

VERSION 2018-2019

PACIFIC NORTHWEST DISTRICT  
*of*  
CIRCLE K INTERNATIONAL



# DISTRICT POLICY CODE

LAST REVISED - MAY 6TH, 2018

## **PREAMBLE**

This Policy Code for the Pacific Northwest District of Circle K International is established by the Pacific Northwest District Board of Officers. We do this in an effort to organize and better coordinate the activities of our district Board, our clubs, our K-Family counterparts and our communities.

We recognize the need for positive change in our organization and we have designed this Policy Code to encourage and to facilitate the process of positive change and positive action. We have compiled district policies and procedures not specified in the District Bylaws or the International Bylaws.

We hope that as new responsibilities, new authorities and new horizons for Circle K International and the Pacific Northwest District are brought forth, they will be discussed and debated.

We believe these guidelines will help in the establishment and enactment of new policies. To achieve these hopes and aspirations we form this, the Policy Code of the Pacific Northwest District of Circle K International.

## **CIRCLE K INTERNATIONAL PLEDGE**

I pledge to uphold the objectives of Circle K International, to foster compassion and goodwill towards 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.

## **POLICY CODE I: General Provisions**

1. Any references to specific District Officers or District Administrator shall be assumed to be officers from the Pacific Northwest District of Circle K International.
2. Any established procedure of the Pacific Northwest District Board of Officers of Circle K International, hereafter referred to as the district board, shall be called policy and any decision by the board concerning the implementation of a policy shall be called an enactment.
3. All policies of the district board shall be contained in this policy code. All policies contained in this policy code shall be binding on all officers and clubs of the Pacific Northwest District of Circle K International.
4. Any and all amendments to this policy code shall require a two-thirds (2/3) vote of the district board. This policy code supersedes and makes null and void any and all previous policies and rules adopted by the district board.
5. A current copy of the policy code shall be kept by the administrator, the governor, the secretary, and the parliamentarian. The secretary shall be responsible for its distribution to the district board.
6. The governor and administrator shall share responsibility for adherence to this policy code.
7. The district board shall receive revised copies of this policy code within thirty (30) days of any revision. Current copies of the policy code shall be made available to any Circle K member in good standing within this district upon request.
8. The Pacific Northwest District also abides by and acknowledges all of the Policy set forth by the Circle K International Board.

## **POLICY CODE II: Definition of the District Board**

1. The District Governor, Secretary, Treasurer, and the Bulletin Editor shall be recognized as the Executive Board. Said members of the Executive Board and Lt. Governors are titled District Officers, which implies voting rights.
2. The District Board, in its entirety, is composed of Executive Board members, Lt. Governors, Committee Chairs, and the Parliamentarian.
3. Duties of the District Officer
  - (a) Each District Officer shall:
    - i. Attend the District Officer Training Conference (DotC), Pacific Northwest Leadership Academy (PNWLA), district convention and all duly called meetings of the board. If an officer is unable to attend, s/he must notify the district governor with a valid reason at least one week in advance. Non-valid reasons may lead to suspension. Cost incurred due to late notification may be the responsibility of the board member. Officers are also strongly encouraged to attend the Circle K international convention and other K-family and district events.
    - ii. Submit a report at all district board meetings as directed by the governor or district board. Each officer (except the governor) shall submit a monthly report to the governor, secretary, administrator, and assistant administrator, by the 10th day of the following month. The Lt. Governor may also be required to submit a report to their respective area administrator if requested. The governor shall submit a monthly report as directed by Circle K International.
    - iii. Maintain accurate and complete files that shall be turned over to his/her successor. Each district officer is also encouraged to meet with his/her successor for exchange of files, training, and general aid.
    - iv. Maintain a professional image of him/herself and the district at all times.
    - v. Comply with the duties of his/her office as specified in the officer contract signed upon running for office and the memorandum of understandings.
    - vi. Respond to items of communication within three (3) days. District Officers may respond to items of communication within seven (7) days if they have prior obligations and notify the Governor and District Administrator within one (1) week of the obligation.
    - vii. Submit material to the Back-to-School mailing. The bulletin editor is responsible for collection all necessary materials and distributing it to the clubs.
  - (b) The Governor shall:
    - i. Attend the Kiwanis District Convention, the Key Club District Convention and preside over all duly called meetings of the board.

- ii. Work with the administrator and lieutenant governors to build new clubs and rebuild inactive clubs.
- iii. Work with the treasurer and the administrator to prepare the annual budget, and any other necessary district budgets.
- iv. Make committee chair appointments, with the majority approval of the district board.
- v. Make as many club visitations and divisional meetings as possible.
- vi. Ensure that other district officers and committee chairs satisfactorily perform assigned duties.
- vii. Communicate with the district board, the counseling International officer, the Circle K International President and the Circle K International Office to keep them fully informed of district activities.
- viii. Work with the convention chair to plan the district convention.
- ix. Work closely with the administrator and his/her appointed representatives, the Key Club Governor, and the Kiwanis Governor.
- x. Submit an article to each edition of the PNW Post.
- xi. Be responsible for reviewing and responding to monthly reports submitted by club presidents and district board members. The Governor shall make available to the Board a list of club president and district board report tallies every two months.

