



# Circle K

## International

# Officers Manual

# Contents

Circle K International Information .....	1
Board of Officers .....	3
President .....	4
Vice-President .....	5
Secretary .....	6
Treasurer .....	7
Bulletin Editor .....	11
Committees .....	12
Advisor .....	13
Circle K Structure .....	16

## Circle K International Objects

The Objects of this organization shall be:

- To emphasize the advantages of the democratic way of life;
- To provide the opportunity for leadership training in service;
- To serve on the campus and in the community;
- To cooperate with the administrative officers of the educational institutions of which the clubs are 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 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 the 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 of righteousness, justice, patriotism and goodwill.





## Circle K International Pledge

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

## Circle K International Vision

Circle K holds the promise of today’s college student becoming tomorrow’s leader. It exists to meet 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 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.

## Circle K International Mission

Circle K International is college and university students who are responsible citizens and leaders with a lifelong commitment to community service worldwide.

## Circle K International Commitment

- Collaborating with all members of the Kiwanis family to achieve our common objectives
- Continuing student management of the organization at all levels
- Developing positive role models
- Enhancing intercultural understanding and cooperation
- Increasing our service potential
- Providing opportunities for fellowship, personal growth, and professional development
- Working toward greater public recognition of the organization

This commitment is the guiding principle for Circle K International. Circle K is a collegiate-level service organization. Circle K clubs on college and university campuses provide students with the opportunity to participate in organized volunteer activities providing needed service to individuals, families, agencies, and communities. Results of joining together to perform service in a Circle K club include fellowship and the opportunity to develop leadership skills.

Circle K is a sponsored program of Kiwanis International, a community-service organization for professional men and women. There are Circle K clubs on more than 525 college and university campuses world-wide with more than 11,000 student members.

Each Circle K club is sponsored by one or more local Kiwanis clubs. This relationship provides students the opportunities to interact with professionals within the community. Joint service projects, meetings, and other events are generally conducted each year, joining together the

efforts of the community and campus leaders. Often, the Kiwanis club provides financial support to the Circle K club.

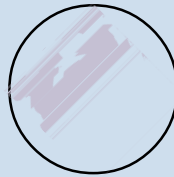
Circle K International is an association of clubs, and the strength of its clubs is the key to the success of the organization. The work of Circle K occurs at the club level. Clubs devise, develop, organize, and implement service projects that benefit the campus and community. Circle K clubs may undertake projects that best fit the needs of that community and those members.

Though service is the primary focus of Circle K clubs, the very nature of the organization requires that some administration take place in each club. There are dues to be collected and paid, reports to be completed, correspondence to be written, and mail to be read. Each club must have leadership to function. Each year, elections are conducted, and students are placed in leadership positions within the club.

Circle K members focus on making the campuses and communities better places to live and work. In the process, Circle K members benefit from their involvement in the organization. Some of the benefits of Circle K membership include:

- Learning the importance of voluntarism and altruism in our world
- Discovering and developing leadership talents and skills that will be used in future career and professional positions
- Applying concepts learned in the classroom to everyday situations when planning a project or organizing an event

- Networking with professional men and women in similar fields of interest through interaction with members of the sponsoring Kiwanis club
- Developing friendships that last because members spend time with others who have similar values and ideals
- Applying to receive scholarships for future educational costs
- Gaining professional training in areas such as membership recruitment, leadership skills, public relations, and organization through attendance at conventions and conferences



# BOARD OF OFFICERS

The Board of Officers is the club's governing body responsible for managing the overall operation of the club. Information about the club board of officers may be found in the Standard Form for Club Bylaws, Article IX. A club's officers are specified in the club's bylaws. The faculty and Kiwanis advisors are non-voting, ex-officio members who serve in an advisory capacity.

## Board Of Officers Duties and Responsibilities

- Determines policies that must govern the club
- Determines the nature and content of the club's service activities with input from the club members
- Assesses member recruitment and retention activities, and pursues further club development
- Evaluates club progress
- Maintains operating budget and oversees disbursement of all funds
- Advises all club committees
- Evaluates member status based on member participation, conduct, fulfillment of academic requirements, and dues payment
- Approves all presidential appointments of committee chairs and special positions
- Oversees the filling of club officer vacancies
- Approves all club reports to the district and International Offices

Every member of the board should evaluate club performance continuously: board operation, committee operation, club officer progress, club meeting operation, membership growth, Circle K education, financial management, public relations, service

achievements, attendance, and the club's relationship with the sponsoring Kiwanis club.

