

# **CLUB BYLAWS FOR THE CIRCLE K INTERNATIONAL CLUB OF THE OHIO STATE UNIVERSITY**

## **Article I: Name and Emblem**

### **Section 1:**

The name of this organization shall be the Circle K International Club of The Ohio State University. It shall be a member club of Circle K International and the Ohio Circle K District therein, and shall also be known by its initials, CKI.

### **Section 2:**

Each member in good standing with this club shall be entitled to wear the official emblem and insignia of Circle K International.

### **Section 3:**

The name, emblem, and insignia of Circle K International shall be used for only such purposes as shall be authorized by the Circle K International Board of Trustees, subject to the approval of the International Administrator. In no case shall they be used as a trade name or trademark, not in a way or for a purpose that demeans or impugns the name of Circle K or Kiwanis.

### **Section 4:**

These bylaws shall serve as the organizing document of The Circle K Club of The Ohio State University. The organization was formed on the 23<sup>rd</sup> of May, 1953, while the first draft of these bylaws was received by Circle K International on the 4<sup>th</sup> of February, 1996.

## **Article II: Objects**

### **Section 1:**

The purpose of Circle K Club at The Ohio State University shall be to foster community through club activities that uphold our tenants of service, leadership, and fellowship.

### **Section 2:**

The objects of this club shall be:

1. To develop college and university students into responsible citizens and leaders with a lifelong commitment to service;
2. To collaborate with all members of the Kiwanis family to achieve our common objectives;
3. To develop positive role models;
4. To enhance intercultural understanding and cooperation;
5. To increase our service potential;
6. To provide opportunities for fellowship, personal growth, professional development, and leadership skills;
7. To work towards a greater public recognition of the organization;
8. To emphasize the advantages of the democratic way of life;
9. To serve on the campus and in the community;
10. To encourage participation in group activities;
11. To develop citizenship and the spirit of service for improvement of all human relationships;
12. To give primacy to the human and spiritual rather than to the material values of life;

13. To promote the adoption and the application of high social, business and professional standards;
14. To develop, by precept and example, a more intelligent, and serviceable citizenship;
15. To provide through CKI clubs a practical means to form enduring friendships, to render altruistic service and to build better communities;
16. To cooperate in creating and maintaining that sound public opinion and high idealism which makes possible the increase in righteousness, justice, patriotism and goodwill.

**Section 3:**

Circle K is the organization that holds the promise of today's college students 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.

Circle K International is dedicated to the realization of mankind's potential.

The Mission of this club shall be: Circle K International develops college and university students into a global network of responsible citizens and leaders with a lifelong commitment to service.

The Vision of this club shall be: to be the leading global community-service organization on college and university campuses that enriches the world one member, one child and one community at a time.

**Section 4:**

The Circle K member pledge shall be: "I pledge to uphold the Objects of Circle K International, to foster compassion and goodwill toward others through service and leadership, to develop my abilities and the abilities of all people, and to dedicate myself to the realization of mankind's potential."

**Section 5:**

The motto of this club shall be "Live to Serve, Love to Serve", as is the motto of Circle K International.

## **Article III: Sponsorship**

**Section 1:**

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

**Section 2:**

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

**Section 3:**

The Kiwanis Club of University, Columbus shall assume full responsibility of all chartering costs.

- a. The Kiwanis Club of University, Columbus is not responsible for the fiscal responsibility of the CKI Club of The Ohio State University but should be able to help in the role of advising the club regarding financial matters.
- b. The Kiwanis Club of University, Columbus may make a monetary donation if it is helpful to the CKI club and with the approval of the Kiwanis Club of University, Columbus and the CKI Club of The Ohio State University.
- c. The Kiwanis Club of University, Columbus will have one member serve as advisor to the CKI club with approval of the Kiwanis board. The Kiwanis advisor will serve alongside a faculty advisor from the university who will be approved by the CKI Board of Officers.

## **Article IV: Non-Discrimination Policy**

### **Section 1:**

This organization and its member shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.

### **Section 2:**

As a student organization at The Ohio State University, Circle K expects its members to conduct themselves in a manner that maintains an environment free from sexual misconduct. All members are responsible for adhering to University Policy 1.15, which can be found here: <https://hr.osu.edu/public/documents/policy/policy115.pdf>. If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <http://titleIX.osu.edu> or by contacting the Ohio State Title IX Coordinator at [titleIX@osu.edu](mailto:titleIX@osu.edu).