(c) The Secretary shall:

- i. Distribute copies of the minutes within fifteen (15) days after district board meetings. Minutes of the district convention shall be taken by the outgoing secretary and distributed within thirty (30) days of the close of the district convention.
- ii. Establish, with the governor, a district mailing list to be used when sending out information, notices and agendas.
- iii. Send appropriate materials (i.e. monthly report forms, district directories, board minutes, etc.) to prospective and newly chartered clubs.
- iv. Maintain effective communication among the district board, clubs and K-Family counterparts.
- v. Maintain correspondence with club secretaries as deemed appropriate. This correspondence shall include club monthly report tallies and other information pertinent to club secretaries.
- vi. Receive a copy of each club's secretary's monthly report by the 5th day of the following month. S/he shall make available a list of each secretary's report tallies to the district board every two months.

- vii. Send the names, addresses and phone numbers of all members of the district board to Circle K International for the international directory.
- viii. Collect contact information for the district and club board directory thirty (30) days after District Convention and sixty (60) days prior to PNW Leadership Academy. This information shall be made into directories containing the names, emails, addresses, and telephone numbers, and graduation years of all district and club officers. The directories should be distributed to the board quarterly.
- ix. Send out the district mailings to all active clubs once per year. Additional information should be sent electronically as needed.
- x. Submit at least two (2) articles to the PNW Post.

(d) The Treasurer shall:

- i. Issue a call for district dues by providing clubs with the appropriate information (i.e. the amount of dues, the respective addresses in which the dues must be sent and the appropriate forms.)
- ii. Receive all district dues rosters and update the membership list for the district.
- iii. Work with the governor and the administrator to prepare the annual district budget and any other necessary district budgets.
- iv. Ensure that each expenditure is justified by the use of expense vouchers. S/he shall assist the board with budget concerns and keep officers informed as to individual budget status.
- v. Submit a written report reflecting the status of club dues and other district income and expenditures as required by the governor and administrator.
- vi. Work with the administrator to compile a complete financial report of the fiscal year, detailing income, expenditures, budgets and other pertinent information. The report is to be submitted to the board, the international administrator, the Kiwanis District Treasurer, the Kiwanis Finance Committee, and the Kiwanis Governor.
- vii. Submit at least two (2) articles to the PNW Post.
- viii. Be responsible for receiving, reviewing and responding to club treasurers' monthly reports. The Treasurer shall make available a list of each treasurer's report tallies to the district board every meeting of the board two months.

(e) The Editor shall:

- i. Publish the PNW Post in the manner prescribed by Policy Code V.
- ii. Determine the guidelines for any advertisements to the PNW Post upon the approval of the board.
- iii. Encourage submission of articles by clubs and district officers prior to the publication deadlines for each issue to ensure each club a place in the bulletin.

- iv. See to it that each club receives at least one copy and that the publication is available online, except for May/June and July/August when the Post may be published in electronic form only. Send a copy of each issue of the PNW Post to each district officer, the Kiwanis Governor, the Key Club Governor, the Circle K International Board and Circle K International office.
  - v. Assist the developing the district's website, and with all promotional materials. The Board Member/Committee deemed responsible of the website should retain primary control, however.
- (f) The Lieutenant Governor shall:
- i. Make at least two (2) official visits to each club within the division, less if deemed appropriate by the governor.
  - ii. Compile and maintain a complete list of names, addresses and phone numbers of all club officers in his/her division and submit them to the secretary and the editor.
  - iii. Assist in the collection of district and international dues and receive completed club monthly report forms by the 5th day of each month.
  - iv. Establish communication with the Kiwanis and Key Club Lieutenant Governors within the division through introductory letters and continuous contact.
  - v. Promote interclub meetings within the division and promote attendance at district events.
  - vi. Conduct divisional meetings and other divisional events as appropriate.
  - vii. Assist the club presidents when requested and keep them informed of all district and international functions and speak about Circle K at the club meetings upon request.
  - viii. Submit at least two (2) articles to the PNW Post.
  - ix. Publish a bi-monthly divisional newsletter as appropriate to be distributed to all clubs in the division, the board, and K-Family counterparts.

**POLICY CODE III: District Council of Presidents**

- 1. The District Governor, with approval from the District Administrator, may commission a District Council of Presidents or hybrid (club presidents and lieutenant governors).
- 2. The District Council of Presidents shall be defined as the body made up of all club presidents in the district.
- 3. The duties of the members of the District Council of Presidents shall be the following:
  - a) To attend each monthly meeting of the council as set forth by the District Governor
  - b) To report the following
    - i) 1 service project
    - ii) 1 social event
    - iii) 1 fundraiser
    - iv) Issues, concerns, questions

- v) Member highlight
- vi) Best practices that would benefit all clubs
- vii) Any other additional announcements or discussions
- c) To promote district activities within their club

#### **POLICY CODE IV: Board Meetings**

- i) The president representatives serving on the District Board shall be determined by the following procedure:
  - a) The District Governor will send out an electronic ballot to each division two (2) weeks after the first council meeting.
  - b) The presidents of each division shall elect one (1) president to represent their division.
  - c) Should a division not be able to decide on a representative, the Governor will make the determination.
  - d) The elected representative shall serve as a voting member on the district board until dismissed by the District Governor.
  
- i. Seven meetings of the district board during the administrative year are required. The recommended times for these meetings:
  - (a) Immediately following the closing session of the District Convention, with the official title being the Transitional Board Meeting. Both the incoming and outgoing District Boards should be in attendance, with the newly installed Board being the voting membership
  - (b) District Officer Training Conference
  - (c) Spring
  - (d) Summer
  - (e) Fall
  - (f) Winter
  - (g) Prior to the opening session of the District Convention
  
- 2. The Governor and District Administrator shall work together, with input from the board, to determine the location of these meetings. In addition, the Governor and District Administrator will work to secure adequate lodging, accommodations, and meeting spaces in the varying divisions. The dates for the meetings shall be set by the District Governor at the Board Training Retreat and approved by a majority of the District Board.
  
