

Circle K International at Saddleback Community College
Constitution
2008-2009

Article I - Club Name

Circle K International at Saddleback College.

Article II - Club's Purpose

Section 1 - Objectives

Circle K International at Saddleback College upholds the following objectives:

- 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 club 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 improvement of all human relationships;
- To afford useful training in the social graces and personality development; and 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 in righteousness, justice, patriotism, and goodwill.

Section 2 - Pledge

Circle K International at Saddleback College adheres to the following 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.

Section 3 - Vision

The vision of Circle K International is dedicated to the realization of mankind's potential. Circle K is the organization that 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.

Article III - Membership

Section 1 - Who Can Become a Member:

Any registered student of Saddleback may be a member of Circle K International at Saddleback College.

Section 2 - How to Become a Member:

Anyone who wishes to become apart of the Circle K club must pay international dues, California-Nevada-Hawaii District dues, as well as a due for the Saddleback club which will go to helping to fund service projects put on by the club. Dues and proper forms in order to join are to be handed into the officers of the club. Those who fail to either make payments or fill out the forms will not be allowed into the club.

Article IV - Officers

Section 1 - Listing of Club Officers

President - A club president clearly defines the expectations of the club, outlines the goals of the club, and specifies the task to accomplish. The president's enthusiasm for club activities sets 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. He/she guides the board of officers in setting goals, maintains the club's focus on priorities specified in the goals, identifies a club committee structure to best achieve the goals, preside at all club and board meetings, represent the club and its views at all district, division, and International events, and participate in club service projects, inter-clubs, and social activities.

Vice President of Administration - The Vice President of Administration is responsible for all committee activities and all appointed board members and their positions. He/She presides at all meetings of the club and board of officers in the absence of the president. He/she serves as an ex-officio member on all committees. He/she reports on committee progress to board of officers.

Vice President of Service - The Vice President of Service is responsible for the majority of the service project planning for the club. He/she shall make sure that every service project is chaired by a board member, and anyone who wishes to attend an event may have a method of doing so. The VP of Service is to promote service projects to the club at every general and board meeting.

The Vice-President(s) work closely with the president of the club, the position, though normally split into V.P of Administration and V.P of Service, can be joined into one and simply be known as Vice-President.

Secretary - Fourth in power, the secretary is vital to the organization and record keeping of the club. He/she is expected to be present at all meetings and events so as to keep records and notes of what is happening. The Secretary will deal with the majority of club paperwork that is beyond the President's ability. This includes the Monthly Report Form, which shall be submitted to the district by the 5th of the following month, detailing the club's activities for that month. The Secretary will take attendance at club meetings and keep records of membership.

Treasurer - Fifth in power, the treasurer is in charge of dealing with the club's financial matters. He/she will sign checks and check on the status of the club's two accounts- the administrative account and the service account. The Treasurer will be in charge of fundraising and purchasing materials necessary for the club. The Treasurer will keep track of expenditures and income.

The executive board will appoint Board positions after election or at the beginning of a new Circle K year (March - February). The following offices may not necessarily be filled and may be combined with other offices; however, if it is filled, the officer is subject to all other officer requirements.

The following are possible appointed board positions:

