

CIRCLE K INTERNATIONAL

# District Officer Guide







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# CKI Information

## The Objects

- To emphasize the advantages of the democratic way of life.
- To provide the opportunity for leadership training in service.
- To serve on the campus and in the community.
- To cooperate with the administrative officers of the educational institutions of which the clubs are a part.
- To encourage participation in group activities.
- To promote good fellowship and high scholarship.
- To develop aggressive citizenship and the spirit of service for improvement of all human relationships.
- To afford useful training in the social graces and personality development.
- ***To encourage and promote the following ideals:***
  - To give primacy to the human and spiritual rather than to the material values of life.
  - To encourage the daily living of the Golden Rule in all human relationships.
  - To promote the adoption and the application of high social, business and professional standards.
  - To develop, by precept and example, a more intelligent, aggressive and serviceable citizenship.
  - To provide through CKI clubs a practical means to form enduring friendships, to render altruistic service and to build better communities.
  - To cooperate in creating and maintaining that sound public opinion and high idealism that makes possible the increase of righteousness, justice, patriotism and goodwill.

## The Pledge

I pledge to uphold the Objects of Circle K International, to foster compassion and goodwill toward others through service and leadership, to develop my abilities and the abilities of all people, and to dedicate myself to the realization of humanity's potential.

## CKI Vision

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

## CKI Milestones

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



# The Three Tenets

## SERVICE, LEADERSHIP AND FELLOWSHIP

### What does service mean?

As one of the three tenets, service is a fundamental element of CKI. **Collectively, CKI members perform more than one million hours of service on their campuses and in their communities annually.** Without service, CKI would be just another campus activity. Through service, college students are making the world a better place.

### What does leadership mean?

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

### What does fellowship mean?

If there is one thing that CKI members know best, it is fellowship. Whether they are planning a car wash, visiting shut-ins, reading to three-year-olds or conducting business, CKI members across the globe take time to meet and welcome new people. **With each element and aspect of CKI, members experience fellowship and develop lifelong relationships with fellow collegians, advisors, Kiwanians and citizens in their communities.** Through activities such as mentoring children, networking with professionals or bowling as a group, CKI members develop social skills, meet new people and strengthen relationships.

## A sponsoring Kiwanis club pledges to:

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

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

## About CKI

**CKI is a sponsored program of Kiwanis International, a community-service organization for professionals.** There are thousands of members in hundreds of clubs on campuses worldwide.

**Each club is sponsored by one or more local Kiwanis clubs. This relationship provides students the opportunity to interact with professionals within the community.**

Joint service projects, meetings and other events generally are conducted each year, combining the efforts of the community and campus leaders. Often, the Kiwanis club provides financial support to the club.

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

Though service is the primary focus of clubs, the very nature of the organization requires that some administration take place. Dues must be collected and paid, reports completed, correspondence written and mail read. Each club must have leadership to function, so annual elections place students in officer positions.

**CKI members focus on making campuses and communities better places in which to live and work.** In the process, CKI members benefit from their involvement in the organization.

*Some of the benefits of CKI membership include:*

- Learning the importance of volunteerism and altruism.
- Discovering and developing leadership talents and skills that will be used in future career and professional positions.
- Applying concepts learned in the classroom to everyday situations when planning a project or organizing an event.
- Networking with professionals in similar fields of interest through interaction with members of the sponsoring Kiwanis club.
- Developing friendships that last because members spend time with others who have similar values and ideals.
- Applying to receive scholarships for future educational costs.
- Gaining professional training in areas such as membership recruitment, leadership skills, public relations, and organization through attendance at conventions and conferences.
- Participating in district and International conventions and leadership development conferences.
- Receiving CKI monthly e-newsletters and other communications.



**CKI members focus on making campuses and communities better places in which to live and work.**

# The Kiwanis Family

CKI, Key Club International, Builders Club, K-Kids and Aktion Club are service leadership programs of Kiwanis International. **All branches of the Kiwanis family work to accomplish the same goals and objectives.** As the six organizations coordinate their community service endeavors, the impact they make together is tremendous. Your club should seek out opportunities to work with all branches of the Kiwanis family through inter-clubs and joint projects.

## Teen programs:

### Learning to lead with compassion



The dedication and enthusiasm of these students has been felt in communities across the globe since the program began in 1925. This student-led organization encourages leadership development through service to others. Students build confidence and character, learn to be effective, strive for academic achievement, create more inclusive environments in their schools and develop empathy for those less fortunate.

*Secondary/high school >> [keyclub.org](http://keyclub.org)*

### Building self-esteem at a pivotal age



Builders Club members are discovering who they want to become. Builders Club focuses their raw potential into service for others — empowering them to be themselves, work together, make plans, set goals and take action. As they participate in club activities and events, students develop important social and emotional skills that help them make smarter decisions and avoid risky behavior.

*Middle/junior high school >> [buildersclub.org](http://buildersclub.org)*



## KEY LEADER®

### A life-changing leadership weekend

Key Leader is an inspirational weekend leadership experience for emerging high school leaders.

This life-changing weekend offers students a taste of what servant leadership is all about. Through team-building activities, group discussions and personal reflection, students gain self-confidence, make new friends and learn the joy and power of community involvement.

**Ages 14-18** » [key-leader.org](http://key-leader.org)

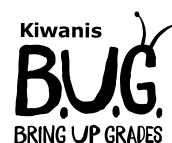
## Kiwanis Kids programs:



### A character-building program

Terrific Kids recognizes students for modifying their behavior. The program encourages kids to become the best version of themselves. Participants determine what being terrific means to them, then develop their own goals and use peer mentoring to hold themselves accountable for the actions they take each week. When a participant achieves their goal, they are honored for being a Terrific Kid.

