



# **Pennsylvania District of Circle K International**

## **POLICY CODE**

**Approved by the District Board on January 21, 2024**

### **Section 1: General Outline**

- 1.1 Any established procedure of the Pennsylvania Circle K District Board of Officers (henceforth known as, the District Board) shall be called, policy, and any decision by the board concerning the implementation of a policy shall be called, enactment.
- 1.2 All policies of the District Board shall be contained in this Policy Code. All policies contained in this document shall be binding on all officers and clubs of the Pennsylvania District of Circle K International. This code shall in no way void or nullify any part of the Circle K International Governing Documents or the Bylaws of the Pennsylvania District of Circle K International.
- 1.3 Any and all amendments to this Policy Code shall require a majority vote of the District Board and the approval of the Pennsylvania Kiwanis District Board of Trustees before taking effect. This Policy Code supersedes and makes null any and all previous policies adopted by the District Board.
- 1.4 Enactments and resolutions shall require only a simple majority vote of the District Board of the Pennsylvania District of Circle K International.
- 1.5 A current copy of this Policy Code shall be kept in the Google Drive, in all District Officer's files, and with the Circle K District Administrator(s). The current District Secretary shall be responsible for its distribution to the Board when changes are made and/or upon each change of office if necessary.
- 1.6 The District Governor, District Administrator(s), and Laws and Regulations Chair shall share the responsibility for adherence to this Policy Code.
- 1.7 The members of the Board shall receive revised copies of this Policy Code after changes/updates have been made. Current copies shall be made available upon request to any Circle K member in good standing within the Pennsylvania District.
- 1.8 The District Board shall receive revised copies of this Policy Code each year. After this review, the District Board shall adopt this Policy Code after any necessary revisions are made.
- 1.9 Wherever the phrase "appropriate Kiwanians" is used, it should include the following: District Governor, District Governor-Elect, District Secretary, District Treasurer, and the Circle K District Administrator(s).

- 1.10 Wherever the phrase “appropriate Key Clubbers” is used, it should include the following: District Governor, District Secretary/Treasurer, District Editor, and the Key Club District Administrator(s).
- 1.11 Members of the District Board, when appropriate, shall maintain effective communication with their respective Kiwanis, Key Club, and International counterparts.
- 1.12 All District Board members’ reimbursements will be frozen if their required reports and information are not submitted by the respective due dates until the reports are received or until the District Governor approves the release of the funds.
- 1.13 All District Board Officers and Cabinet members must transfer their files to their successor at District Convention or their final reimbursement will not be processed until such time that their files have been transferred.
- 1.14 The District Board shall follow all other procedures addressed within their signed service agreements.

## **Section 2: Governor**

- 2.1 Shall serve as the Chief Executive Officer of the Pennsylvania District of Circle K International.
- 2.2 Shall attend (or appoint a representative to attend) the Pennsylvania Circle K District Convention, the Circle K International Convention, the Circle K International Council Meetings, the Pennsylvania District Kiwanis Convention and Mid-Winter Conference, the Pennsylvania District Key Club Convention, InterPACK, the Governor and Administrator Training Conferences, and all duly called meetings of the Pennsylvania District Board, unless excused by the District Secretary and District Administrator(s).
- 2.3 Shall work with the District Treasurer, Circle K Administrator(s), and Kiwanis District Treasurer in preparing the District’s Annual Budget, the District Convention Budget, and all other necessary budgets.
- 2.4 Shall make as many club visitations and Divisional meetings as possible, with the minimum requirement of two (2) visits to each division, preferably one in the Fall and one in the Spring.
- 2.5 Shall ensure that all Pennsylvania District Board members are satisfactorily trained at the District Officer Training Conferences and are performing their assigned duties with special emphasis on reporting, record keeping, and accounting of funds.
- 2.6 Shall communicate with the Pennsylvania District Board Members, the Counseling Circle K International Trustee, the Circle K International President, the Circle K International Vice President, and the District Administrator, keeping them informed of District activities.
- 2.7 Shall ensure that plans for the District Convention are made and executed.
- 2.8 Shall work closely and communicate with the Circle K District Administrator(s), Key Club District Governor, and Kiwanis District Governor at all times.
- 2.9 Shall list a tentative schedule of District Board meetings to be approved by the members of the Pennsylvania District Board.

- 2.10 Shall submit the appropriate monthly reports to the Circle K International Director, International President, the Counseling Circle K International Trustee, District Secretary, and District Administrator(s).
- 2.11 Shall maintain a set of files that will be passed on to the next administration and brief their successor on the duties of the office and remain available for a period of six (6) months to provide council to the next District Board.
- 2.12 Shall work with the Pennsylvania District Circle K Administrator(s) and Kiwanis Committee on Circle K members on building new clubs and rebuilding inactive clubs, as well as working to increase the quality and number of service projects and membership in the District.
- 2.13 Shall submit a Board Report to the District Board and Cabinet at each duly called meeting of the District.
- 2.14 Shall, fifteen (15) days prior to a District Board Meeting, send notice to the District indicating the date, time, and location (including directions) for the meeting.

### **Section 3: Secretary**

- 3.1 Shall serve as the Chief Recording Officer of the Pennsylvania District of Circle K International.
- 3.2 Shall serve as the Executive Assistant to the District Governor.
- 3.3 Shall keep the minutes of the District Boards' meetings.
- 3.4 Shall, within thirty (30) days after meetings of the District Board, distribute copies of the minutes. These items shall be sent to the District Board Members, Club Presidents, appropriate Kiwanians and Key Clubbers, and the Counseling Circle K International Trustee.
- 3.5 Shall compile a District Directory containing the names, addresses, and telephone numbers of all District Board Members, Club Officers, Faculty and Kiwanis Advisors, and the appropriate Kiwanians and Key Clubbers. There shall be a minimum of two (2) editions (summer and fall) containing the appropriate information. This directory shall be forwarded to the Counseling Circle K International Trustee, Pennsylvania District Club Presidents, the Pennsylvania District Board, and the appropriate Kiwanians and Key Clubbers. These directories shall be compiled and distributed no later than May 30<sup>th</sup> (summer) and September 20<sup>th</sup> (fall). Lists of changes in the Directory (addenda) shall be published if necessary and sent to the aforementioned people.
- 3.6 Shall receive Club Secretary Monthly Reports submitted by each active club in the Pennsylvania District by the fifth (5<sup>th</sup>) of each month and also keep a tracker of said reports.
- 3.7 Shall send appropriate materials (i.e. Monthly Report Forms, Directory, Addenda, Board Minutes, etc.) to Club Presidents and Secretaries of newly chartered clubs immediately after notification by Circle K International.
- 3.8 Shall attend all duly called meetings of the District Board, the Pennsylvania Circle K District Convention, InterPACK, District Officers Training(s), and all other events deemed necessary by the District Governor and District Administrator(s).