- 3. The Governor shall submit (in writing) the agenda for the meeting at least one (1) week prior to the appropriate meeting, with the exception of the Transitional Board meeting.
  
- 4. Reports shall be presented by all members of the board at each meeting as directed by the governor or district board.
  
- 5. District Board members and guests shall follow meeting guidelines, as presented by the Parliamentarian and approved by a majority vote of the District Officers.

## **POLICY CODE V: Board Member Suspension**

1. The governor and administrator shall review any district board member whom they feel is not satisfactorily performing the duties of his/her office as prescribed by the district bylaws and this policy code. If it is found that a district board member has not been satisfactorily performing his/her duties, that district board member shall be placed on suspension.
2. The governor shall send a written notification to the district board member to inform him/her that s/he is not fulfilling his/her duties, that s/he is therefore placed on suspension and outline what steps will be taken if s/he does not fulfill these duties within the time specified by the governor.
3. At the following board meeting or via electronic mail, the governor will inform the district board that the district board member has been placed on suspension.
4. Suspension will last a minimum of two (2) weeks, longer if determined necessary by the governor and the administrator. If after the suspension period it is determined by the governor and the administrator that the suspended board member still has not satisfactorily fulfilled his/her duties, the procedure for removal of a district board member, as specified in the district bylaws, shall be followed.

## **POLICY CODE VI: District Bulletin**

1. The district bulletin for the Pacific Northwest District shall be called the PNW Post.
2. Issues of the PNW Post shall be published quarterly, and at the discretion of the District Governor.
3. The PNW Post is designed to be an informative publication directed at the members of the district. It should consist of articles on club projects, the K-Family, upcoming district and international events, and member education articles.
4. The solicitation of advertisements for funding of the PNW Post may be approved by the district board.
5. A calendar of events for the district shall be published in each issue of the PNW Post.
6. Each member of the Executive Board shall give an update on their position in each PNW Post. The Fall and District Convention Chair should also give an update on their respective conventions leading up to it, and a single recap of the event following it. Lt. Governors should introduce themselves in the May/June issue, and spotlight a single division in each of the following issues.

## **POLICY CODE VII: Committee Structure**

1. Each committee shall be headed by a committee chair who is a member in good standing of the Pacific Northwest District and of Circle K International and has completed the application process. Members of the district committees shall be appointed by the governor and approved by the district board. The chair is responsible for seeing that all duties and responsibilities of his/her committee are fulfilled as described in Section 5 of this policy. Further duties and areas of focus are to be designated and assigned by the governor.
2. Committee chairs are required to attend all duly called board meetings, the District Officer Training Conference, PNW Leadership Academy, and district convention. If s/he is unable to attend, s/he must notify the district governor within a valid reason one week in advance. Non-valid reasons may lead to suspension. Cost incurred due to late notification may be the responsibility of the board member. In addition, committee chairs are encouraged to attend the Circle K International

Convention.

3. It is the responsibility of the chair to make sure that a report of committee activities is made at each official district board meeting. If the chair cannot attend, s/he is to his/her board report to the governor before the meeting.
4. Chairs are further encouraged to develop new programs and publications as appropriate and to utilize the district mailings. Chairs must submit material to the Back-to-School mailing.
5. The committee structure for the Pacific Northwest District shall include but not be limited to:
  - (a) District Convention – District convention Committee is responsible for the planning and implementation for the annual District Convention. The District Convention Chair will be responsible for appointing sub- committee chairs as follows: Registration, Elections, Credentials, Sergeant-At-Arms, Workshops and any other deemed necessary. Registration is responsible for registering member arrivals at district convention and collecting new officer information for the new secretary. Elections will be responsible for organizing the caucusing schedules, creating election ballots and counting election ballots in the House of Delegates. Sergeant-At- Arms is responsible for keeping order in caucusing and House of Delegates. Workshops is responsible for planning and scheduling the appropriate workshops at district convention. Refer to Policy Code VIII.
    - i. When deemed necessary, the Board may combine District Convention and PNWLA Chairs. This position will be known as Convention Chair, and will oversee both District Convention, and the PNWLA.
  - (b) PNW Leadership Academy – PNW Leadership Academy is an informal gathering of club representatives for the purpose of member education, fellowship, leadership and the exchange of service ideas. The committee will be responsible for the planning and execution of the event. The PNW Leadership Academy chair will be responsible for appointing sub-committee chairs as follows: Workshop, Service Projects and Leadership Activities. Workshops is responsible for planning and scheduling the appropriate workshops at PNW Leadership Academy. Service Projects is responsible for creating service projects to be done at PNW Leadership Academy. Leadership Activities is responsible for creating proper leadership activities to e done at PNW Leadership Academy. PNW Leadership Academy Chair will be the Honors and Awards Sub- Committee Chair for District Convention. Honors and Awards is responsible for the nomination process for all awards, the revision of nomination and scholarship forms and the distribution of said forms, and the coordination of the awards process. This sub-committee may also introduce new award as deemed necessary and work with the convention chair. Refer to Policy Code XI, Section A.
  - (c) On to International Convention (OTIC) - OTIC is responsible for promoting International Convention to the members of the district. The OTIC Chair shall be advised, but not limited to, the immediate past Governor. If the Immediate Past Governor is unable to fulfill the OTIC Chair, the District Board will appoint an OTIC Chair. Refer to Policy Code X, Section 1.
6. Other possibilities for committees include:
  - (a) Service Initiative – The Service Initiative committee is responsible for promoting various service activities related to the approved district project and International Service Initiatives. The Committee shall also plan a District – wide service project related to the District Project. The committee may explore potential distinct service projects and should develop informational publications. The Committee will consist of the one representative from each Division.