Board meetings should provide opportunities for every board member to express concerns and recommendations. A board meeting should be used to conduct the business of the club, so regular club meetings can be geared toward programs of interest to the members. Board meetings should be used as an evaluation session, allowing the board to take action if necessary. In addition to the above responsibilities, all officers must perform the responsibilities of their respective positions.

The board of officers should meet at least twice per month during the school year and at least once during summer session. The board of officers also may meet at such other times as the president or a majority of the board's voting members deem necessary. The board of officers has been empowered by the club members, through the election to office, to direct the club's activities. When considering issues facing the club, the board of officers should always do what is in the best interest of the club. Because decisions made by the board of officers affect the entire club, all action taken by the board must be reported to the club, either during a regular club meeting or via the club newsletter.



# PRESIDENT

As your club's chief executive officer, the president will be responsible for overall club management. The president does not actually complete the monthly reports, process the dues, or organize the projects. However, it is under the president's leadership that others are enabled to do the tasks assigned. Ultimately, the president is responsible for all of the activity of the club.

One way to ensure a successful year as president is to clearly define expectations of the club, to outline the goals of the club, and to specify the tasks to accomplish. The tasks that the president delegates to members must be appropriate for the club member's interest and skill level. The president's enthusiasm for club activities will set the tone for the club; if the president is excited about what is being done, the club members will be motivated to achieve the club's goals.

## Club President Duties and Responsibilities

- Educate yourself about the documents that govern Circle K International
  - Educate members about the opportunities available to them through their involvement with the Kiwanis family
  - Preside at all club and board meetings
  - Plan the agendas for club and board meetings in advance
  - Attend committee meetings and Kiwanis club meetings as often as possible
  - Represent the club and its views at all district, division, and International events
  - Participate in club service projects, inter-clubs, and social activities
  - Evaluate club progress toward established goals
  - Communicate club progress to the Kiwanis club and to the district through monthly reports
  - Monitor the activities of all officers and committee chair
  - Provide guidance to assist officers and committee chair in accomplishing their responsibilities
  - Motivate club members to participate in club activities
  - Establish a climate of enthusiasm, openness, and concern
  - Train committee chair and officers to fulfill their duties
  - Recruit and retain members
  - Ensure that all members are active and involved
  - Conduct an aggressive, year-long membership campaign with weekly and monthly goals to be achieved
  - Submit reports to the district and International upon request
  - Coordinate officer elections
- Guide the board of officers in setting goals for the club
  - Communicate the goals to the members
  - Maintain the club's focus on the priorities specified in the goals
  - Identify a club committee structure to best achieve the goals
  - Recognize task requirements, member strengths, and member interests and appoint chairs to committees that match those skills and interests
  - Recognize member accomplishments
  - Publicly recognize achievements both within the club and in other campus activities

- Ensure a smooth transition for incoming officers by keeping files and reports in order
- Assist in training incoming officers

## Weekly Duties

- Create an agenda for each club meeting
- Conduct club meeting
- Follow-up with officers to verify progress
- Communicate club activities to officers and club members
- Personally contact delinquent members
- Consult with the faculty advisor and Kiwanis advisor to discuss club activities

## Monthly Duties

- Create agendas for two board meetings
- Conduct board meetings
- Distribute information, such as magazines and newsletters, received from the International Office and district officers
- Ensure that all monthly reports are submitted accurately and on time
- Follow up with treasurer to ensure that new member dues have been submitted

## Annual Duties

- Pursue a net increase in membership
- Obtain information and assistance from immediate past president, faculty advisor, and Kiwanis advisor
- Review all literature and resources available from the district and Circle K International
- Establish active Circle K/Kiwanis relations

- Appoint committee chairs and special positions
- Conduct officer elections
- Report club activities to CIRCLE K magazine
- Submit award forms for district and International contests
- Ensure that delegates attend district and International convention

## VICE-PRESIDENT

The Circle K club vice-president is responsible for the Circle K club in the absence of the club president and should assist the president and other officers with their duties.