**Ages 6-12** » [terrifickids.org](http://terrifickids.org)



### Empowering kids in their academic success

Bring Up Grades, or BUG, recognizes elementary students who raise their grades or maintain good grades from one grading period to the next. Students are motivated to excel because they set their own goals and participate in peer mentoring, which involves their classmates in their success. When they reach their goals, the entire class celebrates.

**Ages 6-12** » [bringupgrades.org](http://bringupgrades.org)



## Where young leaders learn to help others

In ways large and small, K-Kids change the world around them and, in the process, transform themselves. Students lead the club, plan activities, participate in community service projects, celebrate their successes and develop empathy, self-confidence and compassion along the way. Through service to others, they begin to understand the impact they can have on their school, their community and their world.

*Primary/elementary school >> [kkids.org](http://kkids.org)*

## Adult programs:



## Where development has no disability

Aktion Club is the one and only service club for adults with disabilities. Clubs are formed at or with various organizations that support individuals with disabilities, as well as other community programs. These caring adults develop confidence and character as they take on leadership roles in their clubs and direct service projects. Members gain a sense of purpose and personal satisfaction as they serve their communities, help others and discover their own talents.

*Adults with disabilities >> [aktionclub.org](http://aktionclub.org)*



For more information on each of the Kiwanis Service Leadership programs, visit the Kiwanis-family links on the CKI Web site at [circlek.org](http://circlek.org).

# CKI Structure

There are three levels of CKI: club, district and international

## THE CLUB LEVEL

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

## THE DISTRICT LEVEL

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

Districts are further broken down into divisions managed by lieutenant governors. **The lieutenant governor services the needs of division clubs by visiting, counseling, assisting, getting clubs involved in district and division projects, and evaluating club progress.** As each club's primary liaison to the district, the lieutenant governor can share ideas and recommend strategies for club management issues.

**Each district offers leadership development and social opportunities and carries out a district-wide project, in which each club is encouraged to participate.** The district conducts rallies for the clubs in each division and sponsors two conferences: leadership training in the fall and a district convention in the spring. As many club members as possible should attend their district convention. The club is allowed two voting delegates to elect new district leadership, share input, vote on district bylaw amendments and determine the district's future.

## THE INTERNATIONAL LEVEL

The final level of CKI is the international level. **The CKI International Board of Trustees is composed of the president, the vice president and seven representatives.** These students administer the organization at the international level. They identify critical issues facing CKI and evaluate strategies to help support the organization's mission. **The international board sets CKI policies, develops service initiative programs and advises and educates the districts.**

**The international board consults with each district governor to assist with district management.** International representatives serve as liaisons between the district and international levels. The council of governors meets annually with the CKI International Board of Trustees to discuss the state of the organization.

As many club members as possible should attend the annual CKI international convention. Each club is allowed two voting delegates to elect new international leadership, share input, vote on amendments to the international bylaws and determine the future of CKI.



