

**Bylaws for the Circle K Club at
Virginia Polytechnic Institute and State University**

Article I: Name

- Sec. 1. The name of this organization shall be the Circle K Club at Virginia Polytechnic Institute and State University. It shall be sponsored by the Montgomery County, Blacksburg Kiwanis Club and shall be a member club of Circle K International and the Capital District therein, and shall also be known by its initials, "CKI."

Article II: Objects

- Sec. 1. The objects of this club shall be:
- To promote the objects of the Capital District of Circle K International;
 - To emphasize the advantages of the democratic way of life;
 - To provide the opportunity for leadership development in service;
 - To serve on the campus and in the community;
 - To cooperate with the administrative officers of the educational institution of which this organization is a part;
 - To encourage participation in group activities;
 - To promote good fellowship and high scholarship;
 - To develop aggressive citizenship and the spirit of service for the improvement of all human relationships;
 - To afford useful training in the social graces and personality development; and
 - To encourage and promote the following ideals:
 - To give primacy to the human and spiritual rather than to the material values of life;
 - To encourage daily living of the Golden Rule in all human relationships;
 - To promote the adoption and the application of high social, business, and professional standards;
 - To develop, by precept and example, a more intelligent, aggressive, and serviceable citizenship;
 - To provide through Circle K clubs a practical means to form enduring friendships, to render altruistic service, and to build better communities; and
 - To cooperate in creating and maintaining that sound public opinion and high idealism which makes possible the increase in righteousness, justice, patriotism, and good will.

- Sec. 2. The Vision of this club shall be:

Circle K is the organization that holds the promise of today's college student becoming tomorrow's leader. It exists to meet the

the personal needs of the individual collegian through the qualities of leadership, the rewards of service, and the unique spirit of friendship. Circle K's potential lies in its ability to positively influence those in our society who are facing the ultimate personal decisions, and those who will one day create the vision of mankind for generations to come. Circle K is the embodiment of those qualities necessary to shape the future, realized in the colleges and universities of today. The Vision of Circle K International is dedicated to the realization of mankind's potential.

Article III: Motto

- Sec. 1. The motto of this club shall be "We Build," as is the motto of Circle K International. The club motto will be "Live to Serve, Love to Serve."

Article IV: Membership and Classification

Active Membership

- Sec.2.(a) Any student of good character who is officially enrolled for at least part time status, as defined by the institution in which the club exists, may achieve active membership in said club. Membership shall become inactive when the above academic requirements are not met during the academic year. An academic year shall be defined by the institution.

Active membership shall be obtained by any student who is enrolled for at least half-time status at Virginia Polytechnic Institute and State University, as defined by the school administration. Additionally, to obtain active membership in this club, new members must complete the "New Member Sheet." This sheet, which is to be developed by the Club Board of Officers the semester prior to that during which the members are joining the club, must be approved by a simple majority of active members. This sheet may include, but not limited to, requirements such as Sponsor/Sponsee, Dues, Attendance at Service Projects, K-Family Events, and Fundraisers.

- Sec.2(b) Active membership shall be retained by maintaining the minimum academic requirements set forth by the school administration, and payment of the club, district, and international dues by designated date, no later than November 1. Ideally, members shall maintain regular attendance at club meetings and shall consistently participate in the activities of this club.
- Sec.2(c) Any person who holds membership, (other than honorary), in any other Circle K club, or other K-Family organizations, shall not be eligible for active membership in this club.

Sec.2(d) In no instance shall this club place a “maximum” limit on its membership or have any special requirements for membership which may lead to discrimination based on race, nationality, gender, religion, or physical ability.

Honorary Membership

Sec.3(a) Any person not otherwise eligible for active membership who has made a significant contribution to a club, campus, or community may be elected by the Club Board of Officers to be an honorary member of this club for a period of one(1) year, and thereafter may be re-elected from year to year.

Sec.3(b) Honorary members shall pay no dues and shall be entitled to all privileges of membership in the club with the exception of voting and holding office.

Selection and Discipline of Membership

Sec.4 The selection and discipline of active and honorary members in this club shall be by a majority vote of the Club Board of Officers, subject to the approval of our institutional authorities (where required) and our Kiwanis sponsor(s).