### **Section 3:**

Hazing in any form is strictly prohibited. Hazing is considered an interference with personal liberty, and includes any act of domination by any student over others which may lead to physical or emotional injury and discomfort. Hazing involving forced consumption of alcohol or drugs for the purpose of initiation or affiliation with any organization is specifically prohibited.

## **Article V: Club Membership in Circle K International**

### **Section 1:**

A Circle K club may be established in an institution of higher education as described by the Constitution, Article VI, Section 1 of the Circle K International Bylaws, upon the request of a Kiwanis club(s) which agrees to sponsor the proposed club. A petition for a charter will be made on a standard form provided by the Administrator of Circle K International and shall be signed by at least fifteen (15) students eligible for membership and endorsed by an administrative officer of the institution in which the prospective club would exist. Each petition shall certify that the prospective club has adopted and complied with the provision of the Standard Form for Club Bylaws, modified only as approved by the Board of Trustees of Circle K International and has agreed to be bound by the Constitution and Bylaws of this organization as adopted and amended. Upon completion of these requirements, the prospective club shall be issued a Charter of Memberships in this organization. The postmarked date of the Petition of Charter shall serve as the official date of the Charter of Membership.

### **Section 2:**

Each club shall adopt the Standard Form for Club Bylaws, modified only as approved by their District Board of Officers and the Board of Trustees of Circle K International. The bylaws of a club may be amended by a vote at a regular meeting of the club, provided that written notice of such proposed amendments shall have been given to the membership at least two (2) weeks prior to the meeting at which they are considered. All such amendments must be consistent with the Constitution and Bylaws of this organization and shall become effective only after submission to and approval by their District Board of Officers and by the Board of Trustees of Circle K International.

**Section 3:**

Each Circle K club shall pay to Circle K International the annual club fee.

**Section 4:**

The annual dues and "Dues and Membership Form" must be submitted to Circle K International by December 1 to maintain the status "in good standing". This club shall also submit updated forms and the appropriate dues for each additional member that joins during the fiscal year. Similar forms are required from Circle K district and should be sent at the same time the forms are sent to Circle K International.

**Section 5:**

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 and membership suspended or revoked by action of the Circle K International Board of Trustees, providing that notice of said indebtedness shall have been duly sent by the International Administrator to the president of the club. The board of Trustees may restore such club to memberships upon payment of its indebtedness.

**Section 6:**

Any member club that fails to conform to the Constitution and Bylaws of Circle K International or that fails to conform to the policies for clubs established by the International Board of Trustees, may have its charter and membership suspended or revoked, or may otherwise be disciplined by action of the Board of Trustees, providing that a copy of the charges with a notice of the hearing thereof before the Board of Trustees of Circle K International shall have been sent by mail by the Administrator of Circle K International to the last reported president and secretary of said club at least thirty (30) days before said hearing shall be held. The hearing shall be held at the time of a regularly scheduled Board of Trustees meeting and the subject club shall be entitled to appear before the Board to present its case.

**Section 7:**

Any member club may resign from this organization provided that all financial and other obligations of such club to this organization, and its sponsoring Kiwanis club, shall have been fulfilled. If the club is incorporated, the corporation shall have been duly dissolved, and upon resolution of resignation, adopted and approved by a three-fourths (3/4) vote of the active membership of such club, the resolution shall be certified by the club's secretary and sent to the Administrator of Circle K International. Such resignation shall become effective when accepted by the Board of Trustees, and by such action of the club surrenders all rights to use the name, emblem, and other insignia of this organization. The Board of Trustees may, upon written application of such club, reinstate the club membership in Circle K International.

**Section 8:**

Any Circle K club whose membership in Circle K International has been terminated in any

manner shall forfeit all interest in any funds or other property and all right to the use of the name, emblem, or insignia of this organization.

## **Article VI: Membership and Classification**

### **Section 1:**

Membership of this club shall be of two classes, active and honorary.