- 3.9 Shall issue a call to the District Convention at least ninety (90) days prior to the convention. Also, ask that any resolutions and/or amendments to the Pennsylvania District Bylaws to be considered by the House of Delegates be submitted within sixty (60) days prior to the convention.
- 3.10 Shall, thirty (30) days prior to the Convention, publish and send to all Board Members and Pennsylvania District Club Presidents any amendments and/or resolutions to be considered by the House of Delegates during the convention.
- 3.11 Shall publish monthly communications informing all Club Secretaries on reporting matters, District Events, and other important information for the role.
- 3.12 Shall assist the District Governor with Pennsylvania District functions as required.
- 3.13 Shall ensure that files are transferred to their successor and brief that individual on the duties of the office and shall remain available for a period of six (6) months to provide counsel to their successor.
- 3.14 Shall submit monthly reports to the District Governor, District Treasurer, District Editor, and District Administrator(s) by the tenth (10th) of the following month. Failure to do so will result in a freezing of the Secretary budget.
- 3.15 Shall be responsible for tabulating club service hours and Kiwanis Family Relations (KFR).
- 3.16 Shall revise the Monthly Report Forms and Kiwanis Family Relations (KFR) submissions when deemed necessary by the District Board.
- 3.17 Shall try to attend the Circle K International Convention, the Pennsylvania District Kiwanis Convention and Mid-Winter Conference, and the Pennsylvania District Key Club Convention.
- 3.18 Shall make as many club visitations and Divisional meetings as possible, with the minimum requirement of two (2) visits to each division, preferably one in the Fall and one in the Spring.

#### **Section 4: Treasurer**

- 4.1 Shall serve as the Chief Financial Officer of the Pennsylvania District of Circle K International, keeping all appropriate records.
- 4.2 Shall issue a call for Pennsylvania District and Circle K International dues at least thirty (30) days prior to their due date, October 1<sup>st</sup>.
- 4.3 Shall advise and assist all clubs within the Pennsylvania District with the collection and submission of their District and International dues.
- 4.4 Shall assist the District Governor, District Administrator(s), and Kiwanis District Treasurer, in preparing the Annual District Budget, District Convention Budget, and any other necessary budgets.
- 4.5 Shall attend all duly called meetings of the District Board, the District Convention, InterPACK, District Officer Training(s), and all other events deemed necessary by the District Governor and District Administrator(s). Shall publish monthly communications informing all Club Treasurers on

financial matters, such as payment of dues and membership growth status to strengthen dues payments. Communications should also provide an official check of current club membership, District Events, and other important information for the role.

- 4.6 Shall develop and promote programs for dues incentives and payment of dues to be presented at club meetings and divisional meetings.
- 4.7 Shall ensure that Pennsylvania District funds and records are transferred to their successor and brief that individual on the duties of the office and shall remain available for a period of six (6) months to assist their successor.
- 4.8 Shall submit monthly reports to the District Governor, District Secretary, District Editor, and District Administrator(s) by the tenth (10th) of the following month. Failure to do so will result in a freezing of the Treasurer budget.
- 4.9 Shall maintain and oversee the funds in the PACK Cash account.
- 4.10 Shall maintain all records of the District Convention.
- 4.11 Shall try to attend the Circle K International Convention, the Pennsylvania District Kiwanis Convention and Mid-Winter Conference, and the Pennsylvania District Key Club Convention.
- 4.12 Shall make as many club visitations and Divisional meetings as possible, with the minimum requirement of two (2) visits to each division, preferably one in the Fall and one in the Spring.

#### **Section 5: Editor**

- 5.1 Shall serve as the Chief Publications Officer of the Pennsylvania District of Circle K International.
- 5.2 Shall publish at least five (5) issues of *The Krier* (see Section 8 of the Policy Code for more information).
- 5.3 Shall notify the District Board, all Pennsylvania District Circle K Clubs and Editors, and all appropriate Kiwanians and Key Clubbers of the deadline for submission of articles for the next issue of *The Krier* at least three (3) weeks prior to the publication date.
- 5.4 Shall, at each meeting of the District Board, submit a report indicating the status of article submission of all Club Editors.
- 5.5 Shall submit monthly reports to the District Governor, District Secretary, District Treasurer, and District Administrator(s) by the tenth (10th) of the following month. Failure to do so will result in a freezing of the Editor budget.
- 5.6 Shall attend all duly called meetings of the District Board, the District Convention, InterPACK, District Officer Training(s) and all other events deemed necessary by the District Governor and District Administrator(s).
- 5.7 Shall work with the District Convention Chair on the publication of the District Convention Program.

- 5.8 Shall publish monthly communications informing all Club Editors on new and existing initiatives (service, fundraising, and administration), District Events, and other important information for the role.
- 5.9 Shall receive Club Editor monthly newsletters or communications submitted by all active clubs in the Pennsylvania District by the fifth (5<sup>th</sup>) day of each month, with the exception of May through August where one (1) report is required and keep track of said reports.
- 5.10 Shall maintain a set of files that will be passed on to their successor and brief that individual on the duties of the office and shall remain available until their successor for a period of 6 (six) months to assist their successor.
- 5.11 Shall try to attend the Circle K International Convention, the Pennsylvania District Kiwanis Convention and Mid-Winter Conference, and the Pennsylvania District Key Club Convention.
- 5.12 Shall make as many club visitations and Divisional meetings as possible, with the minimum requirement of two (2) visits to each division, preferably one in the Fall and one in the Spring.

**Section 6: Lieutenant Governors and Governor’s Representatives**

- 6.1 There shall be one (1) Lieutenant Governor for each of the three (3) Divisions in the Pennsylvania District:
  - A. West Division**  
Erie, Warren, Crawford, Forest, Mercer, Venango, Lawrence, Butler, Clarion, Jefferson, Beaver, Armstrong, Indiana, Allegheny, Washington, Westmoreland, Cambria, Fayette, Greene, Somerset, and Bedford counties
  - B. Central Division**  
McKean, Potter, Tioga, Elk, Cameron, Clinton, Lycoming, Clearfield, Centre, Union, Snyder, Blair, Huntingdon, Mifflin, Juniata, Dauphin, Perry, Fulton, Franklin, Adams, Cumberland, York, Lebanon, and Lancaster counties
  - C. East Division**  
Bradford, Susquehanna, Wayne, Sullivan, Wyoming, Lackawanna, Pike, Montour, Northumberland, Columbia, Luzerne, Monroe, Carbon, Schuylkill, Northampton, Lehigh, Berks, Bucks, Montgomery, Chester, Delaware, and Philadelphia counties
- 6.2 Shall assist the Governor in the work of the District within the Division.
- 6.3 Shall make at least two (2) official visits to each Circle K Club within the Division.
- 6.4 Shall assist the District Secretary in compiling and maintaining a complete list of Club Officers names, email addresses, and telephone numbers for the District Directories.
- 6.5 Shall submit a monthly report to the District Governor, District Administrator(s), District Secretary, District Treasurer, and District Editor by the tenth (10<sup>th</sup>) following the month reported on outlining events, happenings, and problem(s) within the division. Failure to comply with this deadline will

result in a freezing of the allocation of funds from that officer's budget until all reports are submitted.