- (b) Technology– This committee is responsible for updating the district webpage. This includes events that are happening throughout the district, projects, report forms, and other necessary information. Technology Committee shall also be responsible for the provision of the technological equipment necessary for board meetings and district events. The committee is further responsible for compiling the annual District slide show, to be presented at District Convention.
- (c) Global Service – The Global Service Committee is committed to alleviating poverty and other hardships in developing countries. The Committee will work with the District Board and individual clubs to help organize the PNW’s efforts to assist those in the greatest need.
- (d) Membership Development and Retention – Development and Retention Chair is responsible for all aspects of membership recruitment and retention. This includes working with the individual clubs and designing incentive programs. Committee will work with District Editor to promote the PNW Post to current and prospective members.
- (e) Parliamentarian - The parliamentarian is to be familiar with all PNW Bylaws and Policy Codes. The parliamentarian is also to be the chief consultant of parliamentary procedure at the House of Delegates. The Parliamentarian shall attend each District Board meeting to enforce parliamentary procedure. To produce the PowerPoint at District Convention with all amendment proposals and to review the House of Delegates script and update as needed. The Parliamentarian shall also work with the Governor to make changes to the Pacific Northwest District and Circle K International Bylaws and Policy Codes as deemed necessary for the future growth and development of CKI.

**POLICY CODE VIII: District Correspondence Procedure**

- 1. All letters, official correspondence, and other communications concerning the business of the district board as a whole shall have copies mailed to the governor, administrator, assistant administrator, archive, and copies shall be kept in personal files. The International Representative of Sub-region A shall be added to the District board reflector.
- 2. All correspondence concerning finances shall be copied to the governor, treasurer, administrator, assistant administrator, and Kiwanis district office.
- 3. All correspondence to any international board members shall be copied to the international president, international administrator, and the counseling international officer in addition to the appropriate district officers, when appropriate. Governor and Counseling International Officer shall establish a basis for communication, to be agreed upon at the beginning of the Counseling Officer’s and Governor’s terms.

**POLICY CODE IX: District Convention**

- 1. General Provisions
  - (a) The district convention should take place annually. The location and date of each district convention shall be selected by the district board.
- 2. The convention Committee shall be responsible for:

- (a) Planning and arranging the details of the convention, in conjunction with the governor and the district board.
  - (b) Preparing a general mailing to all clubs concerning convention, to be mailed no later than sixty (60) days prior to convention. It must contain the following:
    - i. All report and award forms
    - ii. Tentative convention schedule
    - iii. Certificate of election delegates
    - iv. Convention registration forms.
3. The district board retains full supervision and management of all conventions under the supervision of the administrator and the Kiwanis district.
4. The Kiwanis district secretary or his/her representative shall sign the hotel contract for the district convention in consultation with the administrator.
5. Rotation
- (a) District Convention shall be hosted on a rotational basis by each division as follows: Columbia, Cascade Range, Peace Arch, RainCap, Inland Empire, and Snoqualmie. Furthermore, the Governor may, with majority vote of the District Board, alter this schedule in the case of unforeseen circumstances if the assigned division feels incapable of committing to such an undertaking, or for any other reason in which a majority of the Board feels it is worthwhile to alter this rotation.
6. House of Delegates
- (a) Representatives from the member clubs of the district shall assemble during the convention to elect district officers and decide any proposed amendments to the Constitution and Bylaws. The assemblage shall be known as the House of Delegates.
  - (b) The governor shall preside over the House of Delegates.
  - (c) The following people shall be Delegates-at-Large:
    - i. Governor
    - ii. Secretary
    - iii. Treasurer
    - iv. Editor
    - v. Lieutenant Governors
    - vi. Immediate Past Governor, if still an active member of a club in good standing.
  - (d) Only the following people shall be admitted to the House of Delegates:
    - i. Certified delegates and delegates-at-large
    - ii. Counseling international officer (or representative)
    - iii. International president
    - iv. Credentials chair
    - v. Elections chair
    - vi. Parliamentarian
    - vii. Administrator
    - viii. Assistant Administrator
    - ix. Members and guests permitted in the gallery.

