

Montana District
CIRCLE K INTERNATIONAL
District Bylaws
(As Amended February 2023)

ARTICLE I - Name and Territorial Limits

Section 1.

The name of this organization shall be the Montana District of Circle K International.

Section 2.

The territorial limits within which this district shall function shall be co-extensive with the territorial limits of the Montana 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 of Trustees 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 International Bylaws; 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 Bylaws and Policy Code of Circle K International.

ARTICLE III – 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, its district, or its sponsoring Kiwanis club shall be considered "not in good standing" and may have its charter and membership suspended or revoked as provided for in the Bylaws of Circle K International.

ARTICLE IV - District Officers

Section 1.

The officers of the district shall be the governor, the secretary-treasurer, and the bulletin editor, 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 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. The governor 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 secretary-treasurer shall keep all records of the district convention and of all meetings of the district board of officers. This person 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-treasurer shall cooperate with the governor in forwarding all official reports required by Circle K International.

The secretary-treasurer shall, under the supervision of the district administrator, receive all district dues, convention registration fees, and other district income. This person 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 secretary-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. This person shall also perform such other duties as may be assigned by the governor or the board of officers.

- c. The bulletin editor shall keep charge of the district social media accounts and any other form of electronic media on behalf of the district. The bulletin editor shall make all changes as requested by the governor, administrator, or the board of officers. This person shall also perform such other duties as may be assigned by the governor or the board of officers. The bulletin editor shall also function as the District Editor, performing such duties as: promoting and periodically creating, compiling, editing,

- publishing, and distributing the district bulletin to all member Circle K clubs within this district, as directed by the governor and the district board of officers.
- d. A representative of the district officers shall have the requirement of visiting each club at least once per semester. If necessary, electronic means may be utilized once per term.

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, except the district officer in question. 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 elected International office or club office in addition to his or her district office.

Section 7.

All elected officers, before assuming office, must provide to the Secretary-Treasurer or Circle K Administrator of the Montana District of Kiwanis proof that they are enrolled as a student at a Montana University or College. All officers and their clubs must be in good standing with Circle K International.

ARTICLE V - Council of Presidents

Section 1.

The council of presidents shall consist of one (1) president from each club in good standing with the district. In the event that a president is unable to attend a duly called board meeting he/she may designate another member of the club's executive board to be present and serve in their place.

Section 2.

The election and removal of a representative shall follow the club president election and removal processes prescribed by the bylaws of the home club of the representative.

ARTICLE VI - Board of Officers

Section 1.

The board of officers of this district shall consist of the governor, the secretary-treasurer, bulletin editor, and elected representatives from each club that serve on the council of presidents. 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 eight (8) meetings annually, one of which is to be held during the period between academic years.

Section 4.

The secretary-treasurer or governor shall notify each member of the board of officers, the Kiwanis governor, the district administrator, and members of the Kiwanis District Committee on Circle K, in writing, of the time, location, and the date of all meetings of the board of officers not less than thirty (30) days prior to each meeting in person and not less than fourteen (14) days prior to each meeting online.

Section 5.

A special meeting of the board of officers may be called by the governor, the secretary/treasurer or two-thirds (2/3) of the members of the Council of Presidents.

Section 6.

The secretary-treasurer 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 in person and not less than seven (7) days prior to each meeting online.

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.

In the absence of a council of presidents representative from a meeting, the club president shall designate a member from the club executive board, with the approval of the club board of officers, to act as the representative for the meeting.

Section 9.

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 10.

Within thirty (30) days after any special or regular meeting of the board of officers, the secretary-treasurer 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, and Kiwanis district secretary.

ARTICLE VII – Committees

Section 1.

The standing committees of this district may be: 1. Membership Recruitment and Education; 2. Kiwanis Family Relations and 3. Service Projects and Events.

Section 2.

The governor shall appoint one chairperson (1), or two (2) co-chairpersons, to each of the standing committees that are chosen to be formed of the district within thirty (30) days of election, or as soon as possible thereafter.

Section 3.

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

- a. The Membership Recruitment 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. Service Projects and Events Committee shall be responsible for the promotion of service among the district. This includes promotion of the Circle K International Preferred Charities and other international programs and projects. The committee will be responsible for creating educational material and promotion of service and fundraising. The committee shall also plan and execute one District Large-Scale Service Project (LSSP) for the annual district convention.

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 as outlined in the International Bylaws.

Section 3.

The secretary-treasurer shall notify 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 registration for 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, a representative of the administrator selected by the Kiwanis district board of trustees, or the Kiwanis district secretary 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, immediate-past governor, and other elected district officers shall be delegates-at-large at the district convention so long as they are in good standing. 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. All voting for the purpose of electing District Officers shall be done by paper ballot.

Section 7.

In the absence of the governor from any district convention, the board of officers shall designate a member of the board of officers 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 program 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 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 governor shall submit a report of the convention as outlined in the Circle K International Bylaws and the Policy Code for this district.

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-treasurer 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 or bulletin editor, 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 at the district board meeting within fourteen (14) days of the appointment to serve for the remainder of the unexpired term.

Section 3.

In the event of a vacancy in the office of a presidents council representative, the club shall fill the vacancy as prescribed by their bylaws. Notification of the vacancy and appointment must be made to the district board of officers within fourteen (14) days of the occurrence.

ARTICLE X – Revenue

Section 1.

Each member club shall pay to the district for every active member a per-member fee of \$7. The amount of the per-member fee shall be determined by a two-thirds (2/3) vote of all delegates at the district convention. In no case shall the district dues exceed \$25.00 USD per member per year.

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 check shall carry the signature of the Kiwanis district secretary-treasurer, or other individual designated by the Kiwanis District Board.

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 fundraising 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 - Non-Discrimination Policy

Section 1.

This organization and its member shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, nation origin, race, religion, sex, sexual orientation, or veteran status.

Section 2.

As a student organization in a Montana post-secondary institution, Circle K expects its members to conduct themselves in a manner that maintains an environment free from sexual misconduct. All members are also responsible for adhering to their respective institutions' policies regarding Title IX.

Section 3.

Hazing in any form is strictly prohibited. Hazing is considered as an interference with personal liberty, and includes any act of domination by any student over others which may lead to physical or emotional injury and discomfort. Hazing involving forced consumption of alcohol or drugs for the purpose of initiation or affiliation with the organization is strictly prohibited. Members must also follow their respective University or College policies regarding hazing.

ARTICLE XII - Parliamentary Authority

Section 1.

The current edition of "Robert's Rules of Order Newly Revised" shall be the parliamentary authority for all matters of procedure not specifically outlined in these bylaws or in the Bylaws of Circle K International.

ARTICLE XIII – Amendments

Section 1.

The bylaws of this district may be amended as outlined in the Bylaws of Circle K International.

CERTIFICATION

District Date of Adoption:

Circle K Governor (signed):

Circle K District Secretary (or Secretary-Treasurer) (signed):

Date of Kiwanis District Approval:

Kiwanis Governor (signed):

Kiwanis District Secretary (signed):

Date of Circle K International Approval:

International Director (signed):