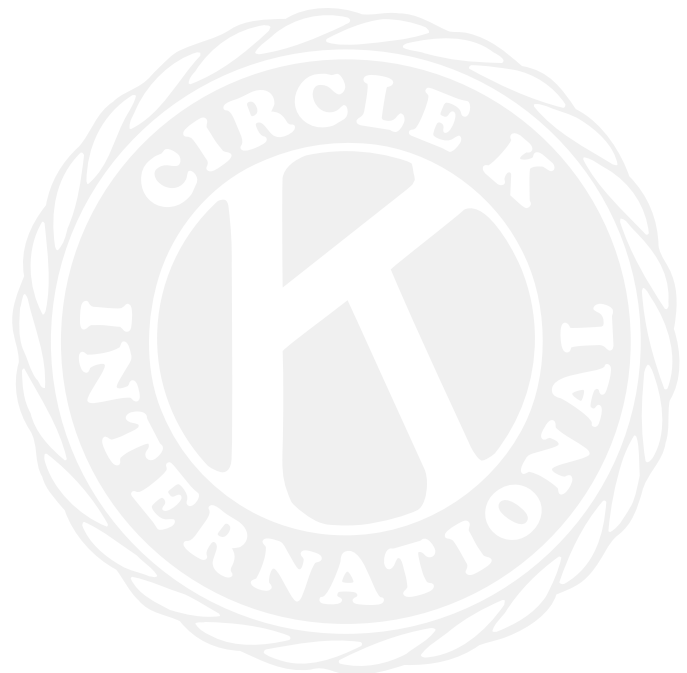
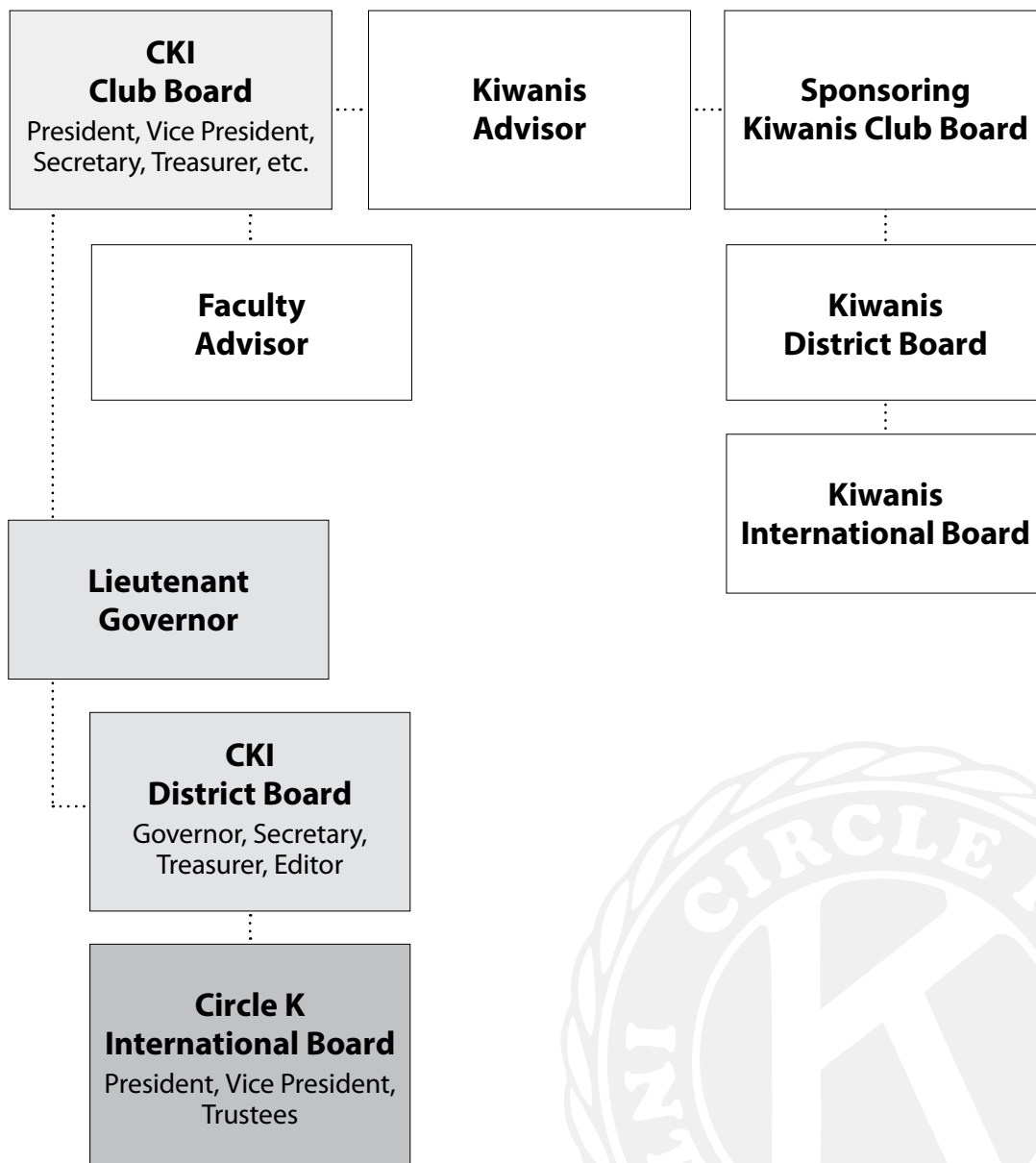
**One thing that sets CKI apart from other collegiate organizations is that students lead the organization at all levels.**

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

Though the structure of CKI is complex, it is designed to ensure that members receive adequate support for their organizational activities. The organizational structure has been developed so all levels are interrelated and interdependent. **Although each level retains autonomy in operation and decision-making, all three levels of CKI must interact to realize the Objects and Vision of the organization.**



# Organizational Chart



# CKI Programs

To help members fulfill the mission of CKI, programs focus on specific needs in the community and around the world.

*CKI provides the following programs:*

- **Service Initiative:** In support of serving the children of the world, the CKI service initiative “Focusing on the Future: Children” encourages members to address issues facing children ages 6 to 13 and find service solutions for addressing them.
- **The Society of Distinguished Collegians:** This program recognizes those members who strive for excellence in academics, service to campus and community and commitment to the local club.
- **CKI Service Recognition Award:** This program recognizes members from each district who have had a significant service impact in campuses and communities.
- **CKI Scholarships:** CKI offers a number of scholarships to recognize and financially assist CKI members who have demonstrated excellence in academics, leadership and service to others.
- **Circle of Service Award:** This program was created to annually recognize and honor an individual within Kiwanis International who has made the most outstanding contribution to CKI. The individual is neither a salaried Kiwanis official or a Circle K International member.
- **CKI Humanitarian Award:** This annual program recognizes one individual whose efforts on behalf of others have significantly contributed to the betterment of the world. Any outstanding individual who has had a positive impact on humanity is eligible to receive this award.
- **Growth Enhances Membership Program:** This program recognizes clubs that achieve success in membership growth as compared to the previous year.
- **Spark!:** This program serves as an opportunity for members to become more dynamic leaders in their communities. Spark! is led by professional facilitators and is held in Chicago each year.
- **Distinguished:** These prestigious awards recognize district officers, committee members and advisors who have excelled during their terms. The awards are presented at the annual international convention.
- **Outstanding Awards:** This program recognizes individual club members who have provided outstanding service to their clubs and community.

- **Outstanding CKI Alumnus Award:** This award is designed to recognize one outstanding CKI alumnus who has remained committed to the organization's mission through continued involvement with the Kiwanis family upon graduation.
- **CKI Hall of Fame Award:** Recognizes distinguished members of Circle K International who, through years of dedication, commitment and service, have exemplified the tenets, principles, and motto of the organization and have made significant contributions to Circle K International as a whole.
- **New Member of the Year Award:** This award recognizes new members to CKI who demonstrate unwavering dedication to the tenets of service, leadership and fellowship and are outstanding members of the Kiwanis family.
- **CKI Contests:** Contests allow clubs or individuals enter to demonstrate excellence in a particular category. Current CKI contests include: Outstanding Kiwanis Family Relations Award, Single Service Award, Oratorical Award, Club Achievement Award, Club Newsletter Award, Club Promotional Video Award and many others.

