

**Pennsylvania District of Circle K International**

**BYLAWS**

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**Article I: Name and Territorial Limits**

Section 1. The name of this organization shall be the Pennsylvania District of Circle K International and shall also be known by its initials, PACK.

Section 2. The territorial limits within which this District shall function shall be co-extensive with the territorial limits of the Pennsylvania District of Kiwanis International unless other territorial limits are petitioned by the Kiwanis and Circle K District Boards and such petition is approved by the Circle K International Board of Trustees and the Kiwanis International Board of Trustees.

Section 3. The Pennsylvania District of Circle K International shall adopt an official emblem and other insignia.

Section 4. Any officially chartered club in good standing shall be entitled to use the emblem and insignia.

**Article II: Objects**

Section 1. The objects of the Pennsylvania District shall be:

* To accept and promote the Objects of Circle K International as outlined in the International Governing Documents;
* To coordinate the projects of member Circle K Clubs;
* To strengthen and extend Circle K in the Pennsylvania District;
* To increase the fellowship and cooperative efforts of the clubs within the Pennsylvania District;
* To provide the goods and services necessary for the welfare of the clubs and individual members;
* To promote participation of the clubs within the Pennsylvania District in the general objects, programs, and policies of the District and of Circle K International; and
* To accept and promote the Governing Documents of Circle K International.

**Article III: Divisions**

Section 1. The territory of the Pennsylvania District shall be divided into as many divisions as determined by the Circle K District Board.

Section 2. The territorial limits of these divisions, as approved by the Kiwanis District Board of Trustees, shall be such as shall be delineated from time to time by the District Board Officers.

**Article IV. Membership**

Section 1. Each Circle K Club situated within the territorial limits of the Pennsylvania Circle K District shall be a member of the District.

Section 2. Any member club more than 30 days in arrears for any indebtedness to Circle K International, the Pennsylvania District, or its sponsoring Kiwanis Club shall be deemed "not in good standing" and may have its charter and membership suspended or revoked as outlined in the Governing Documents.

Section 3. Any member club must be in good standing with Circle K International to be considered in good standing with the Pennsylvania District.

Section 4. If the District Board rules that a club is not in good standing, the Circle K Club and the Kiwanis Club which sponsors it shall be notified of this action and why it was taken.

**Article V: Officers**

Section 1. The Officers of the Pennsylvania District shall be the Governor, the Secretary, the Treasurer, the Editor, and such Lieutenant Governors and Governor’s Representatives as deemed necessary by the Circle K District Board of Officers and the Kiwanis District Board of Trustees.

Section 2. The Officers of the Pennsylvania District, as defined above, shall be elected at the annual District Convention with the exception of Governor’s Representatives. Lieutenant Governors shall be elected during the House of Delegates held at the District Convention provided a one-half (1/2) quorum of the Division's active Circle K clubs are represented. Each club in good standing shall be entitled to two (2) voting delegates. If a quorum is not achieved, the procedures for filling a vacancy between conventions, as outlined in these bylaws, shall be followed.

Section 3. All Officers shall assume their official duties as outlined in the Governing Documents.

Section 4. The duties of the Board of Officers of the Pennsylvania District shall be as follows:

