

# CONSTITUTION AND BYLAWS OF CIRCLE K INTERNATIONAL at UCSD

## ARTICLE I. NAME

The official name of this organization shall be Circle K International at UCSD. Circle K International is a non-profit student organization. It shall be sponsored by the Kiwanis Club of La Jolla and shall be a member club of Circle K International and the California-Nevada-Hawaii (CAL-NEV-HA) district therein.

## ARTICLE II. OBJECTIVES AND MOTTO

The objectives 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 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 promote health safety, and education amongst kids;
- To afford useful training in the social graces and personality development, and to encourage and promote the following ideals:
  - 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 good will.

The official Motto of this club shall be "Live to serve, love to serve."

## ARTICLE III. MEMBERSHIP

Section 1: Membership in this club shall be of two classes: active and honorary

Section 2: Any student of good character and of satisfactory scholastic standing (GPA > 2.0), who is officially enrolled in UCSD shall be considered an active member of this club. The male and female composition of this Circle K club shall be a matter of mutual agreement between the sponsoring Kiwanis club and this Circle K club. Active membership shall be elected in the following manner: a proposal for active membership shall be presented to the treasurer in writing along with the yearly dues payment in full, which will

be referred to the Executive Board. All proposals that fit the aforementioned standards for active membership will be accepted. Active members shall pay dues as required by this club, by Circle K International, and by the CAL-NEV-HA District therein. As long as active membership is retained, the member shall be entitled to all privileges of membership in this organization.

Section 3: Membership in this organization shall automatically terminate when the member shall cease to be enrolled as a student at UCSD, or when the member shall fail to meet the scholastic requirements for membership. However, membership maybe reinstated if he or she becomes an honorary member. Further requirements for active membership, not inconsistent with the Constitution of Circle K International, may, from time to time, be adopted by a majority of the active members present and voting at any regularly scheduled meeting of this club.

Section 4. Honorary membership will all any person to be considered part of the club and still be able to attend all events organized by the UCSD club or any other Circle K club or any club in Circle K International.

## **ARTICLE IV. DISCIPLINE**

Section 1: Every active member must meet the minimum membership requirements to be considered "active." The minimum membership requirements are as follows:

- The member must maintain a quarterly GPA of 2.0 or higher.
- One must attend two service project and social to determine whether or not Circle K is the appropriate club for them.
- One must pay membership dues before they can become an active member.

Section 2: Any member who shall fall below the minimum scholastic standard fixed by this club or the college may be dropped from membership by a two-thirds vote of the Executive Board. In such cases, the Executive Board shall have power and authority to place such member on probation for a term not exceeding one full quarter of the college term.

Section 3: Any member may be expelled by a two-thirds vote of the entire membership, for conduct unbecoming a member of Circle K or for failing to abide by school regulations.

Section 4: 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 this club, and the right to use the Circle K name, emblem, or insignia.

## **ARTICLE V. OFFICERS**

Section 1: The elected officers of this club, the Executive Board, shall consist of a president, vice-president, a service vice-president, a secretary, and a treasurer. The Club board will consist of the Executive Board and the various chairs appointed to serve for the term. Each officer shall be an active member in good standing of this organization. The president has the authority to decide what chair positions will be added to the club board, and has the authority to decide which people to appoint to these chair positions. Only registered UCSD students may hold office in the organization.

Section 2: Election of officers shall be held at a regular meeting to be determined by the local club. (It is suggested that an election be held shortly before District Convention.) Only registered UCSD students may vote in elections for the selection of the organization's officers. The elected shall assume office when the new Circle K year begins, and shall serve for a maximum term of one (1) year or until their successors are duly elected and qualified.

Section 3: The duties of the officers of this club shall be as follows:

- The president shall preside over all the meetings of the Club Board and all the meetings of this club; shall appoint and be an ex-officio member on any special committees, and shall promote the work of this organization and act as its official representative. The president shall act as one of the club's delegates at all conventions.
- The vice-president shall perform the duties of the President in his or her absence or inability and shall perform such other duties as may be authorized by the President or Executive Board. The vice-president shall preside over all the meetings of the Club Board. The vice-president will be in charge of all chair positions on the club board, and will also act as an ex-officio member on all club committees.
- The service vice-president shall primarily be in charge of organizing all club service projects that occur throughout the year. He or she will be the head of the club's service committee, and will delegate responsibilities accordingly.
- The secretary shall keep the records of this organization and its club board; shall submit such reports as may be required by Circle K International or the CAL-NEV-HA District therein; shall perform such other duties as may be authorized by the president or Executive Board.
- The treasurer shall collect all dues or fees of this organization and shall disburse all moneys and reimbursements as directed by the Executive Board. The treasurer will be in charge of keeping the club finances and membership status accurate.

Section 4: In the event of a vacancy in the office of president, the vice-president shall serve in that capacity for the unexpired term. In the event of a vacancy in any other office, the club board shall elect a person to serve in that capacity for the unexpired term.

Section 5: Any club officer may be dismissed from office by a two-thirds ( $\frac{2}{3}$ ) vote of the Club board.

Section 6: No club officer may hold any other voting office on any other level in Circle K (District and/or International) in addition to his/her club office.

Section 7: All club officers shall present all ideas and projects at the meeting of the Club Board or through email notification to all members of the Club Board.