As the district's governing body, the district board of officers oversees all district activities. A description of the board of officers can be found in the Standard Form of District Bylaws, Article V. Every district board includes the district administrator, a Kiwanian who serves as an ex-officio member of the board.



## RESOURCES

CKI provides numerous resources to assist clubs, districts and the general membership. Visit [circlek.org](http://circlek.org) for available resources, guides, graphics and other materials.

# District Board of Officers

## The Duties of District Board Members

A member of the district board must meet certain expectations and requirements. Throughout your term, you will guide the district and deal with any issues that arise.

*During your year in office, you and your fellow board members will handle the following responsibilities:*

### **BOARD OF OFFICERS DUTIES AND RESPONSIBILITIES**

- Determines policies that govern the district.
- Determines the nature and content of the district's service activities after receiving input from clubs and their members.
- Assesses member recruitment and retention activities and pursues further club-building opportunities.
- Evaluates district progress.
- Maintains operating budget and oversees disbursement of funds.
- Advises district committees.
- Evaluates club status based on participation in district activities, conduct, service activities and dues payment.
- Approves all gubernatorial appointments of committee chairs and special positions.
- Oversees filling district officer vacancies.

Every board member should evaluate the district's performance continuously: board operation, committee operation, district officer progress, district board meeting operation, district growth, CKI education, financial management, public relations, service achievements and attendance at district events. **The board of officers ensures the club has a solid foundation, runs smoothly and fulfills the mission of helping the community.**



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

While all district officers are responsible for the above responsibilities, each officer also needs to determine specific goals for the position.

- **Goal Setting**

One of the first responsibilities as a district officer is to set goals for the upcoming year. These goals will guide you through your term in office, and, at times, remind you what you want to accomplish as a district board member. Within 45 days of officially taking office, you should complete a District Officer Goal Sheet and submit it to the Kiwanis International Office.

*Using the "SMART" method, you can make beneficial goals for both your term and the district.*

- **Specific:** A specific goal has a much greater chance of being accomplished than a general goal. To set a specific goal, you must answer five detailed questions: who, what, where, when, why?
- **Measurable:** Establish concrete criteria for measuring progress (including target and completion dates) toward the attainment of each goal you set. When you measure progress, you stay on track, reach your target dates and experience the exhilaration of achievement, which gives you momentum to keep going.
- **Attainable:** When you identify goals that are most important to you, you begin to figure out ways you can make them come true. You develop the attitudes, abilities, skills and financial capacity to reach them.
- **Realistic:** To be realistic, a goal must represent an objective toward which you are both willing and able to work. A goal can be both high and realistic; only you can decide just how high your goal should be. But make sure every goal represents substantial progress. A high goal frequently is easier to reach than a low one, because a low goal exerts low motivational force.
- **Timely:** Create a step-by-step timeline for implementing your goals. Setting deadlines motivates people and ensures projects are done on time and on budget. Make sure the timeline is realistic and flexible to ensure goals can be achieved.

- **Being Active in the District**

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

- **Being Active in Home Club**

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

- **Prepare and Present a Board Report for all District Board Meetings**

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

- **Club Newsletters**

Though much of a district officer's efforts are geared toward the entire district, one responsibility lies solely focused on clubs. **Newsletters inform club officers about current events taking place at both the district and international level and remind them of current duties and ways to accomplish them.** Unless specified otherwise by your district, newsletters can be sent electronically, via snail mail or posted to the district website, as long as all club secretaries have access and are aware of the information. Though creating a newsletter can seem time-consuming and daunting, it's important to keep club officers thoroughly and accurately informed.

*In addition to the general duties of all district officers, each role includes its own particular responsibilities.*

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## Governor

The governor is the leader of the district and the head of the district board of officers. **The governor oversees the work of district officers and ensures tasks and duties are being carried out.** Though the governor's work is significant and varied during a term, it doesn't necessarily include filing every report, writing each newsletter and making all necessary contacts. However, the ability to ensure all of these tasks take place reflects the governor's leadership capabilities.

*The basic duties and responsibilities of a district governor are:*

- **Furthering the Objects of Circle K International**

As the district governor, you have the duty of furthering the Objects of Circle K International and promoting the interests of CKI clubs within your district. You will work closely with other international and district officers to strengthen and expand CKI while positively representing the organization. As a governor, you are a member of the International Council.

- **Being Chief Executive**

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

- **Training and Aid**

As district governor, you are responsible for training club officers, facilitating workshops and leadership development programs and bringing administrative aid to existing and potential clubs through communication. Additionally, you must be available to any club in your district needing assistance during your term.

- **Creating and Working Within the Budget**

At the beginning of your term, you will work with the district treasurer and administrator in creating the district budget. After its creation and approval, you'll need to work within the established income and expense budget. You will work closely with the district administrator on all operation matters to ensure the district stays within budget.