1. The Governor shall have the duty of furthering the objects of Circle K International and promoting the interests of Circle K clubs within this District. The Governor shall work closely with other International and District Officers to strengthen and expand Circle K. The Governor, the chief executive of the District, shall appoint all standing and special District Committees, preside at the District Convention, and all meetings of the District Board of Officers. The Governor shall attend the International Convention and all meetings of the International Council. The Governor shall be responsible for the leadership training of club officers, for workshops which will be held at the District Convention, and for developing all communication with clubs for the purpose of bringing administrative aid to them. The Governor shall develop and work within an established income and expense budget, and shall work closely with the Kiwanis District Circle K Administrator(s) on all matters dealing with the operation of the District. The Governor shall collect all club officer report forms, including the club president, vice president, secretary, treasurer, and editor.
2. The Secretary shall keep all records of the District Convention and of all meetings of the District Board of Officers. The Secretary shall submit a report to the Annual Convention and at such other times as the Governor and the District Board of Officers may require. This person shall submit to the proper officials and committees all communications received from Circle K International. The Secretary shall cooperate with the Governor in forwarding all official reports required by Circle K International. The Secretary will be responsible for maintaining District email lists. The Secretary shall collect all club secretary report forms.
3. The Treasurer shall report to the Board of Officers on the status of all District Dues. The Treasurer shall serve as Chair for the Fundraising committee and report to the Board of Officers on the status of all district income. The Treasurer shall be in charge of organizing the District club chartering, reactivation, and growth initiatives. The Treasurer shall submit a financial report at the annual District Convention and at such other times as the Governor, Board of Officers, or the Kiwanis District Board of Trustees may require. The Treasurer shall also perform such other duties as may be assigned by the Governor or the Board of Officers. The Treasurer shall collect all club treasurer report forms.
4. The Editor shall be responsible for publishing the District publication, “The Krier.” The Editor shall serve as Chair for the Information Technology committee and be responsible for the maintenance of the District website, www.pacirclek.org. The Editor shall collect all club editor report forms. The Editor shall also perform such other duties as may be assigned by the Governor or the Board of Officers.
5. The Lieutenant Governor or Governor’s Representative shall assist the Governor in the work of the District. This person shall represent the Governor and have full responsibility under the direction of their respective division. The Lieutenant Governor or Governor’s Representative shall be charged with encouraging clubs within the division to increase their membership, complete worthwhile service projects, and remain up-to-date on the condition of the clubs.

Section 6. A District Officer may be removed from office for just cause by a vote of two-thirds (2/3) of all members of the Board of Officers duly elected and serving at the time. If there appears to be sufficient cause for such action, the Governor shall give said Officer immediate notice of the scheduling meeting of the Board of Officers. Consideration shall be given to the facts and reasons why the office shall be declared vacant. The Officer shall be afforded the opportunity at that meeting to confirm or refute the allegations. In the event that the Board of Officers shall find the alleged facts to be true, by a vote of two-thirds (2/3), the Board of Officers shall have the power to declare such office vacant, and the vacancy will be filled in accordance with the provisions contained in these bylaws.

Section 7. No elected District Officer may hold an International Office or Club Office in addition to their District office.

**Article VI: Board of Officers**

Section 1. The Board of Officers of this District shall consist of the Governor, the Secretary, the Treasurer, the Editor, the Lieutenant Governor(s), and the Governor’s Representative(s). The District Administrator(s), International Trustee, and District Chairs shall serve as non-voting members of the Board.

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

Section 3. The District Board of Officers shall hold a minimum of five (5) meetings annually, one of which is to be held during the period between academic years.

Section 4. The Governor shall notify each member of the Board of Officers, the Kiwanis District Governor, the District Administrator(s), the Circle K Kiwanis Committee, and Club Presidents of all Circle K clubs in the District, in writing, of the time, place (including directions), and the date of all meetings of the Board of Officers not less than fourteen (14) days prior to each meeting.

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

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

Section 7. A majority of voting members of the Board of Officers shall constitute a quorum, and the majority vote of those present shall decide any question, with the exception of those questions for which a greater proportion is specifically required by these bylaws.

Section 8. Within thirty (30) days after a special or regular meeting of the Board of Officers, the Secretary shall make a report of the proceedings of the meeting, comprising a complete synopsis of all actions taken and shall distribute said report to members of the Board of Officers, the International Trustee, the Kiwanis District Governor, the Kiwanis District Secretary, and the Presidents of the Clubs in the District.

**Article VII: Committees**

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

1. The Laws and Regulations Committee shall maintain these Bylaws in conformity with the Governing Documents of Circle K International and shall make recommendations to the Board of Officers for proposed amendments. It shall be responsible for the interpretation of these bylaws for action by the Board of Officers, and for all matters affecting Circle K on the District level. It shall also review all club bylaws submitted for District approval, make revisions and approval recommendations to the Board of Officers, and forward approved bylaws to the International Office for final approval by the International Board of Trustees. This committee will also fulfill any other duties that the District Governor assigns as they see fit.
2. The Service Committee shall be responsible for the implementation of the District Service Project and the promotion of the Circle K International Service Initiative(s) to all clubs within the District. The committee shall encourage club participation in Circle K Week. This committee will also fulfill any other duties that the District Governor assigns as they see fit.