## **ARTICLE VI. MEETINGS**

During the school year, this club shall hold regularly scheduled weekly meetings on such day and at time and place as may be determined by the club officers. It may hold such other meetings as the officers or the membership may be desired. In the event that unusual conditions prevent a weekly meeting, the club may hold a minimum of two meetings per month, with the officers meeting on all other weeks.

## **ARTICLE VII. RISK MANAGEMENT**

Circle K International at UCSD is a registered student organization at University of California, San Diego, but not part of the University itself. Circle K International at UCSD understands that the University does not assume legal liability for the actions of the organization.

Section 1: Circle K International at UCSD is aware that all registered student organizations that serve minors or the elderly have access to training on child and elder abuse prevention for its members via the Center for Student Involvement, online or in person (in person by request only). Circle K International will develop plan(s) for activities and events where members will be interacting with minors or the elderly such that members will receive education and/or training on Child Abuse Neglect Reporting Act (CANRA), common sense measures to both avoid child or elder abuse allegations (i.e. avoiding one-on-one situations; working with minors in plain view of others; limiting calls/texts/social media posts or other communications with minors), and how to properly report potential harm or neglect to minors or the elderly with whom they are working.

## **ARTICLE VIII. BOARD OF DIRECTORS**

Section 1: The Board of Directors 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 Board of Directors.

Section 2: The faculty advisor shall be a member of the administrative or academic staff of UCSD. He or she shall be selected in consultation with the Dean of Students, or other individual as may be designated by the school administration, and approved by a majority of the active members present and voting at a meeting designated by the Board of Directors.

Section 3: The Kiwanis advisor shall be an active member of the Kiwanis club of La Jolla; shall be appointed by the president of said Kiwanis Club to counsel with this club, and shall serve at the pleasure of the president of said Kiwanis Club.

Section 4: The duties of the Board of Directors shall be to manage the business and to determine the policies of this club, the nature and contents of service activities and plan membership development, and such other duties as may be authorized by these bylaws or the active membership of this club.

Section 5: The Board of Directors of this organization shall meet at least once per month during the school year at a time and place that it shall determine, and at such other times at the President of a majority of its voting members may deem necessary.

## **ARTICLE IX. COMMITTEES**

There shall be no standing committees as such. The president, however, shall have the power to appoint such special committees as needed, and when needed, as is determined by the president in consultation with the faculty advisor and/or Kiwanis advisor and the club officers. It will be the responsibility of the president to outline the areas of work of such chairmen and committees, and their term shall expire at the end of the term of office of the Board of Directors, or at such time as the president determines, in his or her year, that their

responsibilities of the assigned task have been fulfilled. Furthermore, the vice-president is in charge of organizing committee meetings and duties in correspondence with the chairs.

## **ARTICLE X. REVENUE**

Section 1: All members, excluding honorary members, are required to pay yearly dues in the amount of \$45.00, with \$15.00 going to Circle K International, \$10.00 going to the CAL-NEV-HA District, and \$20.00 going to the Circle K club at UCSD. Membership dues include a t-shirt and admittance to the installation ceremony. This number may change in conjunction with dues increases by the Circle K International, the CAL-NEV-HA District therein, or the Club board. Minimal annual club dues are to be determined by a vote of two-thirds (2/3) of the Club Board.

Section 2: Revenue may be derived from other sources in such a manner as may be determined by the Board of Directors, except that this club shall not sponsor or participate in any manner in any activity which may impugn or reflect unfavorably upon the good name of Circle K or Kiwanis.

## **ARTICLE XI. INTERNATIONAL TRAVEL AND/OR MEDICAL ASSISTANCE**

Section 1: In the event that Circle K provides medical assistance to a community, all volunteers will work under the direction of licensed professionals (doctors, nurses, counselors, etc.). The University does not recommend that students provide medical assistance.

Section 2: Circle K understands that the University does not assume legal liability for the actions of the organization.

Section 3: Circle K recognizes that the University recommends against all international travel by Student Organizations due to the myriad of risks travelers face in foreign countries. Student organizations are discouraged from traveling to foreign countries due to the wide variety of risks involved with foreign travel, and the extensive planning efforts required by the Student Organization's Members to manage those risks. Security risks and health care services vary widely from one country to another, so thorough research on those topics is especially important.

Section 4: International travelers are advised to research US State Department Travel Advisories and the CDC Travel Health site and abide by all recommended alerts and warnings, and procure travel insurance with medical coverage that covers their chosen destination because most USA Health Plans are not valid in foreign countries.

## **ARTICLE XII. PARLIAMENTARY AUTHORITY**

The rules contained within Robert's Rules of Order Revised (latest edition) shall govern this club in all cases to which they are applicable, and in which they are not consistent with the Constitution of Circle K International, or the Bylaws of the CAL-NEV-HA District therein, or the Bylaws of this organization.

## **ARTICLE XIII. AMENDMENTS**

Section 1: Amendments to these Bylaws may be adopted only by a two-thirds ( $\frac{2}{3}$ ) vote of the active members present and voting at any regularly scheduled meeting of this club, provided that written notice of said proposed amendment shall have been given to all active members at least two (2) weeks prior to the meeting at which they will be considered. All such amendments, not inconsistent with the Constitution of Circle K International and the Bylaws of the CAL-NEV-HA District therein, shall become effective only after submission to and approval of the Board of Officers of Circle K International.

Section 2: In the event this club fails to conform to the provisions of these Bylaws, it may have its Certificate of Organization suspended or revoked according to the provisions of Article III, Section 11, of the Constitution of Circle K International.

*Last updated October 10<sup>th</sup>, 2017*