

Circle K
International
at the
University of
Georgia
Bylaws

2015-
2016

Governing documents of this
student organization

Circle K International (CKI) Bylaws

Article I: Name

Section 1: The name of this organization shall be, “The Circle K International Club at the University of Georgia,” and nicknamed as “CKI at UGA.”

Article II: Organization

Section 1: The form of this organization shall follow the ideals and purposes similar to those of the Kiwanis Club of Athens. The ideals and purposes of the Kiwanis Club of Athens shall also follow the Objects of Kiwanis International, which are:

- a. To give primacy to the human and spiritual, rather than to the material values of life.
- b. To encourage the daily living of the Golden Rule in all human relationships.
- c. To promote the adoption and application of higher social, business, and professional standards.
- d. To develop, by precept and example, a more intelligent, aggressive, and serviceable citizenship.
- e. To provide, through this club, a practical means to form enduring friendships, to render altruistic service, and to build a better community.
- f. To cooperate in creating and maintaining that sound public opinion and high idealism which make possible the increase of righteousness, justice, patriotism, and goodwill.

Section 2: It shall be sponsored by, work with, but not be apart of the Kiwanis Club of Athens.

Section 3: The Kiwanis Club of Athens shall assume full responsibility of all chartering costs.

- a. The Kiwanis Club of Athens is not responsible for the fiscal responsibility of the CKI Club of the University of Georgia but should be able to help in the role of advising the club regarding financial matters.
- b. The Kiwanis Club of Athens may make a monetary donation if it is helpful to the CKI club and with the approval of the Kiwanis Club of Athens and the CKI Club of the University of Georgia.

Article III: Objects & Vision

Section 1:

The objects of this club shall be:

- a. To develop college and university students into responsible citizens and leaders with a lifelong commitment to service;
- b. To collaborate with all members of the Kiwanis family to achieve our common objectives;
- c. To develop positive role models;
- d. To enhance inter-cultural understanding and cooperation;
- e. To increase our service potential;
- f. To provide opportunities for fellowship, personal growth, professional development and leadership skills;
- g. To work towards a greater public recognition of the organization;
- h. To emphasize the advantages of the democratic way of life;
- i. To serve on the campus and in the community;
- j. To encourage participation in group activities;
- k. To develop aggressive citizenship and the spirit of service for improvement of all human relationships;
- l. To give primacy to the human and spiritual rather than to the material values of life;
- m. To promote the adoption and the application of high social, business and professional standards;
- n. To develop, by precept and example, a more intelligent, aggressive and serviceable citizenship;
- o. To provide through CKI clubs a practical means to form enduring friendships, to render altruistic service and to build better communities;
- p. To cooperate in creating and maintaining that sound public opinion and high idealism, which makes possible the increase in righteousness, justice, patriotism and goodwill.

Section 2:

The vision of this club shall be:

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.

Section 3:

The mission of this club shall be:

CKI develops college and university students into a global network of responsible citizens and leaders with a lifelong commitment to service.

Section 4:

The pledge of this club shall follow the Circle K International 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 mankind's potential!

Article IV: Motto

Section 1: The motto of this club and of CKI shall be “Live to Serve, Love to Serve.”

Article V: Membership

Section 1: Membership of this club shall be in accordance with the following:

- a. Any student of good character, who is officially enrolled for at least part-time status, as defined by the University of Georgia, who follow the requirements set in **Article V Section 3** will have the status of active membership.
- b. There shall be no discrimination on the basis of age, race, sex, gender, gender identity, gender expression, political affiliation, sexual orientation, veteran's status, marital status, disability or religious affiliation within this organization. (*Further explanation of Non-Discriminatory Acts in Article 6.*)
- c. If a member has not graduated, he or she has thirty (30) days to meet enrollment, academic, or minimum membership requirements before his or her membership will cease. In the event of a member's graduation, membership will cease on September 30 of the same CKI administrative year.
- d. Any person, who holds membership (other than honorary) in any other CKI club, or other Kiwanis-family organizations, shall not be eligible for active membership in this club.
- e. (*Note: Additional requirements for membership, not inconsistent with Bylaws and Policy Code of CKI, may be adopted by a **majority vote of the Board of Officers.***)

Section 2: Hazing in any form is strictly prohibited. Hazing is considered an interference with personal liberty, and includes, any act of domination by any student over others, which may lead to physical or emotional injury and discomfort. Hazing involving forced consumption of alcohol or drugs for the purpose of initiation or affiliation with any organization is specifically prohibited.