- 6.6 Shall assist the District Treasurer in the collection of Pennsylvania District and Circle K International dues, shall assist the District Secretary in the collection of monthly reports from clubs, and shall assist the District Editor by encouraging clubs to submit materials for The Krier.
- 6.7 Shall assist the Pennsylvania District Kiwanis Committee on Circle K in building or reactivating Circle K Clubs in the Divisions. Shall maintain a current listing of new club possibilities.
- 6.8 Shall hold a Fall Rally for the training of officers, the promotion of InterPACK, the education of members, and the initiation of divisional involvement and motivation.
- 6.9 Shall hold a Spring Rally for the purpose of promoting the Pennsylvania District Convention, the International Convention, and recruiting members to run for Club and District offices.
- 6.10 Shall promote interclub meetings within the division.
- 6.11 Shall assist the Circle K Club Officers when requested and keep them informed of all Pennsylvania District and International functions. Shall speak about Circle K at the Club, Division, and District level meetings when requested.
- 6.12 Shall be responsible for the growth of membership, service projects, and Circle K education within the division.
- 6.13 Shall attend all duly called meetings of the District Board, the District Convention, InterPACK, District Officer Training(s), and all other events deemed necessary by the District Governor and District Administrator(s).
- 6.14 Shall try to attend the Circle K International Convention, the Pennsylvania District Kiwanis Convention and Mid-Winter Conference, and the Pennsylvania District Key Club Convention.
- 6.15 Shall maintain effective monthly communications with all clubs in the division and with all the members of the District Board by making a minimum of one (1) official contact with each club per month.
- 6.16 Shall ensure that files are transferred to their successors and brief that individual on the duties of the office.
- 6.17 Shall publish a monthly newsletter or divisional mailing unless otherwise determined by the District Governor.
- 6.18 Shall make official communication with the District Governor on a bi-weekly basis.
- 6.19 Shall have as many club officers as possible trained by December 1<sup>st</sup>.

### **Section 7: Cabinet and Committees**

- 7.1 Shall consist of all individuals and committees as appointed by the District Governor to assist in the administrative responsibilities of the District. These duties and responsibilities shall be clearly

defined, and appointments expire at the end of the administrative year or at such time as the Governor determines the responsibilities have been fulfilled.

- 7.2 The District Governor shall make appointments to the District Board with the approval of the Executive Board.
- 7.3 Cabinet members shall attend all duly called meetings of the District Board, the District Convention, InterPACK, District Officer Training(s), and all other events deemed necessary by the District Governor and District Administrator(s). They are non-voting members but shall be recognized as part of the District Board.
- 7.4 Shall try to attend the Circle K International Convention, the Pennsylvania District Kiwanis Convention and Mid-Winter Conference, and the Pennsylvania District Key Club Convention.
- 7.5 Shall make as many club visitations and Divisional meetings as possible, with the minimum requirement of one (1) visit to each division.
- 7.6 All cabinet members must report on the progress of their committee at each scheduled Board Meeting.
- 7.7 All cabinet members shall be required to hold committee meetings before each scheduled Board Meeting.
- 7.8 The following shall be the suggested standing committees and their assigned duties:
  - A. Kiwanis Family Relations
    - i. This committee shall work to improve the relationship between all Kiwanis and Kiwanis sponsored organizations. It shall be responsible for developing and promoting projects and educational programs such as the Key to College program, and to develop, expand, and strengthen the bonds between these organizations.
    - ii. This committee shall be responsible for obtaining copies of the Pennsylvania Key Club District Board Directory and Pennsylvania Kiwanis District Board Directory.
    - iii. This committee shall work to improve the relationships between clubs within the Pennsylvania District through interclubbing and promotion of an exchange of ideas and friendships.
    - iv. This committee shall be responsible for the creation of a display to promote Circle K Kiwanis Family functions, such as Kiwanis District Convention and Key Club District Convention.
    - v. This committee shall take on any other duties as deemed necessary by the District Governor and District Administrator(s).
  - B. Laws and Regulations
    - i. This committee shall maintain the Pennsylvania District Bylaws and Pennsylvania District Policy Code in conformity with the Governing Documents of



Circle K International and shall make recommendations to the District Board for proposed amendments.

- ii. This committee shall be responsible for the interpretation of the Pennsylvania District Bylaws for action by the District Board and for all matters affecting Circle K on the District level.
- iii. This committee shall review all Club Bylaws submitted for Pennsylvania District approval, make revisions, and approve recommendations to the District Board. This committee will then forward approved Bylaws to the International Office for final approval by the Circle K International Board of Officers.
- iv.
- v. This committee shall oversee the House of Delegates held at District Convention to ensure that the Policy Code and Bylaws are being followed.
- vi. This committee shall also be responsible for staffing the Elections Committee at District Convention.
- vii. This committee shall take on any other responsibilities as deemed necessary by the District Governor and District Administrator(s).

C. Service

- i. The District Board shall annually adopt, and the committee shall implement, a District Service Project (DSP) which shall concur with the administrative year of the District Board. This committee shall promote fundraising efforts and active participation by the clubs throughout the year by sending, in a timely manner, information about the DSP to all Club Presidents. Funds raised during the administrative year will be presented to the DSP at the District Convention. This committee, with District Board approval, shall select no less than three (3) and no more than five (5) options for the upcoming year's DSP.
- ii. This committee shall create a poll on the District website for District members to vote for the upcoming year's DSP. This poll must be open no less than two (2) weeks but not more than four (4) weeks. This poll must be closed no less than thirty (30) days prior to the District Convention.
- iii. This committee shall promote the DSP within and beyond the Pennsylvania District.
- iv. This committee will be responsible for creating a DSP packet to be handed out during District Convention.
- v. This committee shall also promote the Kiwanis International and Circle K International service initiatives to all clubs within the District.
- vi. This committee will also take on any other duties as deemed necessary by the District Governor and District Administrator(s).

- D. Conferences and Convention Committee
  - i. This committee shall be in charge of planning and promoting district-wide events, with extensive focus on InterPACK and the annual District Convention.
  - ii. This committee shall appoint an InterPACK chair and a District Convention Chair from within its committee members.
  - iii. This committee shall be responsible for the establishment and updating of all District Awards for District Convention.
  - iv. This committee shall be responsible for establishing a Judging Committee, consisting of Kiwanians, for the judging of the District Awards.
  - v. This committee shall be responsible for deciding on any award discrepancies that may arise.
  - vi. This committee shall take on any other duties as deemed necessary by the District Governor and District Administrator(s).

## **Section 8: District Publications**

### **8.1 *The Krier***

- A. *The Krier* shall be the official publication of the Pennsylvania District and shall be published at least five (5) times during the administrative year under the following timetable, when possible: Post-District Convention/Pre-International Convention; Post-International Convention/Pre-InterPACK, Post-InterPACK/Kiwanis Family Issue, Pre-District Convention, and District Convention. Additional issues may be published as time permits.
- B. *The Krier* is designed to be an informative publication directed at the members of the Pennsylvania District and shall, at minimum, contain articles on club projects, Kiwanis Family Relations, member education, service initiatives, a calendar of events for the District, District Board contact information, and the publishing deadlines for submission of articles to the Editor in each issue.
- C. *The Krier* shall be available online for members to view or download.

### **8.2 Other Publications**

- A. Manuals explaining and detailing the various aspects of Pennsylvania Circle K operations shall be compiled as deemed necessary for administrative purposes.
- B. The topic area of manuals must be approved beforehand by the District Board. The District Governor may assign an individual committee member to prepare a manual or make it an assignment to be prepared by a committee or subcommittee of the District Board.