- Bulletin Editor - The bulletin editor is in charge of producing at least four bulletin issues to be distributed to paid members of Circle K International via electronic copies as well as hard copies. Each issue should cover past and future Circle K events as well as contain board contact information. The bulletin editor is also in charge of ensuring the bulletin issues are produced by paid members of Circle K International, both in layout and in content. He/she is also in charge of submitting articles received from Circle K International at Saddleback members to Circle K International Cal-Nev-Ha district's bulletin editor.
- Fundraising – The fundraising chair is in charge of planning and organizing fundraising events for the club. The fundraising events may be held only to fundraise for charities determined by the Circle K International district or to fundraise for Circle K International at Saddleback.
- Historian – The historian is in charge of taking and/or collecting pictures of various events throughout the year, including socials, district and divisional events, and service events. He/she is also in charge of uploading pictures and sending them to fellow Circle K members via electronic means or hard copy photography.
- Kiwanis Family – The Kiwanis family chair is the liaison between Kiwanis, including our sponsoring Kiwanis club, San Clemente Kiwanis, other Circle K clubs, and other affiliations that falls under the Kiwanis Family. He/she must keep updated on events held by the mentioned affiliations and inform the Circle K International at Saddleback board of possible upcoming events. He/she must also organize trips to visit our sponsoring Kiwanis during their luncheons and meetings in effort to maintain a close relationship between them.
- Membership Development and Education – The Membership Development and Education chair, also known as the MD&E chair, is in charge of retention of Circle K International at Saddleback members. He/she must plan and organize a variety of workshops for members to attend outside of meetings and service events. He/she is also in charge of running icebreakers during Circle K general meetings to entertain the members in attendance. On a monthly basis, he/she will also determine which Circle K International at Saddleback member will be awarded the Member of the Month (MOM), which is given to the member who contributed the most for the month. In collaboration with the Circle K board, the MD&E chair will send weekly emails to the club informing them of upcoming events.
- Public Relations – The public relations chair is in charge of recruiting potential members to Circle K International at Saddleback, including freshmen who want to get involved in community service and leadership opportunities. He/she will publicize the club through media such as posters, weekly emails, and flyers. He/she will also keep in contact with other clubs/organizations on campus and invite them to our socials and other events Circle K wishes to promote on campus.
- Service – The service chair is in charge of planning, organizing, and running the club's large-scale service project, which is club's biggest event(s) of the year. He/she will promote the project to the members and encourage them to help and participate in the project itself. In addition, he/she will also work closely with the Vice President of Service in planning out and organizing future service projects for the club.
- Scrapbook – The scrapbook chair is in charge of planning and designing the club's scrapbook, which will summarize all of the club's events and accomplishments for the past year as well as keep a roster of all of the members of the club and other miscellaneous souvenirs. The scrapbook chair may choose to design a traditional yearbook or design something more creative, as long as the scrapbook follows the club's chosen theme.
- Social – The social chair is in charge of planning a variety of social activities where members of Circle K International at Saddleback can socialize and bond with one another. He/she must plan a social after each general meeting, some of which must be an Eat-For-Service fundraiser, as well as a variety of socials outside the meetings.
- Spirit – The spirit chair is in charge of promoting Circle K International district events, including Fall-Training Conference and District Convention. He/she is also in charge of organizing transportation to those events. In addition, the spirit chair must design and teach the club both new and old cheers, and then lead the club in cheering during the above mentioned district events.

Section 2 - When/How Elected

The Officers of Saddleback Circle K International will be elected yearly in March to serve for the Circle K International Year of April-March. In the event of an officer being unable to perform their tasks as they were elected to do so then the remaining Officer Board will appoint a replacement for that officer by 2/3 vote. The general members may also elect a new officer by 2/3 vote.

Section 3 - Terms of Office

The Officers of Saddleback Circle K International will pledge to commit to the work they have been chosen to do otherwise they will be taken out of their position.

Article V - Meetings

Section 1 - How Often:

Meetings will be held weekly and overseen by either the president, the Vice-President(s), or Secretary. Any info that a member who failed to attend a meeting will be sent to them via electronic methods by the VP of Service.

Section 2 - Board Meetings:

Board Meetings, the officer board of Saddleback Circle K will meet to discuss upcoming events, new plans, ideas, problems the club faces and brainstorming, a Board Meeting must be called 2 weeks in advance by any of member of the Board. General members may attend and may call for a Board Meeting with the approval of no less than 3 Board members.

Article VI - Club Constitution

The Club Constitution of Saddleback Circle K International at Saddleback Community College does not include each bylaw as set by Circle K International bylaws. The Constitution may not violate any of the bylaws not included in this document. The Constitution laws may be challenged or amended by a majority vote of the both the club's general members and Board members.

STANDARD FORM FOR CIRCLE K BYLAWS

ARTICLE I: Name

Section 1. The name of this organization shall be the Circle K of Saddleback College.
(same name as school)

ARTICLE II: Organization

Section 1. Its form of organization, its ideals, and its purpose shall be similar to those of the Kiwanis Club of San Clemente.
(Kiwanis Club Sponsor)

Section 2. It shall be sponsored by, but not a part of, Kiwanis club of San Clemente.
The Kiwanis club assumes all chartering costs.

Article III: OBJECTS

Section 1. The objects of this club 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 club 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 improvement of all human relationships;
To afford useful training in the social graces and personality development; and 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 in righteousness, justice, patriotism, and goodwill.