## Club Vice-President Duties and Responsibilities

- Oversee all committee activities
- Preside at all meetings of the club and board of officers in the absence of the president
- Serve as an ex-officio member of all committees
- Report on committee progress to board of officers

## Weekly Duties

- Follow up with committee chairs to verify progress
- Attend weekly club meeting

## Monthly Duties

- Attend two board of officers' meetings
- Attend the monthly meetings of the committees as an ex-officio member and advisor

- Collect all monthly reports of the committees and submit them to the secretary
- Present a report on committee progress during board of officers' meetings

## Annual Duties

- Become familiar with the responsibilities of all officer positions
- Obtain information from the immediate past vice-president of the club
- Recruit and retain members
- Conduct educational programs as assigned by president
- Familiarize incoming vice-president with the position

- Complete and submit all monthly reports to the district

- Maintain a file for committee reports Submit club activities to the district publication and CIRCLE K magazine

- Forward all registration forms for club participation in district and International events

- Upon election, submit names and current contact information of elected officers to the district administrator and International Office

- Recommend to the president, prior to each club meeting and board of officers meeting, a list of business items for the agenda

One of the most important duties of the club secretary is documentation of club activities and member involvement with those activities. Accurate records lend the club credibility and viability. In addition, this information is helpful to incoming officers and committee chair as they evaluate the success of club activities in the past and then develop goals for the future.

The secretary is responsible for the management of all club records. The secretary must be ready to document the details important to smooth club operation.

## Club Secretary Duties and Responsibilities

- Maintain all records of the Circle K club membership, dues payment, and committee activity
- Document club activity through meeting minutes
- Maintain attendance records for meetings and activities of the club
- Coordinate all club correspondence
- Respond within seven days to requests made of the club
- Write club bulletin to update members on club activities (if club bulletin editor position does not exist)
- Forward dues invoice and membership forms to the district and International offices

## The secretary is responsible for documenting the following activities:

- Member attendance at meetings
- Minutes of club meetings and board meetings
- Member participation in club activities
- Service hours and administrative hours contributed by each member

## Weekly Duties

- Attend all meetings and compose the official minutes
- Respond to all correspondence within seven days and inform officers and advisors of the communication

## Monthly Duties

- Recommend to president agenda items for the board of officer meetings
- Attend board of officer meetings
- Collect the monthly committee reports
- Write and submit monthly report to the district
- Forward newsworthy information to the district publication and CIRCLE K magazine
- Publish a club bulletin (if club bulletin editor position does not exist)

## Annual Duties

- Obtain all files and information from immediate past secretary
- Inventory all Circle K club property
- Create a filing system for Circle K club reports, bulletins, and literature
- Produce a club membership directory
- Complete award forms for district and International contests
- Complete all delegate registration forms for district and International conventions
- Assist incoming secretary in becoming acquainted with the position

## Reporting to the Board

At each board meeting the secretary should be prepared to present a report of activities over the past two weeks. This report should include the following items:

1. Information about any correspondence received and/or mailed
2. Report of meeting attendance and total member and guests participating in club projects
3. Report on prospective new members

4. Report activities accomplished, such as the submission of dues, development of the club bulletin, and monthly report
5. Report on the number of committee reports received (monthly)

## Treasurer

The treasurer should work closely with the club secretary to coordinate the collection and disbursement of money. Accurate record keeping is imperative to this position. In many cases, the college or university will require the club to process all transactions through the college or university business office. The treasurer will need to learn about the college or university's procedure for the collection and disbursement of club monies.

## Club treasurer Duties and Responsibilities

- Collect and record member dues
- In coordination with the secretary, forward dues and Dues Invoice and Membership Form to district and International Office
- Prepare the budget and ensure that club activities adhere to the budget
- Maintain accurate financial records
- Establish a book of accounts showing all financial transactions
- Transact business through a bank or school account
- Inform the club of its financial strengths and weaknesses
- File appropriate forms with the Internal Revenue Service (U.S. only) if necessary
- Inform the Kiwanis club of Circle K club's financial status
- Disburse funds and pay bills promptly as approved by the board of officers

- Reconcile bank statements
- Invoice members for unpaid dues
- Deposit club funds

## Weekly Duties

- Pay all bills as approved by the board of officers
- Record all expenditures and income for the week
- Secure advice from faculty advisor and Kiwanis advisor on all financial matters

## Monthly Duties

- Collect all money for club projects
- Present finance report at board meetings
- Collect dues from new members and forward them to the district and International Office

## Annual Duties

- Obtain all financial records, receipts, and files from immediate past treasurer
- Prepare a budget for the year following your term
- Organize all financial records to give to treasurer-elect

## Preparing the budget

One of the main functions of the treasurer is the development and management of the club's budget. The treasurer should develop the budget in consultation with the Kiwanis advisor and then present it to both the Circle K club board of officers and Kiwanis club board of directors for approval.