Section 3: A member in good standing shall be in accordance with the following:

- a. Payment of district dues and international fees.
- b. At least a part-time student at a college or university.
- c. Part of a club that is considered “active.”
- d. Part of a district that is considered “active.”
- e. Maintain a cumulative GPA of 2.5 or higher

Article VI: Non-Discrimination

Section 1: Membership and all privileges, including voting and officer positions, must be extended to all students without regard to age, ethnicity, gender, disability, color, national origin, race, religion, sexual orientation, or veteran status.

- a. Membership and all privileges, including voting and officer positions, must be extended to all students as stated in the University of Georgia Non-Discrimination and Anti-Harassment Policy. However, religious student organizations will not be denied registration solely because they limit membership or leadership positions to students who share the same religious beliefs. Title IX of the Higher Education Amendments Act of 1972 and Section 504 of the Rehabilitation Act of 1973 prohibit discrimination on the basis of sex or handicap in most educational programs and activities within the University.

Article VII: Officers

Section 1: The elected officers of this club shall be a president, one or more vice president, and either a secretary/treasurer or a secretary and a treasurer. All officers shall be active members in good standing with this club. They shall serve for one (1) year or until their successors are elected and are qualified.

Section 2: The duties of the officers shall be as follows:

- a. **President:** The president shall be the executive officer of this club and shall preside over all meetings of the club and the Board of Officers. The president shall appoint committee members, with the board officers. The president shall be an ex-officio member of all standing and special committees. The president shall present the views of the club to the district in relation to the club. As the official representative of the club, the president shall promote the growth of CKI on campus and within the community. The president shall cooperate with his/her sponsoring Kiwanis club and promote Kiwanis-family relations. He/she shall act as one of the delegates of the club at district convention, and it shall be this person's responsibility to have this club represented at both the district and international convention by two voting delegates. The outgoing president, in conjunction with the Kiwanis and faculty advisors, shall make provisions for the training of the new Board of Officers prior to their installation. The president shall perform such other duties as usually pertain to the office of president or may be assigned by the Board of Officers.
- b. **Vice President:** The vice president, in the absence of the president, shall preside at all meetings of this club and of the Board of Officers, shall be directly responsible to the president for all committee activities. The vice-president shall also perform such other duties as usually pertain to the office, or as may be assigned by the president or the Board of Officers.
- c. **Secretary:** The secretary shall record accurate minutes of the meeting; shall maintain the club's permanent records; shall update all addresses; shall publish the club bulletin; shall process the Club Monthly Report (CMR) to the Georgia District Circle K on the 5th of every month; and shall perform such other duties as pertain to this office or as may be assigned by the club president or the Board of Officers.
- d. **Treasurer:** The treasurer shall collect and disburse member dues; shall prepare as adhere to an approved budget; shall maintain accurate records; shall transact business through a bank or school account; shall keep the Board of Officers informed of financial strengths and weaknesses of the club; shall order club supplies; shall have the books audited; shall communicate with the district officers; shall file appropriate forms with the

IRS if necessary; shall inform the sponsoring Kiwanis club of this club's financial status; and shall perform such other duties as pertain to this office or as may be assigned by the club president or the Board of Officers.

Section 3: Any member may recommend the removal of a club officer to the Board of Officers. The Board of Officers shall hold a meeting at which the officer in question shall be heard. The Board of Officers will then present their findings to the club at which time a vote by 2/3 of the quorum is required to remove the officer in questions. In the event any officer should be removed from office, the secretary shall notify the officer in writing.

Section 4: In the event of a vacancy in the office of president, the vice president shall succeed to the office. If two or more vice presidents hold office in this club, one of them shall be elected to fill the vacancy by a majority vote of the entire active club membership of this club at the next regularly scheduled meeting. In the event of a vacancy in any other office, a majority vote of the active membership of this club present and voting at the next regularly scheduled meeting shall elect a member in good standing to serve for the remainder of the unexpired term.

Section 5: No elected club officer may hold an elected district or international office in addition to their club office.

Article VIII: Board of Officers (Executive Board)

The elected officers, in addition to the faculty advisor, the Kiwanis advisor and if applicable the immediate past club president shall constitute the Board of Officers (Executive Board) for this club. The faculty advisor and the Kiwanis advisor shall be nonvoting, ex-officio members of the Board of Officers.

Section 1: The Board of Officers of this club shall consist of the elected officers, the faculty advisor, the Kiwanis advisor and if applicable the immediate past club president. The faculty advisor and the Kiwanis advisor shall be nonvoting, ex-officio members of the Board of Officers.

Section 2: The Board of Officers shall approve the budget, approve all bills, take counsel with committees, discipline members, review and report to Kiwanis the performance of the club officers, set membership requirements, and perform such other duties as shall be referred to it by the club, in compliance with these Bylaws and the requirements of CKI.