## **Section 9: District Correspondences**

- 9.1 All correspondence generated by the District Board shall be copied to the Executive Board, District Administrator(s), International Trustee, and any others deemed necessary, and archived. Correspondences include letters, memos, newsletters, monthly report forms, all official correspondences, and other communications, electronic and otherwise.
- 9.2 All correspondence concerning finances shall be copied to the Executive Board, District Administrator(s), and the Kiwanis District Treasurer.
- 9.3 All correspondence dealing with other individuals shall have a courtesy copy sent to that individual.
- 9.4 All correspondence concerning issues about specific clubs shall be copied to the Club President, Faculty and Kiwanis Advisors, and, if necessary, the sponsoring Kiwanis Club President.
- 9.5 Any correspondence on email will not be considered official unless copied to all names mentioned in addition to the District Secretary.

## **Section 10: Reporting**

- 10.1 An interclub shall be defined as a meeting or event organized by one or more clubs with at least one other CKI club in attendance, each having two or more members present.
  - A. Clubs in formation may count as a club for the purpose of calculating an interclub.
  - B. A meeting or event organized by the international or district levels of CKI shall not count as an interclub.
  - C. Each CKI club with two or more members present will have individually completed one interclub.
- 10.2 A Kiwanis Family Relation (KFR) shall be defined as a meeting or event attended by at least one CKI club and at least one club from another branch of the Kiwanis Family, each having two or more members present.
  - A. The other levels of the Kiwanis Family are K-Kids, Builder's Club, Key Club International, Kiwanis International, Young Professionals, Golden K, and Aktion Club.
  - B. Clubs in formation may count as a club for the purpose of calculating a KFR.
  - C. A meeting or event organized by the international or district levels of CKI shall not count as a KFR.
  - D. Each CKI club with two or more members present will have individually completed one KFR.
- 10.3 A club may earn one interclub and one KFR at the same meeting or event so long as the requirements for each are met.

## **Section 11: Board Meeting Protocol**

- 11.1 All District Board Members are to submit a report to all Board Members present at District Board meetings. This report is to include information about club status in division and district activities, future plans, goals for the officers and clubs, a list of dates and the nature of all pertinent correspondence, events attended, and any other pertinent information.
- 11.2 No board member shall miss more than one (1) board meeting. In the event that a board meeting is missed, the officer shall notify the Executive Board and Administrator(s) ten (10) days prior to the Board Meeting with the reason for their absence. If a board member is unable to attend, all board reports, as well as committee reports, should be sent within ten (10) days prior to the board meeting, except in the case of extenuating circumstances.
- 11.3 The District Board shall meet at least five (5) times during the administrative year.
- 11.4 The Kiwanis District Treasurer shall furnish to the District Board copies of the current District budget and District membership figures at each official meeting of the District Board. If the Kiwanis District Treasurer is unable to be present at the Board Meeting, the material must be sent to the District Treasurer ten (10) days before the meeting.
- 11.5 In matters deemed confidential by the District Board, a closed session can be called. This can include the committee chairs and/or the Kiwanis Committee. All matters discussed, will remain confidential thereafter. Executive sessions can be called by the District Governor to deal with highly confidential matters. This session only includes the District Governor, Secretary, Treasurer, and Editor.
- 11.6 Attire for all District Board meetings will be determined by the District Governor.
- 11.7 The Parliamentary authority of District Board Meetings shall be Robert's Rules of Order, Newly Revised Edition.
- 11.8 District Board Members acting inappropriately may be asked to leave the Board Meeting at any time by the District Governor.

## **Section 12: District Convention**

- 12.1 The location of each Pennsylvania District Convention should be selected at least one (1) year in advance by District Administrator(s) and the District Meeting Manager and is subject to approval by the District Board. For convention selection purposes, the District shall be divided into three (3) general areas (East, Central, and West). The District Convention location should rotate between these three areas and may not be held in the same area two (2) consecutive years.
- 12.2 The Conference and Conventions Committee must complete the following tasks for the successful completion of the annual District Convention.
  - A. Planning and arranging, upon request of the District Governor, details of the Convention.
  - B. Preparing and mailing, ninety (90) days prior to the convention, a general mailing to all clubs concerning the convention which must contain all reports and award forms, tentative convention schedule, certification of election for delegates, petitions for District

Office, convention registration and medical forms, code of conduct, and alcohol policy. This may also be done by posting the mailing on the district website and notifying, at minimum, all club presidents via email no less than ninety (90) days prior to District Convention.

- C. Any follow-up mailings or requests of the District Governor or the District Board concerning the convention.
- 12.3 A request for registration refunds must be received, in writing, ten (10) days prior to the commencement of the District Convention. After that date, there shall be no registration returned, except in the case of extreme circumstances as determined by the District Board. A \$5.00 fee will be assessed in either case.
- 12.4 The District Governor, District Treasurer, and District Convention Committee Chair shall prepare a Convention Budget to be approved at a meeting of the District Board subject to prior approval of the Circle K Administrator(s).
- 12.5 The District Convention Committee Chair shall appoint clubs and volunteers to the following committees: Credentials & Registration, Elections, and Sergeant-at-Arms.

### **Section 13: Procedure for Nomination and Election of District Officers**

- 13.1 Divisional caucuses will be held during the Pennsylvania District Convention at which time announced candidates for the offices of District Governor, Secretary, Treasurer, Editor, and Lieutenant Governor may be introduced, present their platforms, and answer questions. Assignment of divisions to caucuses and selection of caucus moderators shall be made by the District Governor and Convention Committee. Moderators shall consist of District Board members not returning to Circle K for the next administrative year and Kiwanians (if possible). It is suggested that all candidates shall adhere to the following time limits: one (1) minute for a nomination speech and three (3) minutes to present their platform. Members of each caucus shall have up to five (5) minutes to ask questions of each candidate. The moderator(s) shall decide the rules of procedure in each caucus room. A member of a caucus shall be allowed to ask questions of candidates. Kiwanis Family guests shall be allowed to visit a caucus room but will not be permitted to participate in any way. Candidates may bring up to three (3) assistants into a caucus room.
- 13.2 A potential candidate may announce their intent to seek an office not more than sixty (60) days prior to the election date. This announcement may be made by email to the District Governor, who will then forward it to all club officers and District Board members. Materials may only be distributed at any point after the opening session. A candidate may only be officially endorsed by their home club.
- 13.3 The House of Delegates will convene during the District Convention To consider resolutions, bylaw amendments, the nomination and election of District Officers, the State of the District

Address, a Report of the District by the District Secretary, District Treasurer, District Editor, and District Administrator(s), and such other business that may come before the House.