***At the beginning of your term, you are required to sign the governor's service agreement stating that you will carry out the following responsibilities:***

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



- Monitor progress of all district board members and offer advice and counsel as appropriate.
- Communicate with the board of officers, the regional representative, the district administrator and the director of CKI to keep each fully informed of district activities.
- Maintain files with proper documentation and submit them to the governor-elect at the new board training conference.
- Assist the newly-elected governor in training the new board of officers.
- Work with the district treasurer (or secretary/treasurer) and the district administrator in preparing the annual budget, the convention budget and all other necessary district budgets.
- Send replies to questions and requests within seven days of their receipt.
- Within the first month of office, correspond with Kiwanis family counterparts.
- Ensure that plans for the district convention are made and executed, including advising district officers of their responsibilities.
- Appoint an On-To-International-Convention (OTIC) chairperson for promotion of the international convention by September 1.
- Ensure that other district officers are satisfactorily performing their assigned duties.
- Promote all international programs such as March Water Madness, Trick-or-Treat for UNICEF and Circle K International Week.
- **Distinguished District Awards**  
As a district governor, you are eligible to apply for the Distinguished District Governor award given out at international convention. Guidelines for the award can be found on the CKI website and can be an excellent resource when you outline goals for your year in office.

## Secretary

The district secretary has one of the most distinctive roles on the Circle K International district board. The secretary performs a wide variety of duties that require a broad range of skills: being organized, the ability to write succinctly while including pertinent details, a well-founded understanding of Circle K International and many more.

***The basic duties and responsibilities of a district secretary are:***

- **Minutes**

### **DISTRICT BOARD MEETING AND DISTRICT COUNCIL MEETING MINUTES**

Official minutes provide the outline of what occurred and inform those who were not present of everything that was addressed. ***The following should be included in district board meeting minutes:***

- Date, time and location of meeting.  
Number of board members present.
- Names of board members present and absent.
- List of guests.
- Identification of the chair (typically the governor).
- Approval of agenda.
- Review and approval of last meeting's minutes.
- Brief summary of all reports given.
- Separate paragraphs for each subject discussed and acted upon.
- The exact words of the motion, the maker of the motion and action taken on the motion: amended, passed, rejected, tabled or withdrawn. How the motion was adopted or disposed of and whether the motion was amended or debated before being adopted or rejected. The exact wording of amendments, resolutions or newly adopted policies/procedures. Secondary motions, such as a recess or setting a fixed time to adjourn the meeting.
- Time of meeting adjournment.

## MINUTES FROM HOUSE OF DELEGATES

A district secretary who is also the secretary of record for the district house of delegates needs to be actively involved in all aspects of the district house of delegates meeting so minutes accurately reflect the assembly's actions, discussions and decisions. If the district secretary is unable to serve as secretary for this meeting due to other obligations, they must prepare the appointed secretary prior to the meeting and meet with the governor to prepare the agenda. For each meeting, the following should be recorded:

- Date, time and location of meeting.
- List of those present and absent.
- Identification of the chair (typically the governor).
- Approval of agenda.
- Approval of house rules.
- Separate paragraphs for each subject discussed and acted upon.
- Exact words of the motion, the maker of the motion and action taken on the motion (amended, passed, rejected, tabled or withdrawn); how the motion was adopted or disposed of; and whether the motion was amended or debated before being adopted or rejected. The exact wording of amendments, resolutions or newly adopted policies/procedures. Secondary motions, such as a recess or setting of a fixed time to adjourn the meeting.
- Time of meeting adjournment.

***Additionally, the following practices should be taken to make the minutes an official and accurate record of the assembly:***

- The name of a seconder of a motion should not be entered in the minutes unless ordered by the assembly.
- When a count has been ordered or the vote is by ballot, the number of votes on each side should be entered. When the voting is by roll call, the names of those voting on each side and those answering "present" should be entered. If members fail to respond to a roll call vote, enough of their names should be recorded as present to reflect that a quorum was present at the time of the vote. If the chair voted, no special mention of this fact is made in the minutes.

- If the board of directors moves into a committee of the whole and breaks into an open discussion about a topic without making any motions, the proceedings should not be entered in the minutes, but the fact that the board went into a committee of the whole, as well as the committee report, should be entered.
- When a committee report is of great importance or should be recorded to show a measure's legislative history, the board can order it "to be entered in the minutes," in which case the secretary copies it in its entirety into the minutes.

## **MINUTES OF ALL EXECUTIVE COMMITTEE MEETINGS**

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

***For each meeting, the following should be recorded:***

- Date, time and location of meeting.
- Names of executive committee members present and absent.
- List of guests attending the meeting.
- Identification of the chair (typically the governor).
- Approval of agenda.
- Review and approval of minutes of last meeting.
- Brief summary of reports given.
- Separate paragraphs for each subject discussed and acted upon.
- Time of meeting adjournment.

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

- **Distribution of Minutes**

Minutes from all board meetings, district council meetings and the house of delegates should be distributed to the entire district board as well as the international office. (Consult your district bylaws or policy code on whether they should be distributed to any other individuals.) While posting minutes on district websites is becoming a common practice, minutes from executive sessions should not be made public and therefore should not be posted on any website with public access.



- **Distinguished District Award**

As a district secretary, you are eligible to apply for the Distinguished District Secretary award that is presented at international convention. The guidelines for the award can be found on the CKI website and are an excellent resource when you outline goals for your year in office.

## Treasurer

The district treasurer has a critical role within a Circle K International district. **A district treasurer is responsible for budgeting, collecting and disbursing the district's money.** The treasurer also plays a vital role in the dues process and makes sure all clubs submit their dues, which requires close contact with each club treasurer. An effective district treasurer is organized, pays attention to detail, is knowledgeable about basic accounting, understands all aspects of CKI operations and is a leader among peers.

*The basic duties and responsibilities of a Circle K International district treasurer are:*

- **The District Budget**

### **CREATION OF THE DISTRICT BUDGET**

It is your duty as district treasurer, along with the Circle K International district governor and administrator, to create the administrative budget for your year in office. **The budget should predict the amount of expenditures and revenues for the fiscal year.** It should be based on the past year's budget and adjusted to compensate for discrepancies between the amounts budgeted and actual costs or revenues.