The budget should be the regulating factor for the club's activities. The budget is a statement of the organization's planned expenditures

and income based on the approval and commitment of the club. Use the budget as a guide for the club's activities during the year.

When approving the budget, the club must commit to raising the necessary income, for without the budgeted income, the club cannot spend as it had planned without incurring a deficit. Thus, when total expected income is not achieved, total expenditures must be cut.

The club should work with the college or university to establish financial accounts. Follow the college or university's guidelines regarding account management to maintain the accounts accurately.

Circle K is a non-profit organization, receiving much of its receipts from the general public. Therefore, the law requires that two separate accounts for receipts and expenditures be maintained. These accounts are the service account and administrative account.

*Service Account* - All monies collected from the general public must be returned to the general public. Such monies cannot be used for club administrative costs, such as printing, conventions and conferences, and travel to non-service projects.

*Administrative Account* - The administrative account is the operating account for the club. It is used for those monies to be spent on club administration and/or the members. Monies coming into the administrative account are collected from dues, Kiwanis-family members, and college or university subsidies. Monies in this account may be used to buy supplies, purchase advertising, send members to conventions and conferences, etc. Funds in the administrative account can be transferred to the service account. However, funds from the service account cannot be transferred to the administrative account.

It is helpful in bookkeeping and auditing to note on each receipt into which account the money was deposited. Likewise, all checks should note from which account and line item, if appropriate, the money was drawn.

## Maintaining Accurate Financial Records

It is important to keep an account of all transactions as they are made. A simple method to use is the general journal, containing three columns: income, expenses, and balance. Log in each transaction when it occurs; specify the date and a simple description; list it properly under income or expense; and record the balance. It is recommended that the club purchase a general ledger for the club treasurer.

- Always obtain a receipt as evidence of payment when disbursing money
- Use a check rather than cash. This will provide the club with an additional receipt.
- Require members to complete an expense voucher and attach a copy of the receipt to receive reimbursement for expenses.
- No more than two individuals should have authorization to write checks. Typically, the club treasurer and president are authorized to write checks.
- Always issue a receipt, especially when you receive cash (i.e., dues and fund-raiser money) when receiving money. Ideally, you should purchase a book of cash receipts so copies of the receipts can be maintained by the club.
- Never hold cash personally for any length of time. The treasurer is responsible for the finances of the club. By depositing cash soon after receipt, you guarantee that your member's money or community's contributions are secure.

## Bank Reconciliation

Periodically, the bank will submit a statement listing all transactions that took place within a certain period of time. The bank may or may not return the canceled checks, depending upon their policy. When receiving the statement, a reconciliation should be made to verify the accuracy of the club's balance; if this is done upon receipt of each statement, errors can be corrected.

An easy way to perform the reconciliation is to follow these steps:

1. Verify all amounts on the statement with amounts noted in the checkbook.
2. Place the amount of the bank statement balance in the appropriate space on the back of the statement.
3. Add any deposits not noted on the statement.
4. Deduct all outstanding checks not yet cashed.
5. This adjusted balance should agree with the checkbook balance. If it does not, double-check your arithmetic. If the error is not the club's, contact the bank and ask that someone review the statement for possible error.

## Financial Reports

The treasurer should present a formal report to the board of officers bi-weekly. The following information should be included in the report.

1. Summary of the club's financial status - current assets, current liabilities, and outstanding debts.
2. Profile of the budgeted revenues and expenditures compared to the actual revenues and expenditures with a column showing the year-to-date balance. The budget worksheet in this chapter shows how this information can be set-up.
3. Outstanding bills to be paid.
4. Financial concerns, if any.