- 13.4 Voting Delegates and Delegates-at-Large will be seated in a restricted section. All others present will be accommodated in a designated gallery section and may not participate in the Delegate Session without recognition by the chair. The following shall sit at the head table: the District Governor, District Secretary, District Treasurer, District Editor, Circle K District Administrator(s), Laws and Regulations Chair, and the Counseling Circle K International Trustee.
- 13.5 The Elections Committee shall have general charge of the election, including admission to the voting delegate section, and the distribution, collection, and counting of all ballots.
- 13.6 Voting shall be by written ballot. No person shall be permitted to vote whose name does not appear on the list of voting delegates. Cumulative voting and voting by proxy will not be allowed. No ballot shall be counted when it appears that the delegate has voted for a greater number of nominees for the said office than there are vacancies to be filled. Any ballot with a misspelling shall be disqualified.
- 13.7 No District Board Member can actively or verbally support any candidate running for any District Office.
- 13.8 The Elections Committee shall report promptly to the District Governor the results of each ballot. The reports shall be signed by the Chairperson of the Committee and the Circle K District Administrator(s). After the committee has reported, the Chairperson shall deliver a copy of each report and all ballots to the Circle K District Administrator(s) to be retained for a period of not less than ninety (90) days following the close of convention. After that time, the ballots will be destroyed.
- 13.9 The Credentials & Registration Committee, prior to the House of Delegates, shall provide the Elections Committee with a list of voting Delegates and Delegates-at-Large registered and present at the convention. Also, the Chairperson of the Credentials & Registration Committee shall report to the House of Delegates the following information as often as necessary, the number of Delegates present, the number of clubs present (must be at least 1/2 of the total number of clubs for quorum), the number of Delegates-at-Large present, and the total number of votes necessary for a simple (1/2) and two-thirds (2/3) majority of the seated delegates.
- 13.10 When the agenda for the House of Delegates calls for the nomination and election of District Officers, the District Governor (or presiding officer) shall receive nominations from the floor for the office of District Governor. Nominees who appeared before caucuses will not need to be nominated again. When nominations for the District Governor have been closed, voting has taken place, and the results of that election have been announced, the District Governor (or presiding officer) will proceed in a similar manner with the nominations and election of District Secretary, Treasurer, Editor, and Lieutenant Governors. Unsuccessful candidates in prior elections may be nominated in subsequent elections.

- 13.11 After the election of the District Board, endorsement for International Office will take place. Only one candidate can be endorsed for International President, International Vice President, or general endorsement each. Two candidates can be endorsed for International Trustee.
- 13.12 All winning, or endorsed, candidates must receive a simple majority (1/2) of the votes cast. If in races with three or more candidates and no candidate receives a simple majority (1/2), the candidate receiving the lowest number of votes will be dropped, and another ballot conducted. This procedure will be repeated until such time as one candidate shall receive a simple majority (1/2) of all votes cast.
- 13.13 The Candidate for District Governor will be given the opportunity to speak and/or answer questions for three (3) minutes and all other District Officer candidates shall be given two (2) minutes to speak at the House of Delegates.
- 13.14 Lieutenant Governors shall be elected at District Convention by the clubs within their division.
- 13.15 A special session of the House of Delegates can only be called by the District Governor in consultation with the Circle K District Administrator(s).

#### **Section 14: District Contests**

- 14.1 All contests (awards) shall be annual, running from District Convention to District Convention, and be given for recognition of the projects or accomplishments completed or primarily conducted within that period.
- 14.2 The manner of each award shall be approved by the current District Board for the year in which the convention is held. In the case where a similar award competition is held on the International level, the District Award requirements or rules should reflect those of the International Award.
- 14.3 All new awards must be approved by the District Board, which shall also have the authority to maintain and finance any of the awards, unless otherwise specified in this Policy Code.
- 14.4 There shall be no awards presented as District Awards other than those approved by the District Board and listed in this Policy Code. This does not preclude a division from having intra-divisional awards.
- 14.5 There may be three (3) divisions: Gold, Silver, and Bronze, for awards competition. The divisions will be determined by club membership as of District Convention, or as determined by the District Board.
- 14.6 Each Pennsylvania District Circle K Club must be in good standing with the Pennsylvania District and Circle K International in order to be eligible for awards.
- 14.7 All award entries must be submitted no later than the date(s) stated on the awards packet for each year.
- 14.8 All judging will be done during the District Convention by impartial Kiwanians and/or anyone else directed by the District Governor, District Convention Committee Chair, District Conferences and Convention Chairperson, and Circle K District Administrator(s).

- 14.9 Any club that is in arrears of over two (2) months of monthly reports shall be deemed ineligible for any District Awards unless otherwise determined by the District Secretary and approved by the District Governor.
- 14.10 Only one award will be given in each category unless otherwise indicated and an award need not be given in a particular category. The District Board may publicly note Honorable Mention for an award if it so desires.
- 14.11 Established District Contests
- A. Best Sponsoring Kiwanis Club  
The Best Sponsoring Kiwanis Club Award is presented to a sponsoring Pennsylvania District Kiwanis Club that has exhibited an excellent working relationship with a Pennsylvania District Circle K Club. The award application should list joint projects, number of Circle K Members at Kiwanis meetings, Kiwanians at Circle K meetings, and any other type of assistance the Kiwanis Club gave during the Circle K administrative year. One (1) award will be presented to a club in good standing.
- B. David H. Baker, Jr. Outstanding Kiwanis Family Relations and Interclub Award  
The David H. Baker, Jr. Outstanding Kiwanis Family Relations Award is presented to a Circle K Club that has participated in activities and events with Kiwanis Family Club(s) and other Circle K Clubs in their community. The Circle K Club has gone above and beyond to support Kiwanis Family Relations (KFR) within the Pennsylvania District. The Circle K Club is not restricted from nominating its sponsoring for Best Sponsoring Kiwanis Club and is encouraged to form relationships with other branches of the Kiwanis Family. KFR and Interclub totals will also be taken into consideration. An Interclub is defined in Section 10.1 of the Policy Code. A KFR is defined in Section 10.2 of the Policy Code. One (1) award will be presented to a club in good standing.
- C. Outstanding Club Achievement Award  
The Outstanding Club Achievement Award is presented to the Circle K Club that has distinguished itself above all others in the Pennsylvania District in the areas of service, fellowship, and club administration. Both quality and quantity will be considered in that judging. One (1) award will be presented to a club in good standing.
- D. Outstanding Club T-Shirt Award  
The Outstanding Club T-Shirt Award is designed to recognize those clubs that achieve excellence in club t-shirt design and distribution. Many clubs create t-shirts and use them to promote the ideals of Circle K International, their home club, and/or school. One (1) award will be presented to a club in good standing.
- E. Outstanding Club Public Relations and Communications Award  
The Outstanding Club Public Relations and Communications Award is presented to the Circle K Club that has distinguished itself above all others in the Pennsylvania District in



the areas of community and club public relations in accordance with International and District guidelines. One (1) award will be presented to a club in good standing.

F. Single Service Award

The Single Service Award is presented to the Circle K Club which, through dedication and unselfish effort, has produced the best Single Service Project during the past administrative year. Only one (1) entry per club is allowed. To be eligible, a description in report form must show the purpose and need, planning time, club participation (including total service hours), and evaluation of the project's merit to the campus and/or community. It should be accompanied by substantial materials such as newspaper clippings, photographs, etc. One (1) award will be presented to a club in good standing.

G. George McCutcheon Outstanding Kiwanis Advisor Award

The George McCutcheon Outstanding Kiwanis Advisor Award is presented to the Kiwanis Advisor in the Pennsylvania District who has unselfishly contributed time and effort to promote Circle K during the past administrative year. Each club may nominate one (1) Kiwanis Advisor for this award. Candidate(s) for this award are ineligible for this award if they are nominated for the Glenn and Sally Stevens Outstanding Faculty/Staff Advisor Award.

H. Glenn and Sally Stevens Outstanding Faculty/Staff Advisor Award

The Glenn and Sally Stevens Outstanding Faculty/Staff Advisor Award is presented to the Faculty Advisor in the Pennsylvania District who has unselfishly contributed time and effort to promote Circle K during the past administrative year. Each club may nominate one (1) person for this award. Candidate(s) for this award are ineligible for the George McCutcheon Outstanding Kiwanis Advisor Award.