Section 2. The Vision of this club shall be:

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

ARTICLE IV: Motto

Section 1. The motto of the Circle K shall be "We Build." as is the motto of Circle K International.

ARTICLE V: Membership

Section 1. Membership of this club shall be in accordance with the following :

a. Any student of good character who is officially enrolled for at least part-time status, as defined by

the institution in which a club exists, 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.

b. (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.)

c. Any person, who holds membership (other than honorary) in any other Circle K Club, or other Kiwanis-family organizations, shall not be eligible for active membership in this club.

ARTICLE VI: Officers

Section 1. The officers of this club shall be a president, one or more vice-presidents, and either a secretary/treasurer or a secretary and a treasurer. These officers shall constitute the Board of Officers for this club. All officers shall be active members in good standing with this club. They shall serve for one (1) year or until their successors are elected and qualify.

Section 4. The duties of the officers shall be such as are usually performed by similar office holders,

and as outlined by the Circle K International document "Duties of Club Officers."

Section 5. The Board of Officers of this club shall consist of the elected officers, the faculty advisor, and the Kiwanis advisor. The faculty advisor and the Kiwanis advisor shall be nonvoting, exofficio members of the Board of Officers.

Section 6. The Board of Officers shall approve the budget, approve all bills, take counsel with committees, discipline members, review and report to Kiwanis the performance of the club officers, and perform such other duties as shall be referred to it by the club, in compliance with these Bylaws and the requirements of Circle K International.

Section 7. Any general member may recommend the removal of a club officer to the Board of Directors. The Board of Directors shall hold a meeting at which the officer in question shall be heard. If approved, the recommendation shall be presented to the club and voted on by 2/3 vote of the quorum. In the event any officer should be re-moved from office, the officer shall be notified in writing by the secretary.

Section 8. The Board of Officers shall meet at least twice 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 VII: Election of Officers

Section 1. Election 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.

Section 2. All officers and directors who are members in good standing shall be eligible for reelection.

ARTICLE VIII: Meetings

Section 1. During the school year each club shall hold one weekly meeting on such day and at such place as shall be determined by the club officers. It may hold such other meetings as the officers or the membership may desire. In the event that unusual conditions prevent a weekly meeting, a club may hold a minimum of two meetings per month, with the officers meeting on all other weeks.

ARTICLE IX: Committees

Section 1. The president shall appoint, with the approval of the Board of Officers the following standing committees:

- a) Membership Development and Education
- b) Kiwanis Family Relations
- c) Service Initiative
- d) Public Relations
- e) Social Committee

Section 2. The duties of the standing committees shall be as follows:

- a) The Membership Development Committee shall devise effective plans to obtain new members on

a regular basis to provide the necessary manpower for an effective program of service.

b) The Kiwanis Family Relations Committee shall work with the Program and Project Committees in preparing inter-club activities with Kiwanis and Circle K (if one exists in the area) and shall see that the membership of the Circle K and its sponsoring Kiwanis Club are cognizant of all areas of each organization thereof.

c) The Service Initiative Committee shall plan projects and activities promoting and supporting the International Service Initiative Program and the major emphasis programs of the local Circle K District during their administrative year.

d) The Public Relations Committee shall be responsible for informing the campus and local community of the Circle K's activities and goals through the use of articles, photographs, local and campus newspapers, radio and television, and through meetings with the administration of the college/university.

e) The Social Committee shall plan activities that will promote fellowship and strengthen friendships within the club and throughout the entire Kiwanis Family.

ARTICLE X: Annual Dues

Section 1. Total amount dues shall be \$35.00 per member, which is the sum of \$11.00 for district dues, \$22.00 for International dues, and \$2.00 for individual club dues.(for current dues amounts, refer to www.circlek.org.)

ARTICLE XI: Amendments

Section 1. Amendments to these bylaws shall be adopted by two-thirds (2/3) vote of the members present at any regular meeting held one week or more after a regular meeting at which the proposed amendment or amendments were read, or after giving written notice thereof to each member one week prior to the action on such amendment or amendments.

Section 2. These bylaws and all amendments or additions thereto shall not become effective until approved by the Circle K District Board of Officers, and the Circle K International Board of Trustees.