- a. Any student of good character who is officially enrolled for at least half time status, as defined by the university, may be elected to 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.  
(Note: Additional requirements for membership, not inconsistent with the Constitution and Bylaws of Circle K International, may be adopted by a majority vote of the membership of this club.)
- b. 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.
- c. Any person not otherwise eligible for active membership who has made a significant contribution to a club, campus, or community may be elected an honorary member of this club for a period of one (1) year.
- d. 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.

### **Section 2:**

An active member of this club shall meet all minimum membership requirements as outlined in these bylaws and shall be entitled to all privileges of this club. The Board of Officers of this club shall review periodically the compliance of each member to the club's minimum membership requirements.

### **Section 3:**

Each Circle K club shall adopt criteria which will serve as minimum membership requirements for all members and prospective members of CKI. Criteria shall be adopted by majority vote of the club Board of Officers.

The criteria for students seeking membership shall include:

- a. Payment of all club, district, and international dues by the international deadline;
- b. Attendance at two club meetings and/or club-sponsored events per semester

The criteria for a student to retain active membership shall include:

- a. Includes all requirements listed above;
- b. Maintain the minimum grade point average of 2.0 as set forth by The Ohio State University for graduation

The above stated criteria shall be met within one administrative year. The district and Circle K International shall have the right to request changes in club criteria in the event it does not comply with this section.

### **Section 4:**

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 age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.

**Section 5:**

The selection (election) and discipline of active and honorary members in this club shall be by majority vote of the membership of this club, functioning under the rules of this institution and counsel of the sponsoring Kiwanis club.

**Article VII: Suspension and Termination of Membership**

**Section 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 vote of the Board of the Officers, be suspended and so notified in writing by the secretary (or secretary/treasurer). Any suspended member, upon payment or arrears and upon making application to the 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, Section 2.

**Section 2:**

Any suspended member may be removed from active membership of the club by a two-thirds (2/3) vote of the entire active membership of the club upon recommendation of a majority of the Board of Officers. The Board of Officers shall make such recommendation only after they have held a hearing to determine whether just cause for dismissal exists, and have afforded the suspended member in question the opportunity to be heard. In the event any suspended member should be removed from active membership, he/she shall be so notified in writing by secretary (or secretary/treasurer). Thereafter, the member may become an active member of the club only as provided for in Article VI, Section 1, of these Bylaws.

**Section 3:**

The Board of Officers shall periodically assess the personal involvement and meeting attendance of each active member. Any active member who, without excuse, fails to meet the standards of attendance and participation set forth by the Board of Officers shall, using procedures as prescribed in Article VII, Section 2 of these Bylaws, be removed from the active membership of this club.

**Section 4:**

Any active member who falls below the minimum scholastic standards set forth by this club may be placed on probation by the Board of Officers for a term not to exceed one full college term, and/or be removed from active membership using procedure as prescribed in Article VII, Section 3 of these Bylaws.

**Section 5:**

Any member charged with conduct unbecoming a Circle K member which may impugn or reflect unfavorably on the good name of Circle K International or Kiwanis International can be removed from active membership using procedures as prescribed in Article VII, Section 2 of these Bylaws.

### **Section 6:**

- a. Any member of this club may resign his/her membership provided that all indebtedness to this club, to the Ohio district, and to Circle K International has been paid in full. Such resignations shall be accepted in writing by the secretary and shall become effective when accepted by the Board of Officers.
- b. Membership in this club shall automatically cease on September 30 of the same calendar year following graduation, or when a member fails to meet enrollment, academic, or membership requirements.

### **Section 7:**

Any person whose membership in this club has terminated in any manner shall forfeit all interest in any funds or other property belonging to the club, and the right to use the Circle K name, emblem, or other insignia.

## **Article VIII: Officers**

### **Section 1:**

The officers of this club shall be a president, a vice president, a secretary, a treasurer, and a bulletin editor. Additional officers may be elected to the board when requested by the club and approved by the Ohio Circle K District Board of Officers. These officers shall constitute the Board of Officers for this club. All officers shall be active members in good standing with this club.

### **Section 2:**

Elections of officers shall be held at a regularly scheduled meeting at least two (2) weeks prior to the district convention. All officers shall assume their official duties on April 1 following their election. If the annual district convention is held later than March 31 in any given year, all officers shall assume their official duties on April 15. They shall serve for one (1) year or until their successors are duly elected and installed. The outgoing president and secretary of this club shall promptly certify to the secretary of the Ohio Circle K District and to the International Administrator the names, addresses, and telephone numbers of the newly elected officers.