*The main categories to be addressed in the district budget include:*

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

## APPROVAL OF THE DISTRICT BUDGET

Once the district budget has been created for the year, it needs to be approved by the appropriate parties in a certain order. **First, the budget must be approved by the Circle K International district board. Once approved, it should be submitted to the Kiwanis district board.** Then you have an actual working budget that takes effect on the first day of the fiscal year, which for the Kiwanis family is October 1.

## UPDATING AND RECONCILING THE BUDGET

Throughout the year, the budget will serve as a guide as the district carries out all activities. **As treasurer, you will constantly update the budget and show the results of each budgeted activity.** You will also review monthly bank statements and track checks the district has distributed to determine which have been processed and which have yet to be deposited. Additionally, you'll ensure that all deposits made during the period indicated on the bank statement appear on the report.

- **Educate Members About How Their Dues Payments Are Used**

Each member is responsible for three separate dues payments: club (if applicable), district and international. **If members know how their money is being used, they are more likely to pay their dues in full and on time. It is important that the district treasurer provide this education.** Once you learn how dues money is spent, share the information with club treasurers so they can present it to their clubs.

- **Paying Club Dues**

**To pay your dues, visit Kiwanis International's Membership Update Center and log in.** After logging in, follow the instructions on each screen. After all membership information is completed, generate an invoice. Mail check or money order (DO NOT SEND CASH) to the address shown, and include a copy of the invoice. Or, you can pay using a credit card. **If you are unable to log in to the Membership Update Center, please contact Kiwanis Member Services for assistance.**

It is important that the district treasurer advise all club treasurers on the proper way to submit dues. With your help, the likelihood that the process is completed and submitted correctly is much higher, which makes the whole process flow more smoothly for all involved.

- **Ensure That All Clubs Have Paid Their Dues**

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

The treasurer works closely with the district office to determine the status of each club's dues payment. Dues are payable October 1, and clubs are past due if their dues are not postmarked by November 30.

- **Prepare and Send Past-Due Notifications**

Notifications should include the reason why dues payment is required, how to submit dues and the ramifications for not paying them. Often, clubs don't submit dues because members are confused about or unaware of the dues process. Always explain how clubs can reach you with any questions. Many times it just takes a phone call or e-mail from you to clear up any confusion about or problems with the dues process.

- **Prepare for Taxes**

Because of nonprofit status, most districts, in conjunction with the Kiwanis district office, must file certain end-of-the-year tax reports. To help this process, the district treasurer should keep an accurate log of expenditures and revenue throughout the year, including corresponding events. For example, if the district wrote a check to a hotel for district convention, that check would be an expense of district convention.

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

Monthly reports provide information to district board members about budget status. Reports should include past month expenditures, income, dues collection status and projected income and expenditures. A synopsis of each board member's account might be helpful if applicable. This information can be delivered to the clubs by the lieutenant governor or by you (through club treasurers) if the district board deems it necessary.

- **Club Treasurer's Workshop**

You will plan and conduct a workshop for club treasurers at the district convention or at the end of your term. This workshop should focus on the duties and responsibilities of the club treasurer, but it also can be an opportunity for club treasurers to share ideas and best practices. The workshop should include how to properly create and update a budget as well as how to keep track of revenues and expenditures. This also can serve as an optimal time to inform the new club treasurers about the dues process and problems clubs experienced in the previous year.

- **Distinguished District Awards**

As a district treasurer, you are eligible for the Distinguished District Treasurer award that is given out at international convention. The guidelines for the award can be found on the CKI website and are an excellent resource when you outline goals for your year in office.

## Secretary/Treasurer

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

The responsibilities of the secretary/treasurer are doubled, and the club should limit additional job responsibilities for this officer. **The secretary/treasurer position requires both financial management and club documentation skills.** If the club has a secretary/treasurer position, that officer should refer to both job descriptions outlined in this guide.

## Editor

The district editor is one of the most unique offices on the district board, as each district defines its editor's role. **The editor's main responsibility is publishing the district newsletter according to the timeline set by district bylaws or policy code.** Additionally, most districts define other roles for the editor.

*The basic duties of the district editor include:*

- **Creation of District Newsletter**

Much goes into making a quality district newsletter, including deciding what articles to include, editing them and creating a design to ensure an appropriate CKI style.

**The district editor is responsible for every aspect of the publication.**

**TIMELINE OF PUBLICATION:** A quality district newsletter can't be done well in a few days. The process should begin a month to six weeks before you release the issue. *When setting a timeline, consider the following tasks:*

- Requesting articles from district board officers, clubs and members.
- Receiving and editing articles.
- Creating a general layout.
- Editing the newsletter.
- Having others review the newsletter.
- Creating, publishing and distributing the newsletter (via email, social media and website).

**DECIDING WHAT TO INCLUDE:** At the beginning of your term, determine newsletter topics that must be included at certain times of the year. For example, before district convention, you'll want to focus on what will occur, why members should attend and how to register. **Newsletter content should be timely and relevant to all CKI members. Address the following subjects:**

- **Member Education:** Recruitment ideas and efforts; CKI's history, mission and vision; organization structure, etc.
- **District Board Articles:** Each issue should include an article from the district governor and/or an international trustee. Also, think about including content from a lieutenant governor or the secretary.