- (e) The administrator, assistant administrator, the counseling international officer, international president, and parliamentarian shall be non-voting members of the House of Delegates. The credentials chair and elections chair shall be non-voting members of the House of Delegates if they are not certified delegates or delegates-at-large. Only those registered as delegates, or alternates filling in for absent delegates, may vote on any question.
- (f) The counseling international officer and the Parliamentarian will be available for consultation on matters of parliamentary procedure. The current issue of Robert's Rules of Order, Newly Revised shall be the parliamentary authority.
- (g) Those who are seated at the head table will be the following:
  - i. Governor
  - ii. Secretary
  - iii. Treasurer (at governor's discretion)
  - iv. Editor (at governor's discretion)
  - v. International counselor (or representative)
  - vi. International president
  - vii. Lieutenant governors (at governor's discretion)
  - viii. Administrator
  - ix. Assistant Administrator (at governor's discretion)
  - x. Parliamentarian

#### 7. Duties of the Convention Subcommittees

- (a) All subcommittees for district convention shall be chaired by a member in good standing. Each subcommittee shall be composed of as many members in good standing with the district as deemed necessary by the chair(s). The governor, convention chair, and administrator shall counsel the subcommittees on their actions.
- (b) The following subcommittee structure should be utilized:
  - i. Credentials - Shall be responsible for certifying all delegates to the convention. The subcommittee is also responsible to ensure that only those listed in Policy Code VIII, Section 6, Subsection d are admitted to the House of Delegates. During the course of the House of Delegates, the credentials subcommittee chair will be called upon by the governor to give a report of the total number of delegates and total number of delegates-at-large in the House, as well as the number of votes necessary for both a majority and a two-thirds (2/3) vote. Members of the sponsoring Kiwanis District may assist when necessary.
  - ii. Elections - The elections subcommittee will be responsible for collection and counting any secret ballots taken by the House. The counting should be overseen and confirmed by either the administrator or assistant district administrator. The chair is responsible for reporting the result to the House at the governor's request.
  - iii. Sergeant-at-Arms - The committee shall maintain order at all convention functions and such other duties as deemed necessary or appropriate by the committee chair, governor, and/or administrator. There shall be at least one member of the sergeant-at-arms committee in each caucus room while caucusing is in process. Members of the sergeant-at-arms committee will also assist the credentials committee in ensuring that only those entitled are admitted to the House of Delegates. Members of the sponsoring Kiwanis District may assist when necessary.

## **POLICY CODE X: Nomination and Election of Officers**

1. Official elections shall be held at the district convention during the House of Delegates for the district board positions of governor, secretary, treasurer, editor, Lt. Governor at Large., and lieutenant governor if not elected prior to Convention.
2. A candidate for office must be nominated and seconded by a member in good standing from within the House of Delegates.
4. All Lt. Governor elections will take place as follows:
  - (a) Candidates for Lt. Governor will submit their Candidate Application to the District Board, who will then forward the materials to the clubs in that candidate's Division.
  - (b) Candidates will send a link in their materials to a 3-5 minute speech that will address why they are interested in the position, their qualifications and skills for the position, what ideas and plans they have for the division, and anything else the candidate deems necessary.
  - (c) The current Lt. Governor will schedule a time that works for all parties, at least two weeks prior to the executive office filing deadline or two weeks from Convention, whichever is greater, to hold a Winter Divisional Rally for members to ask questions of the candidate and discuss other items of business and planning for the division, provided that a quorum made up of one-half of the division's clubs are present.
  - (d) The voting will then take place via an online form for a period of 72 hours. Each club will have two delegates, who must supply their name and Member ID number. The results will remain secret except to the District Governor, Secretary, current Lt. Governor, and Administrator. The exception being if any of the mentioned officers are running for the Lt. Governor position.
  - (e) The District will announce the winner of the election within 48 hours following the close of the election form, who will assume the office of Lt. Governor at the upcoming District Convention.
  - (f) Nothing herein shall be read as to prevent an unsuccessful candidate from running for an Executive Office or for International Endorsement at the district convention.
5. In the Event that the Lt. Governor is not elected prior to Convention, elections will take place as follows:
  - (a) All voting for Lt. Governor shall be done within subsection of the House by only the delegates of that division. The votes shall be cast by secret ballot unless the respective delegates vote to have an election by acclamation or unanimous ballot. When voting for Lt. Governor each club shall get only two votes. The ballot counting shall be conducted by the current Lt. Governor and an executive officer or other designated witness appointed by the governor. In the case of a tie, the outgoing Lt. Governor shall cast the deciding vote. If the current Lt. Governor is running for an additional term, the governor or appointed representative shall preside over the caucus and count the ballots. In the case of a tie, the governor shall cast the deciding vote.
6. All voting for executive offices shall be cast by secret ballot, unless the House of Delegates votes to have an election by acclamation or unanimous ballot. The ballot counting shall be conducted by the elections committee.
7. Divisional caucuses will be held during the district convention at which time candidates for governor, secretary, treasurer, editor the Lt. Governor at Large, and lieutenant governor, for any divisions who have not yet elected a Lieutenant Governor, may be introduced, present their platform, and answer questions. Caucus moderators are to be the current lieutenant governor. If the current lieutenant governor is running for an office, the governor shall select a caucus moderator. A

member of a caucus shall be defined as a member of the division(s) represented in said caucus. Only members of a caucus, designated caucus moderators, members of the sergeant-at-arms committee, and non-Circle K guests shall be allowed to visit a caucus. Candidates may bring up to three (3) assistants into a caucus.

