

CKI[®] Circle K
International
DELEGATE PACKET

**Updated June 2024*

Circle K International House of Delegates

Standing Rules

- Rule 1** The official language of this Convention shall be English.
- Rule 2** Only delegates with official delegate credentials may present or speak on motions and vote.
- Rule 3** Only delegates may be seated in the area designated for delegates. Access by non-delegates shall be limited to those designated by the Director of Circle K International.
- Rule 4** The House of Delegates shall remain open except when a vote is in progress. Delegates shall be allowed to leave and re-enter; however, ballots or electronic voting devices shall not leave the House.
- Rule 5** Delegates may not leave or enter the House of Delegates while any vote is being taken.
- Rule 6** The maker of a motion shall be entitled to speak first in support of such motion.
- Rule 7** No delegate may speak more than two minutes at a time unless allowed to do so by a majority vote of the delegates.
- Rule 8** No delegate may address the assembly a second time on the same question until all delegates who desire to speak on the topic have spoken.
- Rule 9** Debate shall alternate as much as possible between those speaking for and those speaking against a motion.
- Rule 10** Microphones shall be designated by number or simply by pro and con. Speakers shall use the appropriate microphone. The chair will recognize speakers at the microphones in rotating order.
- Rule 11** A delegate shall not speak for or against a motion and move to close debate on the same recognition.
- Rule 12** Debate on any proposed resolution or debatable question, including all amendments thereto, shall not exceed ten (10) minutes.
- Rule 13** A motion to move the previous question shall not be in order until five (5) minutes of debate has taken place or all microphones are clear.
- Rule 14** Anyone wishing to make a change to a proposed amendment (making an amendment to a motion) is required to submit the change in writing on the form that will be available in the front of the House of Delegates and submit it to the CKI Director before going to the microphone.

- Rule 15** A member of the Sergeant-at-Arms Committee shall be positioned at each microphone to relay to the chair priority motions, such as a point of order, a point of information, etc. The Committee member will utilize a red card to gain the attention of the Chair for priority motions.
- Rule 16** Candidates for the offices of President, Vice-President and trustee shall be allowed to address the House of Delegates as set forth below:
- President one (1) minute.
 - Vice-President one (1) minute.
 - Trustee one (1) minute.
- Rule 17** The use of cellular telephones, pagers, and other unauthorized personal digital assistant devices (PDAs) shall not be permitted in the House of Delegates at any point. Computers may be used for CKI business in the House of Delegates for the purpose of conserving the paper that would be used to print CKI documents, however any other uses will not be permitted. The Sergeant at Arms Committee shall be in charge of the enforcement of this rule and shall confiscate any of the prohibited items if found to be in use until the end of that day's session.
- Rule 18** Any of the above rules may be suspended by a two-thirds (2/3) vote.
- Rule 19** Roberts Rules of Order Newly Revised shall be the parliamentary authority for all matters of procedure not specifically covered by the Bylaws of Circle K International, the International Policies, Board Procedures, and these standing rules.
- Rule 20** Paper ballots will be used in voting in the trustee, president and vice president elections. A show of hands will be used in all business meetings as follows a) Voters will raise hands, b) At the request of the Chair, voters will stand for verification of votes, c) The Chair will direct any necessary change to this procedure, such as counted rising vote or paper ballot.

Amendments to the CKI House of Delegates must have been submitted in accordance with the Circle K International Bylaws, Article 27: Amendment of Bylaws.

All amendments require a two-thirds (2/3) vote of the House of Delegates to be approved.

Amendments that pass in the CKI House of Delegates must then be presented to the Kiwanis International Board of Trustees for final approval. Once approved, amendment changes are effective unless otherwise noted.

Parliamentary Procedures at a Glance

Parliamentary Procedure protects the rights of people to join together to accomplish common goals and enables them to debate and take action in a fair manner with the least amount of controversy.

How a Motion is Made and Acted Upon

1. A member requests the floor.
2. The floor is assigned.
3. The motion is made.
4. The motion is seconded.
5. The chair states the motion.
6. Debate is held.
7. The chair puts the question to a vote.
8. The chair announces the vote.

Putting a Motion on the Floor: To make a motion or an amendment to a motion, the maker should go to the microphone, be recognized by the presiding officer (CKI International President), state his/her name and club, then state the motion (or amendment to the motion). The motion or amendment is seconded from the floor. The presiding officer then places the motion before the House of Delegates for discussion. The club delegate may speak on the motion or amendment first. NOTE: Once the presiding officer places the motion before the House, it is under the control of the House and does not belong to the delegate making the motion. For example: it cannot be withdrawn later without the permission of the House.