## Auditing Club Books

It is strongly suggested that the club's financial records be audited annually. This audit should take place after October 1, after the fiscal year has ended and the year-end report has been prepared. Check with your Kiwanis club for the name of a reputable accountant. You may find that there is an accountant in the Kiwanis club who will perform the audit free or for a nominal charge. If there is not one in the club, it is still worth the club's money to have it done. This is an area of club administration in which the Kiwanis and faculty advisors can be extremely helpful.

## Tax Status and Filing Form 990 with the Internal Revenue Service

This information applies only to clubs within the United States. Because Circle K is non-profit, Circle K clubs do not have to file any tax forms unless the club's gross receipts exceed \$25,000, or unless the Internal Revenue Service requests the clubs to file. If such is the case, Form 990SF must be completed and filed. The Form 990 can be obtained from any Internal Revenue Service Office or on-line at [www.irs.gov](http://www.irs.gov). To complete Form 990, an Employer Identification Number is needed. This number can easily be obtained by filing Form SS-4 (Application for Employment Identification Number). Contact the International Office to obtain this application form. This number is permanent. More detailed information about tax status is outlined in literature item CK #15: Club Tax Information. This CK Series Bulletin can be found on the Circle K Web site at <http://www.circlek.org/support/ck-15.doc>.

If you are a member of a club outside the United States, consult your Kiwanis and faculty advisors, as well as your

sponsoring Kiwanis club, for the proper laws and restrictions in your area.

## Collecting and Submitting Dues

The dues each member pays to belong to Circle K International are used to provide many services-service program materials, leadership training, conventions and conferences, professional development, fellowship opportunities, scholarships, member support information, CIRCLE K magazine, experienced counseling, club mailings, and literature on member development, membership recruitment, public relations, and club-officer training.

Each Circle K member must pay both International dues of US \$18.00, or the equivalent, and district dues which vary from district to district. In addition, clubs may require that members pay dues to the club. This dues amount should be specified in the club's bylaws. Members should be aware of the financial implications of membership prior to joining Circle K. The money they pay in dues allows Circle K to provide the services described above.

Your club will receive a Dues Invoice and Membership Form from Circle K International in September. All dues and membership information should be submitted on the Dues Invoice and Membership Forms supplied by Circle K International. To make payment of district and International dues as simple as possible, Circle K International has one form that should be used when submitting both district and International dues payments. To pay your club's district and International dues simply follow the instructions included in the dues mailing.

Your club may charge your members dues to support club and member activities. If your club charges dues, the money can be used to benefit the club

and members - purchase member pins, pay for the administrative costs of club operations, finance events such as an induction ceremony and appreciation banquet, and send delegates to district and International conferences and conventions.

International, district, and club dues are payable on October 1. If clubs do not pay dues by December 1 - (clubs in the United States only), they will be considered past due. Past due clubs lose the right to seat delegates at the district and International convention: their members are not eligible to serve in an elected or appointed office on the district or International level, nor may they attend the Circle K International or district convention. In addition, members of clubs on past due status are not eligible to receive scholarships administered by the Kiwanis International Foundation. Past due clubs are not eligible for awards or recognition in any program administered by Circle K International.

You must work with the club secretary to ensure that the Dues Invoice and Membership Form is completed accurately and submitted on time. Before remitting dues, always double-check everything to be sure it is correct. Oftentimes treasurers fail to ensure that the number of names submitted on the Dues Invoice and Membership Form corresponds to the amount of money enclosed.

Many clubs tend to delay the payment of dues until every prospective member has paid. Any dues collected before December 1 should be sent to the district treasurer and the International Office before the past due date. Dues can be sent in periodically as they are received. Additional forms may be ordered from Circle K International and are available on-line at [www.circlek.org](http://www.circlek.org).

When collecting dues, explain to the members where the money goes and what they get for it. The services provided for International dues are

outlined above. It is advisable to mention that through the aid of Kiwanis districts and the Kiwanis International Foundation, they actually are receiving more for their money than most organizations offer.

## Secretary/ Treasurer

Many clubs decide to merge the positions of secretary and treasurer into one position –secretary/treasurer. The responsibilities of the secretary/treasurer are doubly extensive and the club should limit the addition of new job responsibilities for this officer. The secretary/treasurer position requires both financial management and club documentation skills. If the club has a secretary/treasurer position, he or she should refer to the job descriptions for both the secretary and treasurer outlined in this officer manual.

