside. The immediate past governor shall preside at any installation ceremony of district officers or any district function honoring the district governor.

VIII. International Convention

- A. A mailing containing prices of transportation, information on the international convention, and any other pertinent information should be sent to all clubs. A list of people interested in attending international convention should be gathered and these people should be kept informed of the travel arrangements, costs, and other district involvement regarding international convention.
- B. The district governor and On To International Convention chair shall receive funds for international convention as budgeted by the district treasurer.
- C. A lieutenant governor may represent a club in their division as a delegate if the club is unable to send any delegates and the club president approves in writing such representation by the lieutenant governor.
- D. The district governor shall see to it that the district is represented by as many delegates as possible.

IX. Training Conference

- A. The district will sponsor two training conferences, one in the spring and one in the fall.
- B. Elected officers are required to attend both training conferences.
- C. The value of attending the training conferences shall be stressed, particularly the fall conference.
- D. Lieutenant governors are strongly encouraged to plan and conduct divisional training conferences by the end of the first semester.

X. District Events and Programs

A. There shall be at least one major event in each division each year to give equal opportunity to all clubs to attend events and to promote host club privileges and responsibilities to a wide variety of clubs.

XI. Alumni Association

The Alumni Association will be a totally separate entity from the Caribbean District of Circle K International. Members of the Alumni Association can be invited to attend district events.

XII Section I: Removal of a District Board Member

1. For **violation of policies** outlined in the Caribbean District of Circle K International Governing Documents.

a. Notification Process

1. Within five (5) business days of discovering that a District Board member is in violation of the District's or Circle K International Governing Documents, the District Governor, Secretary and Administrator shall be notified.

ii. Notification of the Board Member in violation

2. Within five (5) business days of notification, District Governor, Secretary and Administrator shall notify the Board Member in violation via electronic mail or telephone. If the notification is sent and it is determined that the candidate in question did not receive such communication, then the Administrator shall send the notification through registered mail within three (3) day.

iii. Notification of the CKI Board

1. Within three (3) business days of notifying the Board Member in violation, the District Governor, Secretary and Administrator shall notify the entire CKI District Board of the situation.

2. This notification shall include, but not be limited to, the policy that was violated, a timeline of events, and information on the removal process.

iv. Notification of Non-CKI Board Members

1. Notification of Non-CKI Board Members, shall occur at the discretion of the District Governor, Secretary and Administrator

2. Care shall be taken to preserve the Board Member in violation's reputation.

b. Documentation Process

i. What is to be documented

1. A record of all required notifications shall be made.

2. Materials that support the existence of a violation shall be recorded.

ii. Documentation Storage:

1. All documentation shall be recorded at the District Office and maintained by the District Secretary.

iii. Availability of Documentation

1. Documentation shall be made available to any member of the District.

2. Documentation shall be made available to non-members of the District only at the discretion of the District Governor, Secretary and Administrator

c. District Board Action

i. Need for District Board Action:

A vacancy shall become official only by a super-majority vote of the District Board.

ii. Need for a special meeting:

In the event that it is necessary to make a decision prior to a scheduled District Board Meeting, a special meeting will be called.

d. Status of the Board Member in Violation

i. **Pending Status:** Upon notification of the Board Member's alleged violation, the District Governor and the Administrator shall declare the Board Member in violation on pending status. At this time the Board Member in violation shall maintain the full rights and privileges of office.

ii. **Declared Vacancy:** Once it is confirmed that a District Board Member is in violation of the District's Governing Documents, that Board Member's office shall be declared vacant pending District Board approval. At this time a Board Member loses the rights and privileges of office.