Seconds to Motions: It is not necessary to agree with a motion to second it. A second only implies that there is more than one person who wishes to discuss the motion. Therefore, if a motion is coming from the International Board or a committee, it does not need a second from the floor.

Amendments to the Motions: A motion that is on the floor may have two amendments pending at one time. However, the first amendment must relate to the main motion and the second amendment must relate to the first amendment to the motion.

Refer or Postpone: A motion to postpone or refer to a committee can be made while a main motion or an amendment to a main motion is pending.

Close Debate or Call the Question (same motion): A delegate must go to a microphone and move to close debate or call the question. The motion needs a second. There is no discussion and it takes two-thirds (2/3) vote of the delegates present and voting to pass. After the motion to close debate or call the question is approved, there will be an immediate vote on the pending motion.

Table a Motion: A motion to table is used only in an emergency. A motion to table ("lay on the table") should not be used to kill the motion on the floor or to postpone consideration of the motion. If a delegate does not like the motion, he/she should vote against it. If a delegate wishes to discuss the motion at another time, he/she can move to postpone or refer the motion to a committee (see above). There is no motion such as "table until xxx time." (Instead, the correct motion would be

“postpone until xxx time.”)

Point of Order: If a delegate believes there was a breach of parliamentary procedure, he/she may rise to a point of order. If the point of order refers to an action made by someone other than the presiding officer, the delegate should give the presiding officer time to correct the problem before interrupting with the point of order. If the delegate cannot reach a microphone in a timely manner, he/she may shout out “point of order” from their place while approaching a microphone.

Questions: If a delegate wishes to make a motion and is not sure how to proceed, the delegate should ask the presiding officer.

Point of Information/Inquiry: If a delegate is seeking information and/or clarification on a motion, he/she may rise to a point of information. Once recognized by the presiding officer, the delegate must ask a question regarding the information he/she is seeking. Point of information is not to be used to state opinion or make statements for or against a motion.

Rank: A motion of higher rank can be made at the time that a motion of lower rank is on the floor or pending. A motion of higher rank takes precedence over a motion of lower rank.

PROPOSED AMENDMENTS

2024 Circle K International House of Delegates

proposed bylaw amendment

Amendment: 1

Submitted by: International Board

Effective date: October 2024

Amend: Article 6, Sections 2-7

Purpose: The purpose of these amendments is to simplify chartering between multiple schools by merging multiple-school, non-traditional, and e-clubs into a singular category.

Vote required: Two-thirds (2/3)

- Adopted
- Amended then adopted
- Not adopted
- Not brought to the floor
- Referred to a committee
- Other

ARTICLE 6. Chartering of Clubs

Section 2. Chartering of Multiple-School Club.

1. A multiple-school club (e.g., non-traditional or electronic club) is defined as a club that is composed of students from two or more educational institutions that meet the following criteria:
 - a. ~~Both~~/All educational institutions are within the same Circle K International District
 - b. ~~Both~~/All educational institutions are standard degree-granting colleges, universities, junior colleges, and/or vocational technical schools that have been certified by the appropriate national, state, or provincial board(s) of education.
 - c. ~~No more than one institution is a four-year institution with more than 5,000 students.~~
 - d. None of the associated educational institutions currently have a chartered and active CKI club.
2. Charters for multiple-school clubs will be governed by ~~(the same rules surrounding a four-year institution with more than 5,000 students, 5,000 students or a two-year institution, and)~~ regular chartering rules, with the club enrollment being cumulative, based on the total enrollment of all associated educational institutions.
3. The name of the club will be determined by the club members ~~in both institutions,~~ subject to approval by the CKI and KI districts.
4. All multiple-school clubs must be sponsored by that Kiwanis district or a Kiwanis club in good standing in the district.
5. The charter paperwork shall be submitted to the International Office and shall include the names of all educational institutions associated with the club.
6. The multiple-school club shall pay the same financial obligations as "traditional" single-school CKI clubs.
7. If more than fifteen (15) members within a multi-school club are from the same educational institution, a charter attempt for a club on that campus must be made. If the charter petition is rejected by that institution, the members may remain part of the multi-school club.

Section 3. A Single-School Club Re-Chartering to a Multiple-School Club.