All officers who are members in good standing are eligible for re-election. Officers shall be nominated by any member of the club. Election of officers shall be conducted by ballot. A member shall be voted in when a majority of the quorum present is obtained.

In the event of a tie, the remaining candidates will be removed from the ballot and the two candidates shall be voted on again. In the event that only two candidates are running, the club president shall cast a tie breaking vote.

- a. Election Procedure should follow Parliamentary Procedure as described in Article XIV. The order of elections shall be president, vice president, secretary, treasurer, editor. Any member may run for any position, so if a member is not elected in the first race, he/she may run for any other.
- b. The installation ceremony shall occur at the Spring Semester Induction Meeting.
- c. Vacancies may be filled by a majority vote of the club at any general meeting. If a vacancy persists, then the Board of Officers should present a plan to complete the duties of the vacant office to the club for approval by majority vote.

### **Section 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 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 relation 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 as one of the delegates of the club to the district convention, and it shall be this person's responsibility to have this club represented at both the district and international convention by two voting delegates. The outgoing president, in conjunction with the Kiwanis and faculty advisors, shall make provisions for the training of the new Board of Officers prior to their installation. The president shall perform such other duties as usually pertain to the office of president.
- b. The vice president, in the absence of the president, shall preside at all meetings of this club and of the Board of Officers, shall appoint committee members, with the Board of Officers' approval, be directly responsible to the president for all committee activities, and shall chair the Steering Committee which shall be composed of all committee chairpersons. The vice president shall also perform such other duties as usually pertain to the office, or as may be assigned by the president or the Board of Officers.
- c. The secretary shall record accurate minutes of the meetings; shall maintain the club's permanent records; shall update all contact information; shall be the official club correspondent; shall communicate with International, both representatives and the office; and shall perform such other duties as pertain to this office or as may be assigned by the club president.
- d. The treasurer shall collect and disburse member dues; shall prepare and adhere to an approved budget; shall maintain accurate records; shall transact business through a bank or school account; shall keep the Board of Officers informed of the financial strengths and weaknesses of the club; shall have the books audited; shall communicate with the district officers; shall file appropriate forms with the IRS if necessary; shall inform the sponsoring Kiwanis club of this club's financial status; and shall perform such other duties as pertain to this office or as may be assigned by the club president.
- e. The bulletin editor shall publish a club bulletin; shall submit articles to the District Board for inclusion in district publications; shall submit articles to Circle K International; shall perform such other duties as usually pertain to the officer, or as may be assigned by the president or the Board of Officers.

### **Section 4:**

Any member may recommend the removal of a club officer to the Board of Officers. An officer may be removed for just cause from office by a vote of two-thirds (2/3) of the entire active membership of this club upon the recommendation of a majority of the Board of Officers. The club shall consider the dismissal of an officer only after the Board of Officers has held a hearing to determine whether or not just cause for dismissal exists, and have afforded the officer in question the opportunity to be heard. In the event an officer should be removed from office, the officer shall be so notified in writing by the secretary.

### **Section 5:**



In the event of a vacancy in the office of the president, the vice-president shall succeed to the office. If two or more vice-presidents hold office in this club, one of them shall be elected to fill the vacancy by a majority vote of the entire active membership of this club at the next regularly scheduled meeting. In the event of a vacancy in any other office, a majority vote of the active membership of this club present and voting at the next regularly scheduled meeting shall elect a member in good standing to serve for the remainder of the unexpired term.

**Section 6:**

No elected club officer may hold an elected district office or an elected International office in addition to their club office.

## **Article IX: Board of Officers**

**Section 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 Kiwanis advisor shall be non-voting, ex-officio members of the Board of Officers. Any club committee members and members who are on the District Board may also participate as non-voting members of the Board.

**Section 2:**

The faculty advisor shall be a member of the administrative or academic staff of The Ohio State University. The faculty advisor shall be selected in consultation with the appropriate school officials, and approved by a majority vote of the entire active membership of this club present and voting at a meeting designated by the Board of Officers for this purpose. The faculty advisor shall serve as liaison between the club and the school administration and help to gain approval for club activities with the proper authorities when necessary. The faculty advisor shall participate as much as possible in club activities.