I. Thomas A. Muchler Outstanding Club Member

The Thomas A. Muchler Award is designed to recognize and honor a Circle K member who is an outstanding role model, not only to his or her club, but the entire Pennsylvania District. The person should have demonstrated outstanding work and service relating to the ideals and objectives of Circle K International. Club and District Officers are ineligible for this recognition; however, club committee chairpersons are eligible. Each Circle K Club may nominate one (1) of its members for this award.

J. Service Achievement Award

This Service Achievement Award honors club members for the amount of service performed between District Conventions. Any Pennsylvania Circle K member in good standing shall be eligible for this award.

K. Big Ten Award

The Big Ten Award is presented to those Circle K Clubs that have increased their

membership by ten percent or more since the last administrative year. Applications need not be submitted for this award.

L. M.I.L.E (Members in Long Excursions) Award

The M.I.L.E. Award is designed to recognize and honor the Circle K Club that has the highest resulting number from multiplying district convention attendees' times miles traveled to the convention site. This award is presented to one (1) Circle K Club in good standing.

M. Roll Call Award

The Roll Call Award is presented to the Circle K Club who shows the most spirit during the Roll Call cheer at the Opening Session. This award shall be selected under the advisement of the Circle K Kiwanis Committee. A tiebreaker will be the club with the most enthusiasm during the convention up to the award presentation. One (1) award is presented.

N. Ron and Luida Shearer Unsung Hero Award

The Ron and Luida Shearer Unsung Hero Award is presented to a Circle K Club member in each division who truly exemplifies the ideals of Circle K International. Each of these unsung heroes goes above and beyond the requirements of being a Circle K member and asks for little or no recognition for their hard work they put in throughout the year. Club Officers and District Board Members are ineligible for this award. One (1) member in good standing from each division will be presented with the award. The selection of the recipient is made by the division Lieutenant Governor.

O. Dr. James A. Hallman Outstanding Club President Award

The Dr. James Hallman Outstanding Club President Award is designed to recognize and honor one Distinguished Club President for their outstanding work and service to the Pennsylvania District and Circle K International. Candidates for this award must meet the year's criteria for distinguished status as determined by the District Board.

P. Willi Schaefer Outstanding Club Vice President Award

The Willi Schaefer Outstanding Vice President Award is designed to recognize and honor one Distinguished Club Vice President for their outstanding work and service to the Pennsylvania District and Circle K International. Candidates for this award must meet the year's criteria for distinguished status as determined by the District Board.

Q. Kevin E. Thomas Outstanding Club Secretary Award

The Kevin E. Thomas Outstanding Club Secretary Award is designed to recognize and honor one Distinguished Club Secretary for their outstanding work and service to the Pennsylvania District and Circle K International. Candidates for this award must meet the year's criteria for distinguished status as determined by the District Board.

- R. Jack P. O'Carroll, Jr. Outstanding Club Treasurer Award  
The Jack P. O'Carroll Jr. Award is designed to recognize and honor one Distinguished Club Treasurer for their outstanding work and service to the Pennsylvania District and Circle K International. Candidates for this award must meet the year's criteria for distinguished status as determined by the District Board.
- S. Barry J. Halbritter Outstanding Club Editor Award  
The Barry J. Halbritter Award is designed to recognize and honor one Distinguished Club Editor for their outstanding work and service to the Pennsylvania District and Circle K International. Candidates for this award must meet the year's criteria for distinguished status as determined by the District Board.
- T. Kelly D. Shaup Governor's Diamond Recognition Award  
The Kelly D. Shaup Governor's Diamond Recognition Award is presented by the Governor to the person who during their term demonstrates dedication to the tenants of Circle K. The person does not need to be a Pennsylvania Circle K member. This person should be crucial to the successes of the Governor during his or her term and should demonstrate his or her dedication to the organization through the three tenants of Circle K: service, leadership, and fellowship.
- U. Ted Brookhauser Outstanding District Board Member Award  
The Ted Brookhauser Outstanding District Board Member Award is presented to the voting Pennsylvania District Board Member who has gone above and beyond the ideals of Circle K International. The winner will be selected by the District Governor in consultation with the Circle K District Administrator(s) according to the aforementioned merits.
- V. Robert M. Cassel Outstanding Committee Chair Award  
The Robert M. Cassel Outstanding Committee Chair Award is presented to the Pennsylvania District Board Committee Chair who has gone above and beyond the ideals of Circle K International. The recipient will be selected by the District Governor in consultation with the Circle K District Administrator(s) according to the aforementioned merits.
- W. William S. Brandamore Fellowship Award  
The William S. Brandamore Fellowship Award is presented to the Pennsylvania District Board Member who best exemplifies the Circle K International pillar of fellowship and performed above and beyond his or her assigned duties. The recipient will be selected by the District Governor in consultation with the Circle K District Administrator(s) according to the aforementioned merits.

## **Section 15: InterPACK**

- 15.1 The District Board shall confirm the location and date of the event and the registration date by July 5th, prior to the event.
- 15.2 The District Conferences and Convention Chair shall work with the District Governor, District Treasurer, and Circle K District Administrator(s) in preparing the conference and registration costs.
- 15.3 The District Conferences and Convention Chair shall plan, and the District Board confirm, the schedule and agenda of events, including workshops, meals, and socials.
- 15.4 The District Conferences and Convention Chair shall send the first notice of the event to the District Board, all Pennsylvania Circle K Club Officers, and appropriate Kiwanians and Key Clubbers at least six (6) weeks prior to the event. The second notice shall be sent no less than three (3) weeks prior to the event. Both notifications must include, at minimum, the date of the event, registration forms, and deadline for participation, costs, agenda, location, and directions.
- 15.5 The emphasis of the training conference shall be on membership, education, and growth. Topics can include Circle K history, functions of the District and International, duties of officers at all levels (particularly those that relate to the members), service, leadership skills, and the relationship between Circle K and all the Kiwanis Family branches. Additional emphasis shall be placed on the importance of the role of the members themselves in the operation of Circle K.
- 15.6 A request for registration refunds should be received, in writing, ten (10) days prior to the commencement of InterPACK. After that date, there shall be no registration returned, except in the case of extreme circumstances as determined by the District Board. A \$5.00 fee will be assessed in either case.

#### **Section 16: International Convention**

- 16.1 The District Governor shall be responsible for organizing and publicizing all plans for the Circle K International Convention. The District Governor shall have the ability to appoint an ad-hoc On to International Convention (OTIC) Chair to organize and publicize plans for the Circle K International Convention.
- 16.2 A mailing should be distributed to the District Board and all Pennsylvania Circle K Club Officers, including information concerning registration, transportation, and room rates involved with the convention and whatever else the District Board deems necessary.
- 16.3 A list of people interested in attending the International Convention shall be compiled. Those interested should be kept informed of the District's activities in this area.
- 16.4 The District Governor shall see that the Pennsylvania District is represented by as many delegates as possible.