8. Each candidate shall be allowed a total of seven (7) minutes in each caucus: two (2) minutes for introduction, two (2) minutes for candidate's speech and three (3) minutes for questioning. A candidate may waive all or part of these allowances in order to allow more time for questioning. The member of the sergeant-at-arms committee or the caucus moderator is responsible for maintaining these time limits.
9. The winner of an office shall be determined by a majority vote of ballots cast (not including blanks). In the event that three (3) or more candidates run for any office and no one receives a majority vote, the two (2) candidates with the highest number of votes, whose combined total constitutes a majority of those votes cast on the first ballot (not including blanks), shall appear on the final ballot. The candidate receiving the majority of votes cast (not including blanks) on the final ballot shall be elected. In the event that no candidate receives a majority of those votes cast on the first ballot (not including blanks), and the combined total of those two candidates receiving the highest number of votes does not constitute a majority of votes cast (not including blanks), the candidate receiving the lowest number of votes shall be eliminated. This procedure shall be continued until:
  - (a) One (1) candidate receives a majority of the votes cast (not including blanks), or
  - (b) Two (2) candidates have a combined total which constitutes a majority of those votes cast (not including blanks). Those two (2) candidates shall appear on the final ballot. The candidate receiving the majority of votes (not including blanks) on the final ballot shall be elected.
10. Anyone wishing to run for a district office should familiarize him/herself with the following advice and rules for candidates:
  - (a) All candidates must be dues-paying members in good standing with both the Pacific Northwest District and Circle K International.
  - (b) All candidates are encouraged to talk with the current officer to obtain advice and information about the position.
  - (c) All candidates are encouraged to obtain the endorsement of their home club.
  - (d) Candidates are advised to declare their candidacy before midnight of the Friday night during convention in order that all names may appear on the ballot. Candidates will be officially nominated in the House of Delegates.
  - (e) All candidates are encouraged to attend the candidates meeting held at the District Convention.
  - (f) All candidates are encouraged to complete the candidate registration packet prior to convention, to ensure that their information is included in the convention booklet.
  - (g) A service agreement statement must be signed by candidates prior to nomination.
  - (h) District officers may not nominate or campaign for a candidate unless said district officer intends to run for that specific office.

- (i) Nominations of candidates for the office of governor, secretary, treasurer, and editor must be made and seconded by delegates of the district (but not by delegates-at-large).
  - (j) Posters may only be placed in areas designated by the hotel management.
  - (k) No candidate may use any district stationery or materials purchased by the district for part of his/her campaign.
  - (l) Current Board members cannot vouch funds to be used on campaign materials.
  - (m) All candidates are responsible for clearing the convention area of their respective posters and other campaign materials following the caucuses.
  - (n) Candidates may not campaign until thirty (30) days prior to convention.
- II. In the event that a district board position is left vacant until such time as an individual is appointed by a majority vote of the board, the said individual shall receive all rights inherent to that position.

#### **POLICY CODE X: International Convention**

- I. International convention information shall be available to individual members of all clubs in good standing from the OTIC chair.
- 2. A mailing containing information on the convention, any district tours, the prices of transportation and any other pertinent information should be sent to all the clubs at least ninety (90) days before international convention. All interested attendees shall be kept informed on travel expenses and arrangements and other district involvement regarding the Convention.

#### **POLICY CODE XI: District Conferences**

- I. PNW Leadership Academy
  - (a) PNW Leadership Academy shall be held annually between the dates of October 1 and November 15.
  - (b) This event shall include:
    - i. Workshops dealing with membership
    - ii. Leadership and personal development.
    - iii. Social activities
  - (c) Information about PNW Leadership Academy dates, prices, and registration forms should be sent to each club at least sixty (60) days before the event.
  - (d) Committee is encourage to send out informal invitations 90 days prior to the event.
  - (e) Committee shall work with Honors and Awards sub-committee to seek Kiwanis scholarships to allow Circle K members to attend PNW Leadership Academy for a reduced amount. Attendees may apply for scholarships through applications.
- 2. Regional Leadership Training Conferences (RLTC)
  - (a) Regional Leadership Training Conferences shall be held annually following District Convention and prior to International Convention by the Lt. Governors.

- (b) The conference shall include the following events:
  - i. Workshops dealing with membership
  - ii. Leadership and personal development
  - iii. Officer training
  - iv. Social activities
- (c) A mailing containing information about RLTC dates, prices, and registration forms should be sent to each club at least thirty (30) days before the event.
- (d) Outgoing Lt. Governors shall organize the conferences, with in-coming Lt. Governors assisting.

**POLICY CODE XII: Minimum Membership Requirements**

- 1. Criteria for students seeking membership shall include:
  - (a) Payment of all club, district, and international dues
  - (b) Fulfillment of any other requirements as set forth by the club, provided that these requirements do not violate the provisions of the District Bylaws or the Constitution and Bylaws of Circle K International.
- 2. The criteria for a student to retain active membership shall include:
  - (a) Payment of all club, district, and international dues
  - (b) Fulfillment of any other requirements as set forth by the club, provided that these requirements do not violate the provisions of the District Bylaws or the Constitution and Bylaws of Circle K International.
- 3. The above stated criteria shall be met within a specific time period as set forth by the club, not to exceed one (1) administrative year.

**POLICY CODE XIII: Official Days of Circle K International**

- 1. Circle K International recognizes certain days each year. The PNW District asks each club in the organization to participate in these days. The official days are:
  - (a) Kiwanis One Day
  - (b) Circle K Week
  - (c) Anniversary of the PNW CKI, August 17, 1962
  - (d) K-Family Month, November
- 2. The District Board will promote the Official Days of Circle K using publications, newsletters, and other methods deemed appropriate.