For cases in which one Circle K International club is already chartered, the Board of Officers of the district, with the approval of the Director of Circle K International, may grant permission for the club to allow students from other local institution(s) as defined elsewhere in this article to become members of said club, thus forming a multiple-school club. ~~No more than one institution in the re-charter may be a four-year institution with 5,000 or~~

~~more students. If a Circle K club is already chartered at a given institution, students at that institution must remain within that given club. Virtual club meetings are permitted for multiple school clubs.~~

~~Section 4. Minimum Charter Strength for Multiple School Clubs.~~

~~For all multiple school clubs, the club's combined membership must adhere at least to the minimum club charter strength of clubs with an enrollment of 1000 or more as outlined in Section D, Article 7c of the Policy Code.~~

Section 54. Club Satellites.

1. A club satellite shall be a club formed as a subsidiary of an active Circle K International club (hence known as the host CKI club).
 - a. Agreement from the following parties must be obtained to form a satellite club.
 - i. The host CKI club
 - ii. The sponsoring Kiwanis club(s) of the host CKI club
 - iii. The district board of officer
 - iv. The CKI Director in conjunction with the CKI Executive Committee
 - b. Both the host and satellite clubs are expected to honor all rules from their respective student governments.
2. A club satellite must be within reasonable range of the host club and be within the same district.
3. Club satellite members will count as additional members to the active CKI club and be treated as such, save for the following exceptions:
 - a. Club satellite members shall not count towards membership numbers in awards.
 - b. Club satellite members shall not count towards the minimum membership for a club to be active.
 - c. Club satellite members may only hold an appointed, non-voting role within the host club.
 - d. Satellite club members that hold a position will remain a member of the host club in that position until their term has ended or a substitute has been elected.
4. A club satellite recognition shall cease to exist either two years after the date of final approval or upon the chartering of a full Circle K club at the institution.
 - a. A club satellite may renew its recognition with the approval of the parties in subsection 3.
5. If at any point the host CKI club ceases to be active, the club satellite shall also be deemed inactive.
6. In cases where there are conflicts between rules set by a student government and this text, the student government rules shall supersede this section of the bylaws.
7. No Circle K club may host more than two (2) club satellites at the same time.

~~Section 6. Electronic Clubs.~~

~~An electronic club (e-club) shall be a club formed of members who participate primarily by electronic means across a pre-determined geographic range that meets the following criteria:~~

- ~~a. All members of the e-club must be enrolled in accredited degree-granting colleges, universities, junior colleges, and/or community colleges that have been certified by the appropriate~~

~~national, state, or provincial board(s) of education which are within the area of the home district of the club.~~

- ~~b. All e-clubs shall be assigned to a geographic area determined by CKI which does not currently have a chartered and active CKI club.~~
- ~~c. All e-clubs must be approved by the Kiwanis and CKI district where the club is located and sponsored by that Kiwanis district or a Kiwanis club in good standing in the district.~~
- ~~d. The e-club shall pay the same financial obligations as a traditional CKI club.~~
- ~~e. The e-club may have members from multiple institutions.~~
- ~~f. If more than fifteen (15) members within the e-club are from the same educational institution, a charter attempt for a club on that campus must be made. If the charter petition is rejected by that institution, the members may remain part of the e-club.~~
- ~~g. There may be more than one e-club within a district as long as these e-clubs do not overlap geographically.~~
- ~~h. The geographic areas for e-clubs shall not extend across district boundaries.~~

Section 7. Approval of Nontraditional Clubs.

~~The CKI Board, upon agreement with the CKI Director, may approve the chartering of nontraditional CKI clubs other than the types specified within these Bylaws as pilot programs, provided they meet the following criteria.~~

- ~~a. Such clubs shall operate as pilot programs only in districts which agree to provide the necessary support.~~
- ~~b. All nontraditional clubs shall be assigned to a geographic area determined by CKI which does not currently have a chartered and active CKI club.~~
- ~~c. All nontraditional clubs must be sponsored either by the Kiwanis district where the club is located or by a Kiwanis club in good standing in that district.~~
- ~~d. All nontraditional clubs shall pay the same financial obligations as traditional CKI clubs.~~
- ~~e. There may be more than one nontraditional club within a district as long as these club do not overlap geographically.~~
- ~~f. The geographic areas for nontraditional clubs shall not extend across district boundaries.~~
- ~~g. All members of nontraditional clubs must be enrolled in accredited degree-granting colleges, universities, junior colleges, and/or community colleges that have been certified by the appropriate national, state, or provincial board(s) of education.~~

~~Such pilot programs shall operate for a predetermined period, at which time they shall be evaluated for effectiveness and may be discontinued at the discretion of the CKI Board in agreement with the CKI Director.~~

2024 Circle K International House of Delegates

proposed bylaw amendment

Amendment: 2

Submitted by: International Board

Effective date: October 2024

Amend: Article 10, Section 20

Purpose: To provide further clarity to provisional status.