## Bulletin Editor

If your club elects or appoints a bulletin editor it is the editor's responsibility to develop a monthly bulletin or newsletter to apprise your club members of club activities, deadlines, important dates, and board action. Some clubs choose to have this responsibility as one of the club secretary's. A good newsletter will motivate members who have not been attending club meetings to participate in club projects.

Fancy or simple, the purpose of the club bulletin is to briefly remind members of the club's activities. The following topics should always be addressed in the club bulletin:

- Programs to be presented during meetings for upcoming month

- Service projects, social activities, and Kiwanis-family activities for upcoming month
- Deadlines for the submission of Committee Progress Report Forms
- Deadlines for project sign-ups
- Important dates (Circle K club, college or university, and sponsoring Kiwanis club)
- District, division, and International events
- Accomplishments of the club and members in the past month
- Actions taken by board
- Names of new members

You may want to liven up the bulletin by including special interest articles, such as Circle K education spotlight, career development topics, and activities of other student organizations on campus.

When designing the newsletter be creative, but keep it simple. Developing newsletters can be very time consuming; the most important component of writing a newsletter is informing the members about club activities.

## Committees

In consultation with the board of officers, the club president should design a committee structure that will enable the club to achieve the goals set. All activity of the club should move the club closer to goal achievement. The Standard Form for Club Bylaws recommends some standing committees; however, each club needs to specify committees unique to the club's interests and goals. For the list of standing committees, refer to the Standard Form for Club Bylaws.

Once the club has established its goals for the year the president and vice-president should spend some time

designing a committee structure. It is the responsibility of the vice-president to oversee committee activity and report on committee progress during the board of officers meetings. A misconception of many clubs is that committees must be year-long. Certainly, a committee should be year long if it is going to take that long to accomplish the goals; however, committees can be established task forces with a very specific, short-term mission. Other short-term committees could be established for each service program the club decides to sponsor. Rather than having one committee coordinate all service projects, the club may want to encourage fresh ideas and energy by creating committees for each club project.

The president and vice-presidents' role in managing committees is advisory. Committees should submit monthly reports of the activities. Upon review of this information, the vice-president, in consultation with the president, should follow up with the chair to address any questions or needs that were expressed in the report.

The president and vice-president should encourage committee progress by rewarding committees for their efforts. When committees seem confused about where to go next or appear misdirected, the vice-president should schedule a meeting with the committee chair to discuss specific direction and identify resources that will assist the committee in accomplishing its tasks.

## Club Committee Chair Duties and Responsibilities

The committee chair is responsible for the coordination of all committee activities. Upon receipt of the committee appointment, he or she should prepare to manage committee activities by doing the following:

- Review the purpose and responsibilities of the committee with the vice-president upon appointment
- Ask for clarification and further direction, if needed
- Detail the committee's responsibilities
- Provide each committee member with the detailed responsibilities
- Orient committee members to the purpose of the committee and its goals for the year
- Plan project strategy for each task
- Conduct at least two committee meetings monthly
- Discuss progress, outline activities for the coming months, and delegate tasks
- Review the activities and achievements of past committees
- Consider recommendations made for future programs
- Assess community needs when planning service projects
- Complete monthly reports for vice-president
- Evaluate committee progress periodically and in its entirety at the conclusion of the project
- Understand and explain campus policies regarding organizing campus-wide events, posting signs, and other advertising on campus
- Provide a contact for the club with the school newspaper and other media services
- Help the club obtain information from the registrar's office on incoming students for the club to use in membership recruitment activities
- Advise the club of any actions or planned events that conflict with campus policies and should be discontinued
- Monitor the grade-point averages of club members and officers to ensure all members are maintaining the minimum requirement for graduation, and advise the club president of any members with academic difficulty
- Try to attend each weekly meeting of the club and biweekly meeting of the board of officers
- Meet at least monthly with the Kiwanis advisor
- Attend the Kiwanis club's weekly meetings as often as possible
- Work with the Kiwanis advisor to plan and facilitate the annual training session for incoming Circle K club officers

## Faculty Advisor

The most critical role of the Circle K faculty advisor is to be a liaison between the school and the club. To fulfill this responsibility, the faculty advisor should, if necessary:

- Provide assistance in obtaining a regular meeting room and needed meeting room equipment
- Explain the school's policy on providing financial assistance to campus organizations and help the club obtain any needed funds