- **District Board Action:** Include articles about board priorities and projects, changes made and upcoming district undertakings.
- **District Status:** By including key district statistics (number of members, accumulated service hours, etc.), you help readers understand what they contribute to CKI and the Kiwanis family.
- **District Event Promotion:** The district publication is one of the best ways to promote upcoming district events, especially the fall trainer (if applicable) and convention. Make these articles visible by placing them in a prominent spot and use enthusiastic language that will make members want to attend.
- **International Event Promotion:** Let members know about the wonderful opportunities available on the international level, including the CKI LeaderShape Institute and international convention.
- **Leadership Development:** Include information about leadership development opportunities provided by CKI (Spark!), the qualities of a good leader and how to become an excellent leader.
- **Governor's Project:** Each governor decides on a district project for the term. The project usually changes every year, making the district newsletter an excellent way to promote it.
- **Club Event Promotion:** Ask clubs to submit articles about service projects and activities. This allows you to spotlight possible interclubs and share great ideas from the club level.
- **Request for Articles:** Once you decide what to include in a particular publication and create a timeline, request an article from the governor, division updates from lieutenant governors and articles from clubs about upcoming or completed service projects/fundraisers. Include writing and photo guidelines and set a strict deadline that's at least two or three days before you actually need the content. That gives you time to work with the writer if copy is past due, without delaying your newsletter's release.
- **Deciding on a general layout:** Create a general newsletter layout based on the articles you want to include. Don't try to use too much information in any one newsletter or you risk losing the reader's attention. If you have more than six items, consider holding some of them for another issue or publication.
- **Edit articles:** For a publication to be readable, enjoyable and professional, it must be grammatically correct and flow smoothly. Edit every article, including checking for grammatical and style errors.
- **Creating the dynamic aspect:** Photographs, backgrounds and other design elements make your newsletter more visually appealing. Plan to include at least one photo or other art element per article.

- **General Editing:** After you place the articles and additional features in the newsletter layout, print a copy and personally edit the entire publication again. Editing on paper gives you a fresh perspective and can help you spot errors you missed on screen.
- **Extended Editing:** After you edit the newsletter and make necessary changes, ask one or two others to review it and look for any mistakes you might have overlooked.
- **Publishing**  
Quite possibly the best part of the entire process for you is having the newsletter published/distributed. **Depending on what your district has done in the past, you might just post it on your district's website.** Make sure everyone in the district has access to the newsletter. If they do not have access, find a way to get them a copy.
- **Distribution of the newsletters**  
In addition to CKI members, the district newsletter should be read by:
  - Kiwanis district governor
  - Kiwanis district office
  - Kiwanis district newsletter editors and/or secretary
  - CKI administrator and assistant administrator
  - Key Club governor and administrator
  - Your district's regional representative
  - Sponsoring Kiwanis clubs

#### **ADDITIONAL SUGGESTIONS ON CREATING THE DISTRICT NEWSLETTER:**

- Remember that you are writing for a Circle K International audience, which is mainly college students.
- The key to success is having a plan from the beginning.
- A newsletter must be sustainable: Be realistic about the amount of content you can produce consistently.
- Begin with good basics and build on solid ground. Don't attempt a newsletter full of long stories. Include one or two sizable articles and several smaller ones.
- Deadlines are sacred. Build in a safety cushion to allow for unexpected delays.



- Include a byline for any submitted articles to acknowledge your writers' work. You should include your name as editor somewhere in the newsletter, but you do not need to byline any articles that you write.
  - Make sure all articles are clear, concise and well-organized. Relevant and well-written content stands on its own. Visual elements should attract readers to the text and complement subject matter.
  - Good writing and editing require direction and hard work. Write compact copy in the active voice. Edit for clarity, conciseness, jargon, length and correctness.
  - Prioritize your articles. High-priority text should receive adequate placement and attention.
  - Learn the distinction between simple information and a story. Information comes to life as a story when someone talks about it.
  - Any successful newsletter depends on plentiful and reliable sources. An acknowledgment box naming all contributors rewards people for their work and encourages others to participate.
  - Seek reader feedback and accept constructive criticism.
- **Club Editor's Workshop**

You should plan and conduct a workshop for club editors either at the district convention or the end of your term. **This workshop should focus on the duties and responsibilities of the club editor, but it also can be an opportunity for club editors to share ideas and best practices.** Also include information on district reflectors and other resources for club editors.
  - **Distinguished District Awards**

As a district editor, you are eligible for the Distinguished District Editor award, which is given out at international convention. The guidelines for the award can be found on the CKI website and are an excellent resource when you outline goals for your year in office.

## Lieutenant Governor

As a lieutenant governor, you wear many hats. You have duties to your home club, local clubs and your division and district. Additionally, you have responsibility to actively help the district board achieve its goals and meet its expectations.

*The basic duties and responsibilities of Circle K International lieutenant governor are:*

- **Responsibilities to the Clubs in Your Division**

**As chief officer of your division, you are responsible for monitoring the functioning of each division club.** The individual club is the cornerstone of CKI, and its successful operation is your most basic responsibility. Through such methods as Presidents' Council meetings, club visits and club reporting, you should examine the administrative problems of your clubs and offer advice.

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

- **Club Visitation**

**You must visit every club within the division at least twice.** Club visits enable you to gain the confidence of members. An enthusiastic message lets members get to know you and your goals. **Don't go just to acquaint yourself with the membership but also to learn about each club's challenges.** This will help you adapt to each club's specific needs and improve its effectiveness as well as your own.

**Don't neglect to follow up on what you learn.** Make your visits as often as possible. Members find CKI more meaningful if a district officer takes time for them and expresses concern and interest. While in attendance, take an active part in the meeting. Talk to the president well in advance to ask if you should address any specific topics. At the very least, you should inform the club on district happenings and upcoming events.