Section 3: The Board of Officers shall meet at least twice per month during the school year, and at least once during the summer term, at a time and place that it shall determine, and at such other times as the president or a majority of its voting members deem necessary.

Article IX: Elections of Club Officers

Section 1: Election of officers shall be held at a regularly scheduled meeting at least two (2) weeks prior to district convention. All officers shall assume their official duties on April 1 following their election. If the district convention is held later than March 31 in any given year, all officers shall assume their official duties on April 15. They shall serve for one (1) year or until their successors are duly elected and installed.

Section 2: All officers who are members in good standing as set by **Article V Section 3** are eligible for re-election.

Section 3: Officers shall be nominated by any member of the club at least one week prior to the election date.

Section 4:

Election of officers shall be conducted by ballot. A member shall be voted in when a majority of the quorum (2/3) present is obtained.

Section 5:

In the event of a tie for any of the offices the remaining candidates will be removed from the ballot and the two candidates shall be voted on again.

- a. In the event that only two candidates are running for an office and the vote results in a tie then each candidate will be given one and a half (1.5) minutes to speak to the membership and another vote will be taken. In the event of another tie, the club president shall cast a tie-breaking vote.

Article X: Club Meetings

Section 1: During the school year, the club shall hold bi-monthly meetings on such day and at such place as shall be determined by the club officers. It may hold such other meetings as the officers or the membership may desire. This club may hold a minimum of two meetings per month, with the officers meeting on all other weeks.

Section 2: Quorum at a club meeting shall be considered a majority (50 percent plus one) of the active club membership and is required for business to be legally transacted.

Article XI: Committees

Section 1: The president shall appoint committee chairs to the following standing committees:

- a. Membership Development and Education
- b. Kiwanis Family Relations
- c. Service Initiative
- d. Public Relations
- e. Social Committee

Section 2: The vice president shall appoint committee members to the standing committees.

Section 3: The duties of the standing committees shall be as follows:

- a. **Membership Development and Education:** The Membership Development Committee shall devise effective plans to obtain new members on a regular basis to provide the necessary manpower for an effective program of service.
- b. **Kiwanis Family Relations:** The Kiwanis Family Relations Committee shall work with the entity in charge of programs and projects in preparing inter-club activities with other Kiwanis family clubs and shall see that the membership of the CKI club are cognizant of all areas of each organization thereof.
- c. **Service Initiative:** The Service Initiative Committee shall plan projects and activities promoting and supporting the International Service Initiative Program and the major emphasis programs of the local CKI District during their administrative year.
- d. **Public Relations:** The Public Relations Committee shall be responsible for informing the campus and local community of the CKI's activities and goals through the use of articles, photographs, local and campus newspapers, radio and television and through meetings with the administration of the college/university.
- e. **Social:** The Social Committee shall plan activities that will promote fellowship and strengthen friendships within the club and throughout the entire Kiwanis Family.

Section 4: The club president has the right to form any special committee deemed necessary for normal club function.

Article XII: Kiwanis and Faculty Advisor

Section 1: This club shall have one (1) faculty advisor, which the club shall turn to when in need of advising from the college or faculty level. The faculty advisor shall also sit in every meeting and be free to give his/her opinion on all matters of the club.

- a. The faculty advisor shall be proposed by the club president at least one (1) week in advance of the meeting for voting and voted on by the membership of the club. The vote for the faculty advisor must pass by a majority vote while quorum exists during a meeting.
- b. In the event of a tie, the club president shall cast the deciding vote.

Section 2: This club shall have one (1) Kiwanis advisor, which the club shall turn to when in need of advising from the local Kiwanis level. The Kiwanis advisor should be from the sponsoring Kiwanis Club. She/he shall also sit in every meeting and be free to give his/her opinion on all matters of the club.

- a. The sponsoring Kiwanis club shall appoint the Kiwanis advisor.

Article XIII: Dues

Section 1: Total amount dues shall be \$500 to recharter plus \$12.00 for each member, which is the sum of district dues and international dues.

Article XIV: Amendments

Section 1: Amendments to these bylaws shall be adopted by two-thirds (2/3) vote of the membership at any regular meeting held at least two weeks after a regular meeting at which the proposed amendment or amendments were read, or after giving written notice thereof to each member one week prior to the action on such amendment or amendments.

Section 2: These bylaws and all amendments or additions thereto shall not become effective until approved by the CKI Director or Sponsoring Kiwanis advisor.

These Bylaws were adopted and approved on:

_____, 20____
Month Day Year

Club president's signature

Date _____

Club president's name printed

School administrator's signature

Date _____

School administrator's name printed

APPROVED BY:

CKI Director,

Date _____

Sponsoring Kiwanis Advisor's Signature

Date _____

Sponsoring Kiwanis Advisor's name printed