## Kiwanis Advisor

The most critical role of the Kiwanis advisor is to be a liaison between the sponsoring Kiwanis club and the Circle K club. To fulfill this responsibility, the Kiwanis advisor should:

- Report on the activities of the Circle K club at each Kiwanis club board of officers meetings and at least monthly to the entire Kiwanis club
- Notify the Kiwanis club board of

officers when Circle K club projects and activities are planned in which the Kiwanis club members can be actively involved

- Plan and facilitate, in consultation with the faculty advisor, the annual training session for incoming Circle K club officers
- Annually review with the entire Kiwanis club membership the obligations of sponsorship of the Circle K club
- Organize and manage an active Kiwanis club committee on Circle K
- Work with the Kiwanis club board of officers to include funds for Circle K club operations in the Kiwanis club budget
- Encourage Circle K club members to attend Kiwanis club meetings and, if possible, arrange for their meal costs to be covered
- Arrange for the Circle K club officers to annually present a program on their club's activities and programs to the Kiwanis club
- Meet at least monthly with the faculty advisor;
- Submit articles on the activities of the Circle K club to the Kiwanis district bulletin editor
- Arrange formal recognition from the Kiwanis club for the faculty advisor and his or her efforts throughout the year
- Encourage parents and graduating members to join a Kiwanis club
- Provide on going training to the Circle K club officers
- Try to attend each weekly meeting of the club and biweekly meeting of the board of officers

To assist the Circle K club in fulfilling its financial and administrative responsibilities, the faculty and Kiwanis advisors should:

- Monitor the submission of monthly reports to the district secretary

- Ensure the club pays all district and International dues by December 1 and submits the appropriate dues and membership forms
- Review the club's current bylaws to make certain they conform to the Standard Form for Circle K Club Bylaws and have been approved by Circle K International, include any language required by the college or university, and are on file in the student activities office
- Work with the Kiwanis advisor and the Circle K club board of officers to develop an effective annual budget
- Monitor the expenses of the Circle K club to ensure expenditures remain within the parameters of the budget
- Make certain the Circle K club develops and implements a plan for membership recruitment activities for the year

## The Kiwanis-Circle K Relationship

Kiwanis International is the parent organization of Circle K at the college level, Key Club at the high school level, Builders Club at the junior high school level, and K-Kids at the elementary school level. For a Circle K club to exist, a Kiwanis club must sponsor it. The objects of both Circle K and Kiwanis are parallel and they share the same motto, "We Build." When a Kiwanis club agrees to sponsor a Circle K club, it agrees to make a financial and programming commitment.

When building your Circle K club, your Kiwanis club signed a Petition for Charter that contracted your Kiwanis club to fulfill the obligations listed below.

- 1. Maintain a committee of Kiwanis members** to advise and counsel the Circle K club while it is being formed and throughout its existence. The chair of this committee will serve as Kiwanis

advisor to the Circle K club and will be responsible to the Kiwanis club for all Circle K activities.

2. Have at least one member of the **sponsoring Kiwanis club attend each weekly meeting** of the Circle K club and encourage Circle K members to attend each weekly meeting of the sponsoring Kiwanis club.

3. In cooperation with the Circle K district board of officers and district administrator, ensure that all newly-elected Circle K club officers are **trained and educated** and that an appropriate level of club activity is maintained.

4. **Provide for the financial stability** of the Circle K club by assisting with the implementation of sound fiscal policies, the preparation of responsible budgets, the maintenance of accurate records, and the planning and operation of needed fund-raising activities (unless such activities are prohibited by the school).

5. **Develop timely administrative functioning** by ensuring submission of district and international forms, reports, dues, and sponsorship fees on or before the required date.

6. **Ensure maintenance of an active membership** in the Circle K club at charter strength (20 members) or above.

7. Make certain that **effective programs of Circle K education** are presented to the Circle K and Kiwanis membership on a regular basis.

8. **Encourage attendance** by Circle K members and Kiwanians at all Circle K district and International events.

9. **Recognize that Circle K sponsorship** is a continuous endeavor and long-term commitment –not merely a periodic effort or short-term project.