#### **Section 17: District Board Member Resignation Protocol**

- 17.1 In the event of a resignation of any member of the District Board, a letter of resignation, signed and dated by the resigning member, shall be submitted to the District Governor and the District Administrator(s). The letter shall be read at the next duly scheduled meeting of the District Board. In the event that the resigning officer is the District Governor, this person shall submit a letter of resignation to the District Administrator(s) and all other members of the District Board.
- 17.2 Resignations shall not be deemed official until such a time as they have been reviewed and accepted by the District Executive Board and the District Administrator(s). The resigning officer shall be notified of the meeting at which the resignation will be considered and shall be given the opportunity to speak. The officer shall be notified, in writing, of the acceptance of the said resignation.
- 17.3 Vacant offices shall be filled in accordance with the procedures outlined in Article IX of the District Bylaws titled, "Vacancies in Office Between Conventions," and Article IX of the Bylaws of Circle K International, likewise titled.
- 17.4 Upon their resignation from office, the District Board member shall cease to serve on all District Committees to which they have been duly appointed. The successor to any vacant office shall not automatically assume the committee responsibilities of their predecessor.
- 17.5 If the District Board is unable to meet within a reasonable time following receipt of an officer's letter of resignation, the District Governor, in consultation with the Circle K District Administrator(s), may take such action as deemed necessary to insure the execution of the duties of the vacant office.
- 17.6 Reimbursements shall be paid to any resigned member for receipts mailed to the District Treasurer within fourteen (14) days following the official acceptance of said officer's resignation by the District Board. Further, reimbursements shall not be paid for receipts, which are dated subsequent to the date of the letter of resignation.
- 17.7 The resigned officer shall relinquish and present to the District Board all accumulated files and any items that are property of the Pennsylvania District within fourteen (14) days of the acceptance of the resignation by the Executive Board or the final reimbursement will be withheld.

### **Section 18: District Alcohol Policy**

- 18.1 The possession, distribution, sale, and/or consumption of alcoholic beverages, illegal drugs, and misuse of prescription and over the counter drugs during any convention, event, or situation sponsored by any level of the Kiwanis Family are strictly prohibited. Pennsylvania Circle K members are said to be in attendance at an event from the moment of arrival at the event site or at 12:00 am on the scheduled start date of the event, whichever is later. Members are to abide by this policy at all Kiwanis Family events on the Club, District, Division, and International levels. Members are to be departed from the event upon departure from the event site or at midnight on the day following the last scheduled event, whichever comes first. In any instance where an

additional activity is planned and sponsored by the Pennsylvania District of Circle K International, Circle K International, or any club of Circle K International (i.e., a planned meal or district tour), such activities are bound by the policy.

- 18.2 All violations of the policy are to be reported to the Pennsylvania District Board immediately after the violation occurs. After a thorough investigation by the District Board, appropriate action will be taken in accordance with Section 17 of the Pennsylvania Circle K District Policy Code.
- 18.3 In the event that the violation is made by any or all members of the Pennsylvania District Board the violation is to be reported to the Circle K International Board and/or staff and District Administrator(s) immediately following the violation and dealt with accordingly.
- 18.4 Guests of the Pennsylvania Circle K are asked to respect this policy. However, if of legal age, guests are not bound to it.
- 18.5 Assessment and enforcement of the policy is outline in the following:
  - A. An investigation of the alleged violation will be conducted by the designated individuals (defined in Section 18.5.C.i) to oversee the various types of violations. Evidence of alleged violations (both physical and testimonial) shall be reviewed by designated assessors in the manner and time frame prescribed. The designated assessors will make a determination of action to be taken as prescribed within this policy code. Discipline beyond the scope of that which is prescribed herein is prohibited except in circumstances, which merit special consideration, and in which approval of the action has been obtained by the Pennsylvania Circle K District Board and the Pennsylvania Kiwanis District Board of Trustees.
  - B. Individual Level Violation: The individual must have engaged in at least one of the activities outlined in Section 18.1 to be considered in violation of the policy.
    - i. Designated Assessors: Designated assessors for an individual violation shall be the District Administrator(s) and the Pennsylvania Kiwanis District Governor in consultation with the Pennsylvania Kiwanis District Secretary and/or Treasurer.
    - ii. Notification of alleged violations must be reported in writing to the Kiwanis District Governor to be considered for review.
    - iii. Once the assessors have received notification of a violation, they will report their findings to the Pennsylvania Circle K District Governor who will enforce appropriate sanctions with the assistance of the Pennsylvania District Board and the District Administrator(s).
    - iv. Assessment Procedures: Assessment must begin within two weeks of notification of the alleged violation. Evidence will be collected and reviewed by the assessors and findings will be reported no later than four weeks from the notification of the alleged violation.
    - v. Sanctions:

1. First Violation: Any of the privileges associated with the club membership (i.e. voting, the receipt of materials from the club, attendance at club meetings, awards, scholarships, and participation in Circle K or Kiwanis Family projects, events and socials at the club, District and International levels) may be suspended. The minimum suspension shall be thirty (30) days, with a maximum suspension of ninety (90) days. A letter must be sent to the individuals involved in the violation explaining the reason(s) for the suspension. If college or university rules have been violated, a copy of this letter should be sent to the appropriate school official concerned with student activities and copied to the Pennsylvania Kiwanis District Governor and the Pennsylvania Circle K District Administrator(s).
2. Further Violations: Should future violations occur within one year of the previous violation, the violator's membership shall be terminated for a period of at least twelve (12) months. A letter must be sent to the individuals involved in the violation explaining the reason(s) for the suspension or expulsion. If college or university rules have been violated, a copy of this letter should be sent to the appropriate school officials concerned with student activities and copied to the Pennsylvania Kiwanis District Governor and the Pennsylvania District Administrator(s). An individual must petition their club's executive board to regain membership at the conclusion of the suspension period. This petition must be issued in the form of a letter, which states the reason they wish to regain membership and affirms that they will abide by the Pennsylvania Circle K District Bylaws and Policy Code. The penalty for further violations will be permanent expulsion from the club.
3. Grievances: Within two (2) weeks of the notification of the sanction, a grievance may be filed with the Pennsylvania Kiwanis District Secretary, who in conjunction with the Pennsylvania Kiwanis District Governor shall make a determination of whether such grievance should be considered further. If so, the individual shall be given the opportunity to state their case at a meeting with the Pennsylvania Kiwanis District Secretary, Pennsylvania Kiwanis District Governor, and Pennsylvania District Administrator. This body will determine whether to uphold or alter the sanction.
4. With the unanimous consent of all parties involved, the time limitations as stated above may be amended to allow for a situation in which it is impossible or extremely difficult to meet specified time limitations.

- C. District Level Violation: The Pennsylvania Circle K District must have engaged in at least one of the following activities outlined in Section 18.1 to be considered in violation of the policy.
- i. Designated Assessors: Designated assessors for a District Level violation shall be the Pennsylvania District of Kiwanis Board of Trustees.
  - ii. The Pennsylvania Circle K District Board will be responsible for the enforcement of the sanctions as submitted by the designated assessors.
  - iii. Assessment Procedures: Assessment will begin at the first scheduled meeting of the Pennsylvania Circle K District Board following the notification of the alleged violation. In the event a meeting is not scheduled within two (2) weeks of the notification, a special session will be called by the District Board. Evidence will be collected and reviewed by the assessors as soon as possible, prior to the meeting. During the meeting, time will be allotted to discuss the matter and come to a decision on the sanctions to be imposed. The findings will be reported no later than one (1) week from the conclusion of said meeting.
  - iv. In the event that an alcohol violation occurs with a Circle K member under the legal age of consumption in the Commonwealth of Pennsylvania, the appropriate state and local authorities will be notified by the Pennsylvania District Board, the Circle K District Administrator(s), or a member of the Circle K Kiwanis Committee.