**POLICY CODE XIV: Alcohol Policy Code**

- i. The following is the Circle K International procedure for violations of the alcohol policy. This policy will be enforced by the Pacific Northwest District.
  - (a) Individual Level - The violation will be handled on an individual basis when the violation involves three (3) or fewer Circle K members.
    - i. First Violation: Suspension of membership for a period decided upon by the club's executive board. The minimum suspension will be six (6) weeks and the maximum will be twelve (12) weeks.
    - ii. Second Violation: The individual or individuals will be expelled from the club.
    - iii. Grievances: If a grievance is filed by one of the parties involved, it may be heard by an advisor and the nearest district officer.
    - iv. If the individuals are from different clubs, action will be decided upon by the District Board at its next meeting.
  - (b) Club Level - If more than three (3) people from the same club are involved in the violation, it will be considered a club violation, to be decided upon by the District Board at its next meeting.
    - i. First Violation: The club will be placed on probationary status for a period of three (3) months minimum but no more than nine (9) months. This will be decided by the governor and the administrator. All such actions must be reviewed by the district board at the next regularly scheduled meeting. While the club is on probationary status within the district, it will not be in good standing with Circle K International. During the probationary period, clubs will lose the privilege of seating delegates at both district and international conventions.
    - ii. Second Violation: The club will be brought to the international board for review with the possibility of having their charter revoked.
    - iii. Grievances: The club may appeal on the first violation, at the next regularly scheduled district board meeting. The second violation will be appealed through the international board.
  - (c) District Level - A district will be in violation of the alcohol policy if it is guilty or condones possession, sale, use, or consumption of alcoholic beverages at any district function (i.e. rallies, conventions, projects, conference, dances, fundraisers, or any other event officially sanctioned by the Kiwanis district).
    - i. First Violation: Censure by the International Board of Trustees to be publicized to the sponsoring Kiwanis District.
    - ii. Second Violation: Suspension of district services (club services will not be affected) for a period of one (1) to three (3) months dependent upon the decision of the international board when the district is found in violation.
    - iii. Grievances: The district may appeal to the international board at their next scheduled meeting.
  - (d) Any violations that occur must be reported within one (1) hour following their occurrence. Anyone not reporting such a violation will be held accountable for the violation as well.
  - (e) Disclaimer: Any violations that are not handled properly by the club or district involved shall be subject to review by the International Board of Trustees.
  - (f) With the unanimous consent of all parties involved, the above time limitations or penalties may be amended to allow for situations in which it is impossible or extremely difficult to

meet specified time limitations or to implement the penalties.

- (g) Any violations at a District Board Meeting will be, for the duration of the meeting only, at to the discretion of the Governor and District Administrator. Further action must be taken in accordance with these bylaws following said meeting.
2. The following is the Pacific Northwest District Alcohol Policy and violations thereof shall be reprimanded under the provisions of this Policy Code XV, Section 1:
- (a) No alcoholic beverages shall be served, consumed, possessed, or sold at any official event of the Pacific Northwest District. This includes, but is not limited to, board meetings, district conferences, and district convention.
  - (b) At Pacific Northwest District events exceeding one day, no participating members or guests of the event may consume alcohol from the opening session on the first day until after the closing session on the final day. Guests of the events will be asked to follow the policy as well.
  - (c) During international convention, the Pacific Northwest District Board will not sponsor any functions where alcoholic beverages are to be served.
  - (d) Clubs may participate in events sponsored by the Kiwanis Family that serve alcohol. CKIers, however, may not serve, possess, distribute, consume or be involved with the alcohol specifically.
  - (e) Members should not wear CKI affiliated gear while partaking in events with alcohol, even on their own time. The PNW Circle K wishes to not be affiliated with such conduct.

#### **POLICY CODE XV: Honorary Members**

- 1. Since there are many individuals outside of Kiwanis and Circle K who are of great assistance to the PNW District of Circle K, the district may bestow upon someone who is not a member of Circle K honorary membership in the PNW District Circle K for a period of one (1) year.
- 2. Honorary members shall pay no dues and shall be entitled to all privileges in the district with the exception of voting and holding office.

#### **POLICY CODE XVI: Charter Presentations**

- 1. The charter presentation meeting, being primarily a joint Kiwanis-Circle K function, shall be planned by both the sponsoring Kiwanis Club and prospective Circle K Club.
- 2. The cost of such affairs should primarily come from the sale of admission tickets to such event.
- 3. It is recommended that the Circle K Lieutenant Governor of the division act as the toastmaster and that the principle address be made by the governor or someone designated by the governor. The charter should be presented by the president of the sponsoring Kiwanis Club.
- 4. It is recommended that the Kiwanis club(s) desiring to make a personal presentation to a newly chartered Circle K Club of items such as a bell and a gavel, club banner, etc. do so by purchasing through the Circle K International Office.

5. As many Circle K Clubs as possible from throughout the PNW District should attend the charter night. All District Board members, if possible, should attend. Local K-Family counterparts should be invited.

## **POLICY CODE XVII: Divisional Boundaries**

1. The district shall be divided into divisions as mandated by Article I, Section 2 and Article III of the District Bylaws.
2. The following shall be the divisions of this district:
  - (a) Cascade Range
  - (b) Columbia
  - (c) Inland Empire
  - (d) Peace Arch
  - (e) Rain-Cap
  - (f) Snoqualmie
3. The main objective of divisional boundaries is to make a given lieutenant governor as accessible as possible to all the clubs and potential clubs in the division. Boundaries are defined by the Kiwanis divisional boundaries listed below. Key Club boundaries may be further divided from the Kiwanis Divisions.
  - (a) Cascade Range – 42, 44, 63, 66, 68, 70, 72, 74, 76, 78, 82
  - (b) Columbia – 50, 52, 54, 56, 80
  - (c) Inland Empire – 5, 8, 9, 46, 48
  - (d) Peace Arch – AYN, AYS, 13, 17, 18, 20, 20m
  - (e) Rain-Cap – 30, 32, 33, 34
  - (f) Snoqualmie – 22, 26, 28

## **POLICY CODE XIII: Five Year Plan**

1. In order that the district is guided by a reasonable set of goals leading to a more successful future, there will be established reasonable goals, not limits, for expansion and greater community effect based upon previous membership levels.
2. The district and each club shall make yearly goal to judge performance against. Goals should be judged against the previous year, and adjusted accordingly.
3. These goals are to be made during the District Officer Training Conference. These goals will relate to both the district and the club levels and will include membership, service and club building objectives.
4. Club goals shall be reported to the lieutenant governor, treasurer and secretary.