Your sponsoring Kiwanis club is your club's continuity from one year to another. College students turn over at a rapid pace; Kiwanians turn over less

frequently from year to year. Your Kiwanis club will share its expertise and a historical perspective of this club with new officers and members.

## The Kiwanis Family

Circle K International, Key Club International, Builders Club, K-Kids, and aKtion Clubs are sponsored programs of Kiwanis International. All branches of the Kiwanis family work to accomplish the same goals and objectives. As the six organizations coordinate their service endeavors within the community, the impact they can make together is tremendous. In working with area high school Key Clubs, junior high/middle school Builders Clubs, and elementary school K-Kids, your club will discover another avenue through which it may provide service and be a role model to youth. In addition, your relationships with Key Club, Builders Club, and K Kids members today may encourage their membership in Circle K in the future. Your club should seek out opportunities to work with all branches of the Kiwanis family through inter-clubs and joint projects. For more information on each of the sponsored programs and where these clubs are located, visit the Kiwanis-family links on the Kiwanis International Web site at [www.kiwanis.org](http://www.kiwanis.org).

# Circle K International Structure

There are three levels of Circle K International: the club, district, and International levels.

## The Club Level

The club is the first and most important level of Circle K International. For without the clubs, there would be no need for the district and International levels. The club level is where the mission of Circle K is realized. Clubs are the heart of Circle K's service. The other levels exist to provide consultation and develop program materials that will assist and support the club in attaining their service and leadership development objectives.

## The District Level

Circle K International is divided into districts that are either a state, a combination of states, provinces, and/or countries. They are regionally identified. The main function of the district is to develop and maintain Circle K clubs within the specified region. The chief spokesperson and leader of the district is the governor. Other district officers include the secretary, treasurer, or secretary/treasurer, bulletin editors, and lieutenant governors.

The districts are further broken down into divisions that are managed by lieutenant governors. The lieutenant governor is responsible for servicing the needs of the clubs in his/her division by visiting the clubs in the division, counseling and assisting each club in the division, involving clubs in district and division projects, and

evaluating club progress. He/she is your club's primary liaison to the district. The lieutenant governor can share ideas and recommend strategies for your club management questions.

The district will offer a number of leadership development and social opportunities. The district also involves itself in what is known as a district-wide project. These service projects are programs in which each club in the district is encouraged to participate. The district will conduct divisional rallies for the clubs in each division; it will sponsor a leadership training conference typically in September, October, or November; and the district will sponsor a district convention. At the district convention, as many club members as can attend should represent each club. The club is allowed two voting delegates to elect new district leadership and share input and vote with regard to district bylaw amendments and the district's future.

## The International Level

The final level of Circle K is the International level. The International Board of Trustees is composed of the President, the Secretary, and nine Trustees. These students administer the organization at the International level. They identify the critical issues facing the organization and evaluate strategies to help the organization support its mission. The International Board sets the policies for Circle K, develops Service Initiative programs, and advises and educates the districts.

The International Board provides consultation to each district governor to assist him/her in managing the organization at the district level. The International representative serves as a liaison between the district and International levels. Annually the council of governors meets with the International Board of Trustees to discuss the state of the organization.

There is an annual International convention. At the International convention, as many members as can attend should represent each club. The club is allowed two voting delegates to elect new International leadership and share input and vote with regard to amendments to the International Constitution and Bylaws and the future of CKI.

One thing that sets Circle K International apart from other collegiate organizations is that students manage the organization at all levels.

The Kiwanis International Office in Indianapolis also maintains a department that is designated to work solely with the Circle K program. It develops service program materials, processes dues and membership information, creates leadership development literature, manages the International budget, and forwards mailings to clubs, faculty advisors, and Kiwanis clubs.

Though the structure of Circle K International is complex, it is designed to ensure that Circle K members receive adequate support for their organizational activities. Furthermore, the organizational structure has been developed so all levels are interrelated and interdependent. Although autonomy in operation and decision making is maintained at each level, all three levels of Circle K International must interact to realize the Objects and Vision of the organization.

## Resources

Please consult the Circle K International Club Resource Guide included in the back-to-school mailing for a comprehensive listing of resources available to clubs and members. The guide also is available on line at [www.circlek.org/support/](http://www.circlek.org/support/)



**A Kiwanis-Family Member  
Serving the Children of the World**

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**This book and additional resources  
are available on the Circle K International Web site.**