### **Section 19: Sexual Harassment**

- 19.1 In accordance with Circle K International Bylaws, harassment of any kind (sexual or verbal) will not be tolerated by the District Board and the Pennsylvania District of Circle K International.
- 19.2 Harassment in the workplace is a violation of federal and state laws. It is defined as any repeated, deliberate, unsolicited, or unwelcomed comments, gestures, conduct, or physical contact of the following nature: (a) to which someone is forced to comply as a condition of the person's receipt of any benefit, including, but not limited to appointment, reimbursement, continuation of service or advancement, or (b) which has the purpose or effect of unreasonably interfering with a member's work performance or creating an intimidating, hostile, or offensive work environment. Such behavior has been deemed inconsistent with the Circle K pledge, which commits members to "foster compassion and goodwill towards others."
- 19.3 If any member of the Pennsylvania Circle K District believes that they are, or have been, subjected to sexual harassment at any Circle K or Kiwanis Family events, they should bring the matter to the attention of the District Board and the District Administrator(s).



- 19.4 In the event that such a matter is brought to the attention of the District Board or District Administrator(s), a confidential investigation will be undertaken, and appropriate disciplinary action may be taken against anyone engaging in a violation of this policy.
- 19.5 Violators of this policy may be subject to a verbal reprimand, dismissal from a Circle K or Kiwanis Family event, temporary suspension, or probation from Circle K, and said violators may be subject to legal action taken in the Commonwealth of Pennsylvania or any state, province, or country where the violation occurred.
- 19.6 In the event that the violator of this policy is a member of the District Board, the Circle K Governor, in consultation with the Circle K District Administrator(s) and appropriate Kiwanians, will perform a confidential investigation. Said Board Member will be suspended from the District Board for a time not shorter than the length of the investigation. In the event that the violation was made by the Pennsylvania District Circle K Governor, then the District Administrator(s), with the consolation of the appropriate Kiwanians, shall complete the confidential investigation, and will issue appropriate disciplinary actions as aforementioned.

## **Section 20: Online Voting Procedures**

- 20.1 The District Board may transact business without meeting together by voting on proposals via email provided that:
- A. The matter to be voted upon has been electronically sent by the District Governor to each member of the board individually or over the reflector, as well as the Pennsylvania Circle K Kiwanis Committee with confirmation of being received, at least forty-eight (48) hours before the deadline for the vote.
  - B. Each member of the board shall confirm to the District Governor the successful delivery of the proposal by either telephone or electronic reply upon immediate reception of the proposal.
  - C. Each board member has received the same necessary and proper documents pertaining to the proposal. The proposal must be submitted as an attachment, as well as all corresponding documents.
  - D. The District Governor must, in the email correspondence, clearly state the deadline for returning the online vote.
  - E. In order for a member's vote to be valid, they must fill out and submit the online voting form, in an attachment, to the District Governor. No vote shall count if not submitted via the online voting form unless a special exception is made by the Governor.
  - F. No less than a quorum of the District Board may participate in the vote.
  - G. No vote shall count if received after the deadline unless there has been a special extension made by the District Governor.

- H. Once the deadline has been reached, the District Governor will carry out an immediate count of the online voting forms and inform the Board of the final vote by submitting to them an online tally sheet, as an attachment, within twenty-four (24) hours of the deadline.
- I. The District Secretary will preserve the online tally sheet to be produced and officially entered into the minutes of the next District Board meeting.

### **Section 21: Youth Protection Guidelines**

- 21.1 The Pennsylvania District of Circle K International and its membership is committed to ensure that adults working with youth are in accordance with Pennsylvania State Law, their home college or university rules, Pennsylvania Kiwanis guidelines, and Kiwanis International guidelines.
- 21.2 An adult is defined as a person 18 years old or older. A minor is considered anyone under the age of 18 years old. A Key Clubber 18 years old or older is still considered a minor by Kiwanis International. A Circle K member may be considered a minor if the person is under the age of 18. If a Circle K member is considered a minor, or any minor, is present at a Circle K event, then the appropriate guidelines will be followed, as directed by International.
- 21.3 Any minor attending a Circle K event should have the following chaperone requirements:
  - A. Single Day Events - One background checked adult chaperone per 50 minors.
  - B. Overnight Events - One chaperone per 10 minors (must have male and female chaperones if co-ed event). Chaperones may not share sleeping quarters with minors unless they are related.
- 21.4 A chaperone is defined as a background checked Kiwanis member, faculty member, parent, legal guardian, or person who is in loco parentis, twenty-one (21) years of age or older, who has been approved by the school or agency and registered with the school or agency to accompany the youth members at the specific event. All chaperones (club members and non-members) participating in any single day or overnight Service Leadership Programs event must have a clear criminal history background check and must have completed Kiwanis International youth protection training. Additionally, chaperones must follow all applicable policies and procedures.

### **Section 22: Anti-Bullying Policy**

- 22.1 The Pennsylvania District of Circle K International is committed to supporting an environment of respect for others where initiatives of service, fellowship, and leadership are concerned. The District does not tolerate bullying at any District sanctioned event, board meetings, or club event.
- 22.2 Kiwanians involved with Sponsored Leadership Programs are expected to treat youth in the same manner the adult members are expected to treat one another.
- 22.3 Any member who feels they are a target of bullying behavior or any member witnessing bullying should report the concerns to the Governor or District Administrators(s).

## 22.4 Definitions of Bullying

- A. A person is being bullied when they are exposed, repeatedly and over time, to negative actions on the part of one or more other persons. Negative action occurs when a person intentionally inflicts injury or discomfort upon another person, through physical contact, through words or in other ways. (Dan Olweus, Researcher, University of Bergen, Norway)
- B. Examples of bullying (adult-to-adult, adult-to-youth, youth-to-adult and youth-to-youth) include but are not limited to:
  - i. Cyberbullying: Posting unkind words or pictures via the Internet including social media, email, text messaging or any other form of electronic communication.
  - ii. Humiliating a person publicly by pointing out mistakes, characteristics, etc.
  - iii. Intimidating a person by using their position of power or knowledge.
  - iv. Purposely excluding a member from a meeting or event without their knowledge.
  - v. Spreading rumors or gossiping about a member.
  - vi. Unwanted aggressive behavior that would inflict physical, psychological, social, or educational harm.

## 22.5 Sanctions

- A. A written report of the incident(s) shall be submitted to the Governor or District Administrator(s) for review. The Governor or District Administrator(s) should meet with the alleged perpetrator to understand their position on the report and willingness/interest in rectifying the situation. It is very important to note that mediation or other restorative practice approaches should only be utilized if the target of the bullying behavior would like to utilize such a method.
- B. The alleged perpetrator has the right to submit a written rebuttal to the original report. The Governor and District Administrator(s) is not in a position to decide guilt or innocence. Their goal is to move the members to an agreed solution.
- C. If the behavior does not cease after the intervention, the District Administrator(s) or Kiwanis Governor will ask the perpetrator to leave their position or event.
- D. If behavior is believed to be criminal in nature, the appropriate authorities will be notified.