**Section 3:**

The duties of the 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 an 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, not inconsistent with the Constitution and Bylaws of Circle K International.

**Section 4:**

The Board of Officers of this club shall meet at least once per month during the school year, and at least once during the summer term, at a time and place that it shall determine, and at such other times as the president or a majority of its voting members deem necessary.

## **Article X: Club Meetings**

**Section 1:**

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

prevent a weekly meeting, this club may hold a minimum of two meetings per month, with the officers meeting on all other weeks.

**Section 2:**

Quorum at a club meeting shall be considered a majority (50 percent plus one) of the active club membership and is required for business to be legally transacted.

## **Article XI: Committees**

**Section 1:**

The vice president shall appoint, with the approval of the Board of Officers, committee chairs and members for the purpose of assisting in the development of club programs. Such committees may include the following:

- a. Membership Education Recruitment Program (MERP): This committee shall devise effective methods of recruiting and educating members to provide the necessary manpower for an effective program of service. The committee shall consider all proposals for membership and shall submit its recommendations to the Board of Officers.
- b. K-Family Relations: This committee shall work with other committees in preparing inter-club activities with Kiwanis, Key Club, and the other branches of the Kiwanis Family. This committee shall see that membership of this Circle K club and its sponsoring Kiwanis club are cognizant of all areas of each organization thereof and educate members on all branches of the Kiwanis Family.
- c. Service: This committee shall plan projects and activities promoting and supporting the International Service Initiative program as well as the club's service initiatives.
- d. Public Relations: This committee shall be responsible for informing the campus and local community of the club's activities and goals through the use of articles, photographs, local and campus newspapers, radio, television, and through meetings with the administration of this college/university.
- e. Social: This committee shall plan activities which will promote fellowship and strengthen friendships within the club and throughout the entire Kiwanis Family.
- f. Teeter Totter Marathon: The committee shall organize and promote the annual fundraiser. This committee is responsible for all organizational, public relations, and K-Family relations aspects of this event.
- g. Big Ten Food Battle: This committee shall organize and promote the annual fundraising event in the campus and community to collect canned goods that support underprivileged families. This committee is responsible for all organizational, public relations, and K-Family relations aspects of this event.
- h. Historical Records – This committee, chaired by the historian, shall help keep club records and shall be responsible for creating the scrapbook of the year's activities for submission at the annual District Convention.
- i. Technology – This committee shall be responsible for maintaining the club website and social media accounts.

**Section 2:**

The president shall be empowered to appoint assistants, individuals, or special committees to help with the administrative operation of this club. All appointments shall be approved by the Board of Officers 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 president determines that their responsibilities have been fulfilled.

## **Article XII: Revenue**

### **Section 1:**

Each active member shall pay to the club an annual dues set by the executive board at least two months prior to the club dues deadline. Dues amount is at the discretion of the executive board.

### **Section 2:**

This club shall pay to the Ohio Circle K District for every active member an annual dues by the district deadline each year and considered delinquent on the same day International dues are delinquent, or on the days specified in the District Bylaws. The club shall also pay the international fee by the international deadline.

### **Section 3:**

Revenue may be derived from other sources in such a manner as may be determined by the Board of Officers. The Ohio State University Circle K Club shall never sponsor or participate in any manner in a lottery, raffle, drawing, or game of chance for the purpose of raising funds, or shall employ a lottery, raffle, drawing, or game of chance in connection with any fundraising activity, unless this club has received the prior approval of the Circle K 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 Circle K club exists. The club shall not directly or indirectly engage in any activity which may impugn or reflect unfavorably on the good name of Circle K or of Kiwanis.

## **Article XIII: Incorporations**

### **Section 1:**

If permitted by state, provincial, or national law, this club may incorporate as a non-profit corporation subject to the approval of the Circle K International Board of Trustees, but only by the name designated on its Charter of Organization, such as the "Circle K Club of The Ohio State University". This club shall agree as a condition precedent to incorporation, that it will, as an incorporated body, abide by these Bylaws, the Bylaws of the Ohio Circle K District, and the Constitution and Bylaws of Circle K International then in force, or thereafter, from time to time, amended.

## **Article XIV: Parliamentary Authority**

### **Section 1:**

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

## **Article XV: Dissolution of Organization**