Each district handles travel costs for lieutenant governors differently. Familiarize yourself with the method of reimbursement (if any) used in your district.

- **New-Club Building**

New-club building is vital to CKI's existence. **For the organization to endure, clubs need to maintain strong membership through consistent support, sponsorship and ongoing communication with the district.**

Building a new CKI requires persistence. First, create a list of area schools without a CKI club. Next, try to match a Kiwanis club with each university. Arrange a meeting with the president of the Kiwanis club to discuss CKI and answer any questions about the organization. Ask the club to sponsor a new CKI club and explain the required responsibilities. *(For information about Kiwanis sponsorship responsibilities, visit [kiwanis.org](http://kiwanis.org).)*

Next, contact the university's administration or campus services to inquire about the process of creating a new campus club. Then, your main tasks are recruiting members and setting up the club's structure. *For helpful information, visit [circlek.org](http://circlek.org).*

- **Divisional Duties**

**As lieutenant governor and the executive divisional officer, you are personally responsible for the functioning and success of each club in your division.** To be most effective, you must win the respect and confidence of these clubs. This means you must be knowledgeable and capable of answering questions regarding all CKI operations. The Kiwanis International Office offers a variety of CKI resources that can help.



*Your foremost responsibilities as lieutenant governor include:*

- **DIVISION SERVICE PROJECT**

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

**A division service project doesn't necessarily have to be an event where all members come together on a certain day and serve at a specified location.** You can coordinate an event that takes place in each club's community. Having all clubs perform similar types of service projects creates a shared experience throughout the division.

- **PRESIDENT'S COUNCIL MEETINGS**

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

**The council consists of the division's club presidents and the Kiwanis lieutenant governor.** It facilitates communication among you, the division's clubs and Kiwanis so that you can address division challenges and improvements.

Contact attendees several times before the meeting to ensure each club is represented. The meeting should be informal, perhaps including a meal, with an agenda that leaves plenty of time for a free exchange of ideas. This sample agenda can assist you in planning.

PRESIDENTS’ COUNCIL MEETING

Day/Month/Year

- Call to Order.....Lt. Governor John Doe
- Circle K Pledge.....President Jenny Smith
- Invocation.....President Bill Jones
- Role Call.....Lt. Governor John Doe

Report on Divisional Activities

- Projects
- District and International Dues Collection

Old Business

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

New Business

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

Open Discussion

- Comments.....Lt. Governor John Doe
- Adjournment .....Lt. Governor John Doe

*The following subjects should be addressed throughout the year:*

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

## STRENGTHENING AND REBUILDING CLUBS

As lieutenant governor, one of the tasks you may need to complete during your term is building a club back up to charter strength so it is running smoothly.

### *To help a struggling club rebuild:*

1. Conduct a meeting with the Kiwanis club president, the club's committee and the faculty advisor to determine what caused the club's decline. Enlist support in rebuilding the club.
2. Make sure a faculty advisor is in place. If not, contact administration or campus services for help finding one.
3. Meet with the advisor to explain the role and CKI's background, in case members have lost sight of the mission.
4. The faculty advisor, Kiwanis committee and CKI lieutenant governor should outline possible service projects and highlight membership activities and benefits.
5. Call a meeting of former and prospective members. Detail service project and membership opportunities, CKI's goals and objectives and the club's proposed goals.
6. Hold a follow-up educational meeting to explain available club leadership positions, establish an activity calendar, collect membership dues and elect officers.
7. Schedule weekly meetings.
8. Submit dues and a membership form with the names of at least 10 or 15 members\* to the district and CKI.
9. Hold a service project within one month after rebuilding.
10. Request that certain Kiwanians attend all club meetings and that CKI members attend Kiwanis meetings.
11. Get to know the club's members and leadership, including the Kiwanis and faculty advisors. Take time to connect with officers on a personal basis. If a club is a distance from you, get to know people through calls and emails.
12. Help the club establish a regular meeting time and date and try to attend each meeting. The club also should establish a time for the board of directors to meet.

13. Increase club membership. Encourage members to bring service-minded friends or stage an organized membership drive.
14. Help build the club's image. Ask members to talk up CKI and current projects.
15. Member education. Make sure the membership knows CKI's mission and understands its scope. International and district conventions are good educational tools, so encourage attendance.
16. Program planning. With the program committee, create a list of prospective speakers and/or programs. Ask the committee to arrange programs at least one month in advance.
17. Interclubs. Begin an interclub program by asking your club to visit strong, successful ones.
18. Dues collection. Encourage the club to collect and submit dues on time. Elect officers for the following year by February.
19. Officer training. Make sure officers attend training conferences and, as noted earlier, the district and international conventions.

- **DISTINGUISHED DISTRICT AWARDS**

As a lieutenant governor, you are eligible for the Distinguished Lieutenant Governor award presented at international convention. The guidelines for the award can be found on the CKI website and are an excellent resource for outlining goals for your year in office.

***\* Two-year institutions and four-year universities with an enrollment of less than 1,000 need only 10 members to charter and maintain a club.***

The Circle K International Office is housed in the Kiwanis International building in Indianapolis, Indiana. There, CKI staff develop training programs; produce literature and publications; administer the budget; counsel and advise the CKI Board, governors and district administrators; charter new clubs; process dues payments; and provide answers to questions from CKI members and advisors.



# Circle K International Office

## OFFICE HOURS

Monday through Friday 8:30 a.m.–4:45 p.m.

Eastern Standard Time (year-round)

*Time can be checked online at [kiwanis.org](http://kiwanis.org).*

## CKI

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#ChooseCKI



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*Circle K International is a program of Kiwanis International.*

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