Termination of Membership

Sec.5(a) Any member of this club may resign their membership provided that all indebtedness to this club, to the Capital District, and to Circle K International has been paid in full. Such resignations shall be accepted in writing by the Membership Vice President and shall become effective when accepted by the Club Board of Officers.

Sec.5(b) Membership in this club shall automatically cease at the close of the Kiwanis International year during which a member graduates, or when a member fails to meet the membership requirement for enrollment at Virginia Polytechnic Institute & State University.

Article V: Officers

Sec.1 The officers of this club shall be a President, a Membership Vice President, a Projects Vice President, a Recording Secretary, a Corresponding Secretary, a Treasurer, and a K-Family Vice President. Additional officers may be elected to the board when requested by the club and approved by the Capital District Board of Officers. All officers shall be active members in good standing with this club.

Sec.2 Elections of officers shall be held at a regular scheduled meeting at least prior to the District Convention. Newly elected officers shall assume their office on the same day that the district officers do (April 1). They shall serve for one (1) year or until their successors are duly elected and installed. The outgoing President and Recording Secretary of this club shall promptly certify to the Editor of the Capital District and the International Administrator the names and addresses and the telephone numbers of the newly elected officers.

- Sec.3 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 Club Board of 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 relations to the club. As the official representative of the club, the President shall promote the growth of Circle K on the campus and within the community. The President shall cooperate fully with his/her sponsoring Kiwanis club and promote K-Family relations. He/She shall act or appoint an active member to act as one of the delegates to the District Convention and it shall be this person's responsibility to have this club represented at both District and International Conventions by two voting delegates. The outgoing President, in conjunction with the Kiwanis and Faculty Advisors, shall make provisions for the training of the new Club Board of Officers prior to their installation. The President shall perform such other duties as usually pertain to the office of President.
 - (b) The Membership Vice President shall be responsible for new member drives and shall act as the focal person for new and old members.
 - (c) The Projects Vice President shall be responsible for overseeing the creation, organization, and execution of all projects. He/She is also responsible for recording the service hours of each member and awarding pinbacks at each inductions ceremony.
 - (d) The Recording Secretary shall keep records of attendance and membership, keep minutes of all Club Board of Officers' meetings as well as regular meetings, and submit such reports as may be required by the Capital District Board of Officers.
 - (e) The Corresponding Secretary shall publish a newsletter monthly, and be responsible for all correspondence sent out of the club.
 - (f) The Treasurer shall be responsible for collecting dues, receiving and dispersing funds, all fundraising events, keeping specific and accurate financial records, and seeing that the budget be submitted and defended to the Student Government Association by their deadline.

- (g) The K-Family Vice President will be the contact between the board of officers and the James Reed Scholarship Committee. They will communicate with local K-Family counterparts on meetings, induction ceremonies, projects and events. They will be the club contact with K-Family counterparts, and will be in charge of the organization of all K-Family events, or will find a club member to do so.

All officers shall perform other such duties as usually pertain to his/her office, or as may be assigned by the Club Board of Officers.

Sec.4 One of the three Vice Presidents shall be appointed Executive Vice President by the current President as he or she sees fit. The Executive Vice President shall perform the duties of President in his/her absence or inability. In the event of a vacancy in any other office other than President, the club Board of Officers shall handle replacement of the vacated office with the recommendation of the Kiwanis and Faculty advisors.

Sec.5 An officer may be removed from office by two-thirds vote of the entire active membership of this club. The club shall consider the dismissal of an officer only after they have held a hearing to determine whether just cause for dismissal exists, and have afforded the officer in question the opportunity to respond. In the event any officer should be removed from office, the officer shall be so notified in writing by the Corresponding Secretary.

Sec.6 No elected officer may hold a District office or an International office in addition to their club office. In the event that a Club Officer is elected or appointed to the Capital District or International Boards of Circle K International, he/she must immediately resign from the Club Board.

Article VI: Board of Officers

Sec.1. The Board of Officers of this club shall consist of the elected officers, the Faculty advisor, and the Kiwanis advisor. The faculty advisor and the Kiwanis advisor shall be non-voting, ex-officio members of the Club Board of Officers.

