

# CIRCLE K INTERNATIONAL California State University, Fullerton Standard Form for Club Bylaws

## ARTICLE I - Name

### Section 1:

The name of this organization shall be, "The Circle K International Club of California State University, Fullerton." It shall be sponsored by the Kiwanis Club of Fullerton and shall be a member club of Circle K International and the California-Nevada-Hawaii (CAL-NEV-HA) district.

## ARTICLE II - Sponsorship

### Section 1:

Its form of organization, its ideals and its purpose shall be similar to those of the Kiwanis Club of Fullerton.

### Section 2:

It shall be sponsored by, work with, but not be a part of the Kiwanis Club of Fullerton.

### Section 3:

The Kiwanis Club of Fullerton shall assume full responsibility of all chartering costs.

a. The Kiwanis Club of Fullerton is not responsible for the fiscal responsibility of the CKI Club of California State University, Fullerton but should be able to help in the role of advising the club regarding financial matters.

b. The Kiwanis Club of Fullerton may make a monetary donation if it is helpful to the CKI club and with the approval of the Kiwanis Club of Fullerton and the CKI Club of California State University, Fullerton.

## ARTICLE III - Objects and Vision

### Section 1:

The objects of this club shall be:

1. To develop college and university students into responsible citizens and leaders with a lifelong commitment to service;
2. To collaborate with all members of the Kiwanis family to achieve our common objectives;
3. To develop positive role models;
4. To enhance intercultural understanding and cooperation;
5. To increase our service potential;
6. To provide opportunities for fellowship, personal growth, professional development, and leadership skills;
7. To work towards a greater public recognition of the organization;
8. To emphasize the advantages of the democratic way of life;

9. To serve on the campus and in the community;
10. To encourage participation in group activities;
11. To develop aggressive citizenship and the spirit of service for improvement of all human relationships;
12. To give primacy to the human and spiritual rather than to the material values of life;
13. To promote the adoption and the application of high social, business and professional standards;
14. To develop, by precept and example, a more intelligent, aggressive and serviceable citizenship;
15. To provide through CKI clubs a practical means to form enduring friendships, to render altruistic service and to build better communities;
16. 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 Circle K member pledge shall be:

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

### **ARTICLE IV - Motto**

#### Section 1:

The motto of this club and of Circle K shall be “Live to Serve, Love to Serve.”

### **ARTICLE V - Membership**

#### Section 1:

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

1. Any student who is officially enrolled for at least part-time status, as defined by California State University, Fullerton, may be granted active membership in said club.
2. 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.

3. If a member has not graduated, they have thirty (30) days to meet enrollment, academic or minimum membership requirements before their membership will cease. In the event of a member's graduation, membership will cease on September 30 of the same CKI administrative year.
4. 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.
5. Honorary Membership. Any person not otherwise eligible for active membership who has made a significant contribution to a club, campus, or community may be voted by the Board of Officers, an honorary member of a club for a period of one (1) year and thereafter may be re-voted annually. Honorary members are required to pay membership dues and are entitled to all privileges given to dues paid members with the exception of holding office.

#### 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:

1. Payment of the district per-member fee and international fees.
2. At least a part-time student at a college or university.
3. Part of a club that is considered "active."
4. Part of a district that is considered "active."

## ARTICLE VI – Officers

#### Section 1:

The elected officers of this club shall be a president, vice president of administration, vice president of service, 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. 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 their sponsoring Kiwanis club and promote Kiwanis-family relations. They 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. The vice president of administration, 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 of administration 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. The vice president of administration will also oversee the appointed board officers.

c. The vice president of service shall oversee planning service projects for the club. They will be tasked with communicating with event coordinators, organizing carpool, and communicating with the membership regarding event details. As the primary provider of service for the club, this individual will be tasked with embodying the spirit of service.

d. The secretary shall record accurate minutes of each meeting; shall maintain the club's permanent records; shall submit a monthly report form (MRF) by the deadline set by the district and international board; shall keep accurate records of each members hours and involvement; shall update all addresses; 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.

e. The treasurer shall collect and disburse member dues; shall prepare and 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 pertains 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 officer shall be notified in writing by the secretary.

### Section 4:

In the event of a vacancy in the office of president, the any of the elected officers shall succeed to the office. If two or more elected officers 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.

Section 6:

- a. In the event of a vacancy in any executive board position, excluding the President, passed 6 months of the term having started, the executive board of officers are eligible to appoint an executive position if deemed necessary with the support of the appointed board of officers.
- b. If there is a vacancy in the office of president, it may be filled through appointment by application only if after two elections there is no candidate that runs or is elected.