Vote required: Two-thirds (2/3)

- Adopted
- Amended then adopted
- Not adopted
- Not brought to the floor
- Referred to a committee
- Other

ARTICLE 10. DISTRICTS

Section 20. Removal of District Status

Any district that does not maintain the minimum number of clubs for district status for ~~five~~three (3) consecutive administrative years shall automatically be designated as a provisional district. If a provisional district later meets the minimum requirements to be a district, ~~it may be reconsidered by the CKI Board of Trustees,~~ it will automatically be designated as a district.

2024 Circle K International House of Delegates

proposed bylaw amendment

Amendment: 3

Submitted by: International Board

Effective date: October 2024

Amend: Article 1, Section 1-4

Purpose: To remove antiquated "Regions."

Vote required: Two-thirds (2/3)

- Adopted
- Amended then adopted
- Not adopted
- Not brought to the floor
- Referred to a committee
- Other

ARTICLE 11. REGIONS

Section 1. Definition:

The Regions of Circle K International shall be consistent with those of Kiwanis International:

- ~~Region 1: United States and Pacific Canada~~
- ~~Region 2: Canada and Caribbean~~
- ~~Region 3: Europe~~
- ~~Region 4: Asia-Pacific~~
- ~~Region 5: Latin America~~
- ~~Region 6: Africa~~
- ~~Region 7: Middle East~~

Section 2. Designation of Regions

The formation of Circle K International clubs into a region requires approval of the Kiwanis International Board of Trustees.

Section 3. Purpose

- a. ~~The purpose of Regions shall be:~~
- b. ~~To accept and promote the Objects of Circle K International as outlined in these Bylaws; b. To facilitate cultural diversity within CKI, its districts within this region, and its clubs within this region~~
- c. ~~To enhance the benefits of CKI membership to the members of this region;~~
- d. ~~To provide for the unique cultural needs of this region and its member countries from those of others; and~~
- e. ~~To accept and promote the CKI Bylaws and Policy Code.~~

Section 4. Agency and Membership in Region

- a. ~~Each CKI club situated within the territorial limits of a particular region shall be a member of said Region.~~

~~b. No region shall have officers.~~

~~c. The management and control of regional affairs shall be vested in the CKI Board, subject to the direction and approval of the Kiwanis International Board of Trustees, through the CKI Director.~~

2024 Circle K International House of Delegates

proposed bylaw amendment

Amendment: 4

Submitted by: International Board

Effective date: October 2024

Amend: Article 12, Section 12, 13, 15

Purpose: To update the number of international trustees, based on membership numbers and needs and to reduce program costs.

Vote required: Two-thirds (2/3)

- Adopted
- Amended then adopted
- Not adopted
- Not brought to the floor
- Referred to a committee
- Other

ARTICLE 12. OFFICERS

Section 1. Officers.

The officers of Circle K International shall be a president, a vice-president, ~~eight~~ trustees, the Director of Circle K International, and the district governors.

The total number of trustees shall be based on the total number of club members within CKI clubs, as of February 1, with such changes , with such changes implemented by House of Delegates in the same administrative year.

- 4,999 members or fewer: Three (3) international trustees
- 5,000-6,999 members: Five (5) international trustees
- Greater than 7,000 members: Seven (7) international trustees

ARTICLE 13. NOMINATION AND ELECTION OF OFFICERS

Section 1. Election of Officers.

The president, vice-president, and ~~eight~~ trustees shall be elected by the voting delegates at the annual Circle K International convention in the manner prescribed in these Bylaws.

In any year in which no Circle K International convention is held, the International Council shall have the responsibility of electing the president and the vice-president for the coming administrative year of Circle K International.

ARTICLE 15. BOARD OF TRUSTEES

Section 1. Composition.

The CKI Board of Trustees shall consist of the president, the vice-president, and the ~~eight~~ trustees as specified in Article 12. The Kiwanis Counselor to Circle K International and the Director of Circle K International shall also serve as non-voting board members.

2024 Circle K International House of Delegates

proposed bylaw amendment

Amendment: 5

Submitted by: International Board

Effective date: October 2024

Amend: Article 20, Section 1, 2

Purpose: To adjust annual membership dues to provide fiscal feasibility to CKI, account for lower membership numbers and higher inflation, reduce the deficit, provide additional membership benefits, and account for an incoming increased costs in the form of insurance fees.