Sec.2. The faculty advisor shall be a member of the administrative or academic staff of Virginia Polytechnic Institute and State University. The faculty advisor shall be selected in consultation with the appropriate school officials, and approved by a majority vote of the Club Board of Officers. The faculty advisor shall serve as liaison between the club and the school administration and help gain approval for club activities with the proper authorities when necessary. The faculty advisor shall participate as much as possible in club activities.

- Sec.3. The Kiwanis advisor shall be the Chairman of the Sponsored Youth Committee of the sponsoring Kiwanis Club. The Kiwanis advisor shall advise and counsel the club and be responsible to the Kiwanis Club for all activities of this club. The Kiwanis advisor shall participate as much as possible in club activities and encourage the other Kiwanians to do the same.
- Sec.4. The duties of the Club Board of Officers shall be to manage the business and to determine the policies of this club; to determine the nature and content of service activities in conjunction with input received from the active club membership; to plan and pursue membership recruitment and development; to maintain and operating budget and oversee disbursements of funds; to counsel all committees; to discipline members; and to perform such other duties as deemed necessary by the club, consistent with the Constitution and Bylaws of Circle K International.
- Sec.5. The Club Board of Officers of this club shall meet at least twice per month during the school year, and correspond at least once during the summer term.

Article VII: Discipline

- Sec.1. Any active member who is thirty (30) days or more in arrears in the payment of dues and/or financial obligations shall, at the direction of a majority of the voting Club Board of Officers, be suspended and so notified in writing by the Corresponding Secretary. Any suspended member, upon payment of arrears and upon making application to the Club Board of Officers, may be reinstated by majority vote of the Club Board of Officers within thirty (30) days of aforesaid written notice. In the event the member is not reinstated within thirty (30) days of aforesaid written notice, the member may be removed from active membership as prescribed in Article VII, Sec.2.
- Sec.2. Any suspended member may be removed from active membership of the club by a two-thirds (2/3) vote of the Club Board of Officers. The Club Board of Officers shall hold a hearing to determine whether just cause for dismissal exists and afforded the suspended member in question the opportunity to respond. In the event any suspended member should be removed from active membership, he/she shall be so notified in writing by the Corresponding Secretary. Thereafter, the member may become an active member of the club only as provided for in Article IV, Sec.2 (a) of these Bylaws.
- Sec.3. Any active member who falls below the minimum scholastic standards set forth by these Bylaws may be placed on probation by the Club

Board of Officers for a term not to exceed one full college term, and/or be removed from active membership using procedures as prescribed in Article VII, Sec.2 of these Bylaws.

- Sec.4. Any member charged with conduct unbecoming a Circle K member which may impugn or reflect unfavorable on the good name of Circle K International or Kiwanis International can be removed from active membership using procedures as prescribed in Article VII, Sec.2 of these Bylaws.
- Sec.5. Any person whose membership in this club has been terminated in any manner shall forfeit all interest in any funds or other property belonging to the club.

Article VIII: Meetings

- Sec.1. During the school year, this club shall hold one meeting every week at such time and place as shall be determined by the Club Board of Officers. This club may hold such other meetings as the Club Board of Officers or the membership desires. In the event that unusual conditions prevent weekly meetings, the club may hold a minimum of two meetings per month, with the Club Board of Officers meeting on all other weeks.

Article IX: Committees

- Sec.1. Standing committees of this club shall include the following:
- (a) Scrapbook: this committee shall plan and design the club scrapbook for the year. The committee shall be responsible for taking pictures at all activities and collecting articles for use in the scrapbook.
 - (b) Social: this committee shall plan activities, which will promote fellowship and strengthen friendships within the club and throughout the entire K-Family.
 - (c) Fundraising: this committee shall plan fundraisers for both charities and the club's treasury.
 - (d) James Reed Scholarship: this committee shall be responsible for fundraising for the James Reed Memorial Scholarship Fund.
 - (e) Sponsored Youth: the committee shall be responsible for advising and supporting K-Kids and Builders Clubs that the club co-sponsors with the Kiwanis Club of Montgomery County-Blacksburg.
 - (f) VT Formals: this committee shall plan the VTCKI Formals, a benefit dance held in the Fall Semester for members of the Capital District, with proceeds going to support the District Project.