2. **Poor Performance.**

a. Complaint Process: Filing Complaints

i. Any member club in good standing of Circle K International shall have the ability to file a complaint against a District Board Member.

ii. A complaint shall only address the activities of one Board Member.

iii. Complaint Contents shall include but not be limited to:

1. A written summary of the alleged performance deficiencies.

2. Materials that support the claims made in the summary.

3. A formal request for the Board Member to be removed.

4. If the complaint is from a club in good standing, the minutes of the club meeting during which the complaint was approved shall be included.

b. Notification Process

i. Notification of District Governor and the Administrator

In a timely manner, the District Governor and the Administrator shall be sent via mail any official complaints.

ii. Notification of the Board Member in violation:

Within five (5) business days of notification, District Governor and the Administrator shall notify the Board Member in Question via electronic mail. If the notification is sent and it is determined that the candidate in question did not receive such communication, then the Administrator shall send the notification through certified mail within three (3) days. It is suggested, but not required, that the Board Member in question also be contacted via telephone.

iii. Notification of the District Board:

Within three (3) business days of notifying the Board Member in question, the District Governor and the Administrator shall notify the entire District Board of the complaint. This notification shall include, but not be limited to, the policy that was violated, a timeline of events, and information on the removal process.

iv. Notification of Non-CKI Board Members:

Notification of Non-CKI Board Members shall occur at the discretion of District Governor and the Administrator. Care shall be taken to preserve the Board Member in question's reputation.

c. Documentation Process

i. The Following Items shall be documented:

1. A record of all required notifications.
2. The complaint itself.
3. Materials that support the existence of a violation.
4. Minutes from any hearing that occurs.

ii. Documentation storage:

All documentation shall be recorded at the International Office and maintained by the Circle K International Staff.

iii. Availability of documentation

1. Documentation shall be made available to any member of Circle K International.
2. Documentation shall be made available to non-members of Circle K International only at the discretion of the District Governor and the Administrator

d. CKI Board Action

i. Spurious Complaints

1. Any complaint deemed to be spurious in nature by the District Governor and the Administrator shall be dismissed.
2. In order to determine whether or not a complaint is spurious, District Governor and the Administrator shall meet within three (3) business days of receipt of the complaint.
3. A written explanation of the decision to dismiss the complaint shall be sent within five (5) business days of that decision.
4. In the event that the District Governor is implicated in the complaint, that officer will not be allowed to decide whether or not to dismiss the complaint.

ii. Hearing

1. Before an officer can be removed, a hearing will be held to evaluate the merit of the complaint.
2. During the hearing the Board Member in Question will not be considered a member of the Board and therefore will have no voting privilege.
3. The agenda of the hearing shall include but not be limited to:

- Call to Order
- Statement of the complainant (Limited to 15 minutes)
- Statement of the Board Member in Question (Limited to 15 minutes)
- Questions for the District Board (Limited to 15 minutes)
- Closing Comment of the complainant (Limited to 5 minutes)
- Closing Comment of the Board Member in Question (Limited to 5 minutes)

5. The time limits prescribed in this procedure may be amended during the hearing by a majority vote of the District Board.

iii. Declaration of a Vacancy

1. Immediately following the hearing, the District Board shall move into executive session and shall entertain a motion to remove the Board Member.
2. The Board Member in Question shall neither be allowed to be present during the motion nor to have a vote.
3. A Board Member may only be removed by a super-majority vote of the District Board.
4. The decision to remove a board member shall take effect immediately.

iv. Need for a Special Meeting:

In the event that it is necessary to make a decision prior to a scheduled District Board Meeting, a special meeting will be called in accordance with the District's procedure.

e. Status of the Board Member in Violation

i. Pending Status:

Upon determination that a complaint is not spurious, the District Governor and the Administrator shall declare the Board Member in violation on Pending Status. At this time the Board Member in Question shall maintain the full rights and privileges of office.

ii. Removed Status:

Once the District Governor and/or the Administrator determines, in accordance with these procedures, to remove an officer, that office is declared vacant. At this time the Board Member in question loses the rights and privileges of office.

Section J: Replacement or appointment of a District Board Member

This shall be done in accordance with Article XI in the District's Bylaws

Revised July 24, 2013 by the Caribbean Circle K District Board 2013/2014