## **POLICY CODE IX: Bells, Banners, and Gavel**

1. Because of the substantial cost and sentimental value, bell, banner and gavel stealing as a means to promote interclubbing will not be tolerated. Club mascots of an appropriate nature shall be used for this purpose.
2. The following shall be the PNW District procedure for violations of this policy:
  - (a) First Violation: The club shall return said items with a formal written apology and shall be officially reprimanded by the respective Lieutenant Governor.

- (b) Subsequent Violation: In addition to the above, the matter shall be brought before the district board to determine action appropriate for the violation.

**POLICY CODE XX: Mascot Stealing**

1. Mascot stealing is a fun, informal way to get to know other Circle K'ers throughout the district. However, some precautions should be taken to avoid bodily injury and mascot destruction:
2. Mascots should not be secured to anyone or anything at anytime.
3. Mascot stealing should not occur during semi-formal or formal dress events or events at which distinguished guests are present.
4. Mascot stealing should only take place in a clean steal (no fighting over it), and once a mascot is stolen, there is to be no running to try to get it back.
5. Clubs will be encouraged to possess no more than two other mascots at any time, and to write ransom notes to clubs whose mascots they have stolen.
6. Bulletin Editor is encouraged to include update of the locations of stolen mascots.
7. If the mascot is not returned during an interclub it is the stealing club's responsibility to return the mascot at the next district event. If this does not occur it is the stealing club's lieutenant governor's responsibility to see that the mascot is returned to its home club.
8. If a mascot is vandalized or lost it is the stealing club's responsibility to repair, if feasible, or replace the mascot.
9. All infractions will be reviewed and resolved by the governor and the administrator.

**POLICY CODE XXI: Tax Information for Clubs**

1. Circle K is a not-for-profit organization under IRS Code 501(c)(4). Donations to Circle K clubs are not tax deductible for tax purposes to the donor, but we don't have to pay taxes on any money raised.
2. Each club must have a Taxpayer Identification Number from the IRS. This number is given when you send in request Form SS-4. This number is also known as a (E.I.N.) Employer Identification Number, (F.I.N.) Federal Identification Number or (T.I.N.) Taxpayer Identification Number.
3. Most clubs get these numbers when they charter. If you are unsure if your club has such a number, contact Circle K International – they may have it on file. Each club needs this number to maintain its tax-exempt status.
4. Annually clubs may receive a Form 990-EZ from the IRS. If you do, you have to fill it out and send it back. It simply indicates all the income that you raised and don't have to pay taxes on. Generally if your club raises less than \$25,000 in a calendar year (Jan 1-Dec. 31) you won't have to do anything.
5. Please order a copy of CK Series #15 from International for further tax information for Circle K Clubs or ask one of your district board members for a copy.

## **POLICY CODE XXII: Changes to Policies**

1. Circle K Pacific Northwest District Board Policy is to remain fixed year to year unless specifically altered by the Circle K District Board.
2. Pacific Northwest District Board Policy must be approved by two-thirds majority vote of the Pacific Northwest District board.
3. Changes to the policy must be sent by the District Secretary to the District Board, all District and Divisional Administrators, the Kiwanis Governor and Governor-Elect, and all Club Presidents within one week of passage.
4. No change of District Board Policy will take effect until the Kiwanis District Governor, Circle K administrator, and all clubs and have had 30 days to review said change. If either the Kiwanis Governor or Circle K Administrator disputes a policy change, the Circle K District Board must reconsider the amendment. If either still disputes a change following the reconsideration, the amendment will go before the Kiwanis Board of Trustees to decide.
5. Any division or club desiring reconsideration of proposed changes to District Board Policy, or the standard form for Club Bylaws shall request in writing to District Board reconsideration of proposed change. Said request shall include a thorough explanation of the concerns, and alternatives to the policy.

Scheduled implementation of the proposed change will be postponed until a review of the request for reconsideration has been taken by District Board. A written report of the board's subsequent action will be made to those requesting reconsideration. If reversal or modification of the proposed policy is made, notification will be made to all lieutenant governors and administrators.

*All numbering and bulleting will be updated appropriately, following passage of the amendments.*

Changes to PNW District of Circle K International Policy Code were approved by a majority at a meeting of the Board on May 6th, 2018.

Confirmed by \_\_\_\_\_ Date \_\_\_\_  
Greg Wegrich, Circle K Administrator, Pacific Northwest District of Circle K International

Confirmed by \_\_\_\_\_ Date \_\_\_\_  
Esmeralda Hernandez, Circle K Governor, Pacific Northwest District of Circle K International

Confirmed by \_\_\_\_\_ Date \_\_\_\_  
Anna Mylvaganam, Circle K Secretary, Pacific Northwest District of Circle K International