- Sec.2. The President shall be empowered to appoint assistants, individuals, or special committees to help with the administrative operations of this club. All appointments shall be approved by the Club Board of Officers by a quorum of (2/3) in consultation with the faculty advisor and/or the Kiwanis advisor. The President shall clearly define the responsibilities of these appointments, and their terms shall expire at the end of the administrative year, or at such time during the year when the Club Board of Officers determines that their responsibilities have been fulfilled.

Article X: Revenue

- Sec.1. Each active member shall pay to this club an annual due of \$42.00 or a due of \$28.00 for one semester. The amount of these dues shall be determined by a two-thirds (2/3) vote of the Club Board of Officers.
- Sec.2. This club shall retain \$10.00 for club dues for every active member for the year or \$8.50 for one semester.
- This club shall pay to the Capital District for every active member an annual fee of \$7.00, payable starting October 1, and due within a week of inductions.
- This club shall pay to Circle K International for every active member an annual fee of \$18.00, payable on October 1, and due no later than December 1 of each year. New members who join between April 15 and September 30 shall pay the sum of \$9.00.
- Sec.4: This club shall be considered to be on Suspended-1 status if dues for 20 active members are not paid to the Capital District and Circle K International by December 1 of each year. The club will remain on Suspended Status as deemed by the Capital District Bylaws and Policy Code until District and International dues for 20 members are paid, at which point, the club will return to active status.
- Sec.5. In addition to annual dues, this club shall submit the required membership forms to the Capital 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 Kiwanis International year.
- Sec.6. Any club more than thirty (30) days in arrears for any indebtedness to its sponsoring Kiwanis club(s), its District, or to Circle K International, shall be considered not in good standing, and may have its charter suspended or revoked by action of Circle K International Board of Trustees provided written notification from the International Administrator has been sent to the President of the club in question.

Sec.7. Revenue may be derived from other sources in such a manner as may be determined by the Capital District Board of Officers. The Circle K Club at Virginia Polytechnic Institute and State University shall never sponsor or participate in any manner in a lottery, raffle, drawing, or game of chance in connection with any fundraising activity unless this club has received the prior approval of the Capital District Board of Officers and the sponsoring Kiwanis District Board of Trustees. Such approval so granted does not constitute official endorsement of such activities by Circle K International or Kiwanis International. Any lottery, raffle, drawing, or game of chance so approved must not contravene any laws, mores, customs, or traditions of the country, state, or province in which the fundraising activity is to be held. The club shall not directly or indirectly engage in any activity, which may impugn or reflect unfavorable on the good name of Circle K or Kiwanis International.

Article XI: Incorporations

Sec.1. If permitted by state, provincial, or national law, this club may incorporate as a non-profit entity under the name given on its Charter of Organization, such as the "Circle K Club at Virginia Polytechnic Institute and State University." This club shall agree, as a condition of corporation, that it will, as a corporate entity, abide by these Bylaws, the Bylaws of the Capital District, and the Constitution and Bylaws of Circle K International then in force, or thereafter amended.

Article XII: Parliamentary Authority

Sec.1. The latest edition of "Robert's Rules of Order" shall be the parliamentary authority for all matters of procedure not specifically outlined in these Bylaws, or in the Bylaws of the Capital District, or in the Constitution and Bylaws of Circle K International.

Article XIII: Amendments

Sec.1. These Bylaws should be reviewed annually to maintain consistency with the Capital District Bylaws and the Constitution and Bylaws of Circle K International. Amendment procedure requires a two-thirds (2/3) vote at any regular meeting of this club, providing that written notice of any proposed amendments shall have been distributed to the active membership at least two (2) weeks prior to the meeting at which the proposals are to be considered. All such amendments must be consistent with the Bylaws of the Capital District and the Constitution and Bylaws of Circle K International, and shall become effective only upon their approval by the Capital District Board of Officers and the Circle K

International Board of Trustees.