**ARTICLE VII - New Board of Officers**

The elected officers, in addition to the faculty advisor, and the Kiwanis advisor shall constitute the Board of Officers (Executive and Appointed Board) for this club. The faculty advisor and the Kiwanis advisor shall be non-voting, ex-officio members of the Board of Officers.

Section 1:

The Board of Officers of this club shall consist of the elected officers, appointed officers, the faculty advisor, and the Kiwanis advisor. 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 VIII - 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 are eligible for re-election.

Section 3:

Officers shall be nominated by any member of the club one week prior to the scheduled election. There will also be nominations held the day of election and those nominated shall be written in.

Section 4:

Election of officers shall be conducted by ballot. A member shall be voted in when a majority of the quorum 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 top two candidates shall be voted on again.

- a. In the first round of voting, a supermajority vote of the quorum present is required to be elected.
- b. If no candidates get enough votes in the first round, the candidates with the most votes shall be given additional time to speak to the membership and another vote will be taken. A simple or super majority of the vote is required to be elected.
- c. If no candidate gets enough votes in the second round, the remaining candidates will be given additional time to speak to the membership and a third vote will be taken. A simple majority vote is required to be elected.
- d. If no candidates gets a simple majority on the third round of voting, the current elected board shall cast their votes and the candidate who gets a simple majority will be elected. e. The additional procedures of elections will be decided on by the Board of Officers.

Section 6

- a. In the event no candidate runs for a position, a special election shall be held no more than 2 weeks after the regularly scheduled election.
- b. In the event there is a special election and still no candidate runs or is elected, the current elected board may fill the vacancy through appointment by application.

## ARTICLE IX - Club Meetings

Section 1:

During the school year the club shall hold one weekly meeting on such day and at such place as shall be determined by the club officers and the club members. It may hold such other meetings as the officers or the membership may desire. In the event that unusual conditions prevent a weekly meeting, 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 X - Committees

### Section 1:

The executive board shall appoint committee chairs and members to the following standing committees:

- a. Fundraising
- b. Kiwanis Family Relations
- c. Membership Development
- d. Public Relations
- e. Service
- f. Additional committees if needed

### Section 2:

The duties of the standing committees shall be as follows:

- a. Fundraising: This committee shall plan fundraising projects and activities which serve to raise general funds to support the California-Nevada-Hawaii District Fundraising Initiatives and shall also plan fundraising activities concurrent with the interests of the active membership.
- b. Kiwanis Family Relations: This committee shall work with other committees in preparing interclub activities with all branches of Kiwanis International (Kiwanis, Key Clubs, KIWIN'S Clubs, etc.) and shall see that the membership of this Circle K International club and its sponsoring Kiwanis club are cognizant of all areas of each organization thereof.
- c. Membership Development: This committee shall organize and oversee the club family system and shall be responsible for planning and implementing club-wide programs and activities for the membership.
- d. Public Relations: This committee shall be responsible for informing the campus and local community of the Circle K International club's activities and goals through various forms of communication.
- e. Service: This committee shall plan service projects and activities promoting and supporting the current District Service Initiative and shall also plan service activities concurrent with the interests of the active membership.
- f. Any additional committees if needed based on executive board's judgement

### Section 3:

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

## ARTICLE XI - Kiwanis and Faculty Advisor

### Section 1:

This club shall have one (1) faculty or staff advisor which the club shall turn to when in need of advising from the college or faculty level. A faculty/staff advisor to the Circle K club will be appointed by the unanimous decision of the officers of the club and with consent of the nominee.

The faculty/staff advisor shall be invited and encouraged to attend all meetings.

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. The Kiwanis advisor shall be appointed by the sponsoring Kiwanis club. The Kiwanis advisor shall be invited and encouraged to attend all meetings.

## ARTICLE XII - Fees and Dues

Section 1:

The district per-member fee shall be \$10.00 as dictated by the district bylaws and \$24.00 for International per-member fee. The annual club dues shall be decided by the club board, which shall then be divided to satisfy the district per-member fee (as dictated by the district bylaws), International per-member fee, and individual dues. The dues are subject to change at the discretion of the California-Nevada Hawaii district and Circle K International.

Section 2:

In addition to the annual dues, this club shall submit the required membership forms to the California-Nevada-Hawaii District and to Circle K International. This club shall also submit updated forms and the appropriate dues for each additional member that joins during the fiscal year.

## ARTICLE XIII - Amendments

Section 1:

Proposed amendments to this constitution may be formulated by any active member in good standing of the general organization.

Section 2:

Amendments to these bylaws shall be adopted by two-thirds (2/3) vote of the membership at any regular meeting. Amendments must be submitted to the Board of Officers at least one week prior to when a vote shall take place.

These Bylaws were adopted and approved on:

February 25, 2020