Vote required: Two-thirds (2/3)

- Adopted
- Amended then adopted
- Not adopted
- Not brought to the floor
- Referred to a committee
- Other

ARTICLE 20. REVENUE

Section 1. International Fees.

Each Circle K International club shall submit to Circle K International or its designated fiscal agent, ~~annual fees consisting of both International fee and district per member fee and member information for every member, but not including honorary members~~ annual dues as stated below for each member, with the exception of honorary members. All members and clubs are encouraged to send ~~fees-dues~~ fees-dues electronically or via traceable means, i.e. certified mail. ~~Clubs must submit~~ Payment must be submitted by check, money order or credit card; cash will not be accepted. ~~A Club roster information or~~ and fees dues invoice must be submitted at time of payment. Clubs that fail to follow the guidelines for ~~fees~~ dues payment will be placed into a special handling group that will delay the processing of ~~fees~~ dues.

The Circle K International Board shall be responsible to analyze all budgetary matters on an ongoing basis and may recommend adjustments in dues, subject to a vote by the Circle K International House of Delegates.

The amount of Circle K International fees shall be determined according to the per capita gross national income defined by the World Bank for the nation of the ~~Circle K~~ CKI club, ~~and~~ as follows:

a. ~~Each CKI club in a nation with a per capita gross national income of US\$10,000 or more shall pay annual international dues of US\$24 per member if within a districted region of CKI and US\$12 if within a non-districted region, with clubs paying more than a total of US\$1,992 in international dues for all club members collectively receiving relief;~~

b. ~~Each CKI club in a nation with a per capita gross national income of between US\$5,000 to US\$9,999 shall pay annual international dues of US\$10 per member if within a districted region of CKI and US\$6 if within a non-districted region, with clubs paying more than US\$830 in international dues for all club members collectively receiving relief;~~

c. ~~Each CKI club in a nation with a per capita gross national income of US \$4,999 or less shall pay annual international dues of US\$5 per member if within a district region of CKI and US\$3 if within a non-districted region, with clubs paying more than US\$415 in international dues for all club members collectively receiving relief.~~

Tier A: Clubs in countries with per capita income US\$10,000 or more shall pay CKI international dues per member of:

- US\$32 for administrative year 2024-25
- US\$36 for administrative year 2025-26
- US\$44 for administrative year 2026-27 and beyond

Tier B: Clubs in countries with per capita income US\$5,000 to US\$9,999 shall pay CKI international dues per member of:

- US\$13 for administrative year 2024-25
- US\$15 for administrative year 2025-26
- US\$18 for administrative year 2026-27 and beyond

Tier C: Clubs in countries with per capita income US\$4,999 or less shall pay CKI international dues per member of:

- US\$7 for administrative year 2024-25
- US\$8 for administrative year 2025-26
- US\$9 for administrative year 2026-27 and beyond

PROVISO 1: If the total number of club members in Circle K International meets or exceeds at least 7,500 by April 1, 2025, the dues for the 2025-26 and 2026-27 administrative years shall be as follows:

Tier A:

- US\$32 for administrative year 2025-26
- US\$40 for administrative year 2026-27 and beyond

Tier B:

- US\$13 for administrative year 2025-26
- US\$17 for administrative year 2026-27 and beyond

Tier C:

- US\$7 for administrative year 2025-26
- US\$8 for administrative year 2026-27 and beyond

PROVISO 2: If the total number of club members in Circle K International meets or exceeds at least 9,000 by April 1, 2026, the dues for the 2026-27 administrative year shall be as follows:

Tier A: US\$36 for administrative year 2026-27 and beyond

Tier B: US\$15 for administrative year 2026-27 and beyond

Tier C: US\$8 for administrative year 2026-27 and beyond

All international ~~club fees~~ annual dues shall be payable during a period of at least sixty (60) days after billing according to a schedule set forth in Circle K International Policies. There shall be no other fees or assessments of clubs by Circle K International.

Section 2.

Each Circle K International club ~~that is a member of a Circle K district~~ shall pay Circle K International or its designated fiscal agent, annual district ~~fee~~ dues per-member as defined within the district's bylaws. ~~and not exceeding~~ District fees shall not exceed the Circle K international dues stated in Section 1 - US\$25 per member, but not including honorary members. District dues shall be submitted to Circle K International along with Circle K International dues, and CKI shall remit the district dues payments to the districts. There shall be no other district fees or assessments of clubs by Circle K International districts.