**Article VIII: Conventions**

Section 1. A convention of the Circle K clubs in the Pennsylvania District shall be held after the second weekend in February and before the first full weekend in April, the exact time and place of which shall be agreed upon by the Board of Officers in consultation with the District Administrator(s), with approval of the Kiwanis District Board of Trustees. So far as it is practical, the Board of Officers shall request a member of the International Board of Trustees to serve as the official representative to the annual convention. The dates and site of the convention shall be determined no less than one hundred and twenty (120) days prior to the proposed convention dates. The International Director, acting for the International Board of Representatives, shall approve the dates and site.

Section 2. The Governor shall appoint convention committees as outlined in the Governing Documents.

Section 3. The Secretary shall mail to each club, the District Board of Officers, the District Administrator(s), the International Director, the Kiwanis District Governor, the Kiwanis District Secretary, Kiwanis District Treasurer, and the Key Club District Governor, an official call to the dates of convention.

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

Section 5. Each club in good standing shall be entitled to two (2) voting delegates and two (2) alternates at the District Convention. The delegates and their alternates shall be active members in good standing of the chartered clubs they represent. The Governor and other elected District Officers shall be delegates-at-large at the District Convention. International Officers shall not be considered delegates unless certified as representatives of their home club.

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

Section 7. In the absence of the Governor from any District convention, the Board of Officers shall designate a member of the Board to act as presiding officer of the Convention.

Section 8. A quorum for any District Convention shall be the official delegates present and representing not less than one-half (1/2) of the total member clubs in good standing with the District.

Section 9. Each District Convention program shall include, but not be limited to the following:

1. An address by the Governor of the sponsoring Kiwanis District or a representative of the Governor;
2. An address by the Governor of the Key Club District or a representative of the Governor;
3. An address by the International Representative in attendance, if there is one in attendance;
4. Workshops for the purpose of stimulating enthusiasm, motivating and educating membership, training newly elected club officers, developing leadership potential, increasing awareness of International theme and emphasis areas, and increasing service activities;
5. Nomination and election of District Officers for the upcoming year;
6. Installation of the newly-elected District Officers;
7. A presentation promoting attendance at the upcoming International Convention; and
8. Presentation of club and District awards.

Section 10. The Secretary shall submit a report of the Convention as outlined in the Governing Documents.

**Article IX: Vacancies in Office between Conventions**

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

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

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

1. In the event of a vacancy in the office of Lieutenant Governor that cannot be filled by a qualified member of a club in good standing, in the same division, the Governor shall with approval of the Board of Officers, appoint a qualified member of any club in the Pennsylvania District in good standing to serve as a Governor’s Representative in place of the Lieutenant Governor for the remainder of the unexpired term. Such approval from the Board of Officers must be made, in writing, within fourteen (14) days of appointments.

Section 4: In the event of a vacancy in any of the District Chair positions, the Governor shall, with approval of the Board of Officers, appoint a qualified member of a club in good standing to serve for the remainder of the unexpired term. Such approval from the Board of Officers must be made, in writing to all clubs in the District, within fourteen (14) days of appointments.

**Article X: Revenue**

Section 1. Each member club shall pay to the District for every active member annual dues of fifteen dollars ($15.00). The amount of the District dues shall be determined by a two-thirds (2/3) vote of all delegates at the District Convention. In no case shall the District dues exceed fifteen dollars ($15.00) per year.

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

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

Section 4. Revenue may be derived from other sources in such a manner as may be determined by the Board of Officers. The District shall never sponsor or participate in any manner in a lottery, raffle, drawing, or game of chance in connection with any fundraising activity that solicits beyond the Circle K membership unless the District has received the prior approval of the sponsoring Kiwanis District Board of Trustees. The District shall never sponsor or participate in any manner in a lottery, raffle, drawing, or game of chance in connection with any fundraising activity that solicits within the Circle K membership unless the District has received the prior approval of the District Administrator(s). Such approval so granted does not constitute official endorsement of such activities by Circle K International or by Kiwanis International. Any lottery, raffle, drawing, or game of chance so approved must not contravene any laws, morals, customs, or traditions of the country, state, or province in which the fundraising activity is to be held. The District shall not directly or indirectly engage in any activity which impugn or reflect unfavorably on the good name of Circle K or Kiwanis.

**Article XI: Parliamentary Authority**

Section 1. The current edition of Robert's Rules of Order Newly Revised shall be the parliamentary authority for all matters of procedure not specifically outlined in these bylaws or in the Governing Documents of Circle K International.

**Article XII: Amendments**

Section 1. The Bylaws of the Pennsylvania District may be amended as outlined in the Governing Documents.