



Circle K International
The University of Maryland

Constitution

PREAMBLE

Circle K International is established with the goal of providing students an opportunity for volunteer service both on and off campus. The three main tenets of this organization are service, leadership and fellowship. Besides service, we encourage both leadership building activities as well as social opportunities. This constitution will serve to govern and regulate the policies, procedures, membership and activities of Circle K International at the University of Maryland, College Park.

ARTICLE I: NOTE

The exact title to be used in addressing this organization shall be Circle K International.

ARTICLE II: PURPOSE

Section 1.

Circle K International's mission is to involve college and university students in campus and community service while developing quality leaders and citizens. Circle K International (CKI) inspires people to ameliorate our world. Our motto is "live to serve, love to serve," which alludes to our strong dedication to changing the world through service to our fellow men, or communities, and our world. We provide constructive opportunities for students to become involved on our campuses and in our communities through service work to others in need. We have the chance to work with fellow students, children in the community and other adults in need of special programs.

Section 2.

Circle K International shall be subject to any and all regulations imposed by the University of Maryland, its officers or official agents. University policies on organizations shall be considered official rules and regulations of the club.

ARTICLE III: MEMBERSHIP

Section 1.

- a. Any student in good standing at the University of Maryland shall be eligible for membership in Circle K International.
- b. The following are requirements members must fulfill in order to be considered an active member in good standing of Circle K International:
 - 1) Members must attend 75% of all meetings during any semester.
 - 2) Members must participate in at least two service projects in at least two service projects per semester.

Note: Dues are not required for voting, active membership.

- c. Membership drives are held at the beginning of every semester. Students must have completed the following requirements in order to be inducted into Circle K International:
 - 1) Prospective students must attend two meetings in a row.
 - 2) Prospective students must pay the required dues.
 - 3) Prospective students must consider joining one of the standing committees.
- d. Once inducted, members are guaranteed all the rights and privileges accorded to Circle K International members.
- e. All *voting* members must be students at the University of Maryland and must have attended at least one meeting prior to voting. This requirement is in place in order to prevent people not associated with the club, or new members, from voting at their first meeting. The secretary, who will compile a list of eligible voters, can quantify this.

Section 2.

- a. Members may withdraw from the club by submitting, in writing, a letter of resignation to the president, stating the reasons why withdrawal is necessary.
- b. The club may revoke membership if the member does not fulfill the membership duties outlined in Section 1b.
 - 1) The board of officers must give the member an opportunity to offer any extenuating circumstances, or explanation for their inability to fulfill the membership requirements.

- 2) Once the member has been given this opportunity, the board of officers, must vote on the revocation of the membership.
- 3) If the board votes that revocation is appropriate, the president of the club must present the name of the member to the entire club for a vote with at least ten members present.

Section 3.

We do not discriminate on the basis of race, color, creed, sex, sexual orientation, marital status, personal appearance, age, national origin, political affiliation, physical or mental disability, or on the basis of the exercise of rights secured by the First Amendment of the United States Constitution.

ARTICLE IV: OFFICERS

Section 1.

- a. The officers of Circle K International shall comprise an elected board of directors, consisting of the following: a President, an Executive Vice President, a Service Vice President, a Secretary, and a Treasurer.
- b. All officers must be undergraduates.**
- c. The duties of those officers are as follows:
 - 1) *President*: The president shall preside at all board and club meetings, and shall be the official representative of the club for the purpose of the University. The president is an ex-officio member of all committees and is responsible for the running of the club. Club officers and members will report to the president.
 - 2) *Executive Vice President*: The Executive Vice President shall preside at club and board meetings in the absence of the president, and **must serve as a liaison to the Student Government Association.**
 - 3) *Service Vice President*: The service vice president shall organize and direct the functioning of service projects for the club. It is their responsibility to publicize service events along with the president and act as a liaison with service partners, in order to build lasting community relations.
 - 4) *Secretary*: The secretary shall keep track of all membership requirements, take attendance at all meetings, take minutes at club and board meetings, and provide the necessary monthly reports to both the district and international boards of Circle K.

- 5) Treasurer: The treasurer shall be responsible for preparing the annual club budget and updating it throughout the year. The treasurer shall also be responsible for organizing and facilitating fundraisers, and collecting and accounting for all monies raised.

Section 2.

- a. Officers may resign from their position by submitting a letter, in writing, to the President, staff adviser, and Kiwanis adviser stating the reasons for resignation and effective date of the resignation. The person may request for this letter to be sent to the rest of the board, or for the president to announce their resignation to the rest of the board.
- b. An officer may be removed from his or her position when they have failed to attend at least two meetings in a row (for example, they did not attend an executive board meeting and then a general body meeting), have not responded to at least three attempts of contact from another executive board member within the span of a week without reason, or have failed to complete directives as were given at the beginning of the CKI year. When one of these occurs, the officer will be put up to a vote of the officer board, including the staff adviser, Kiwanis adviser, and lieutenant governor, and a subsequent approval by the club at the next meeting. The quorum for a vote is at least ten members – half of the requirement for an active club. At this meeting, just cause and clear accountability must be proved in order for the board to bring up the matter to the club for voting. This procedure will follow CKI procedure; an oral vote will be used unless a person motions for a paper ballot.
- c. In the case of a resignation or removal, the vacated position is immediately opened to appointment, wherein an application will be sent to the club base. Aforementioned application must include questions about position responsibilities as stated in the club constitution in addition to required submission of curriculum vitae. Whereas there will be a one week period of application time, after that time has elapsed, the president will appoint the most qualified club member, as checked by the faculty adviser. Whereas the executive board presents a reason invalidating the president's decision (they did not choose the best individual) as approved by the staff and/or Kiwanis adviser, the appointment will then occur as a plurality vote of the board amongst all of the candidates. Whereas in that case, a plurality of executive board members is required for appointment.

ARTICLE V: OPERATIONS

Section 1.

Officers are elected in February of every year. Nominations for offices will open two weeks prior to the election, with new nominations taken every week up until the day of the election. In order to be eligible to run for office, a candidate must be a member in good standing. No club officer can be a district or international officer at the same time. The elections will be by secret, written ballot. Officers officially take office on April 1st, and their term is for one year until March 31st.

ARTICLE VI: FINANCES

Section 1.

- a. Circle K International will hold fundraising events as deemed appropriate
- b. The Prince George's County Kiwanis Club, as our sponsoring Kiwanis Club, will provide us with assistance as deemed appropriate.

Section 2.

The club may choose to prepare and submit a budget to the Student Government Association in order to receive funding. This is an option that the club board may choose at their discretion.

ARTICLE VII: AMENDMENTS

Any member in good standing may propose amendments. In order to present an amendment to the club for voting, the author of the amendment must present the amendment to the board at least two weeks prior to the proposed balloting. The proposed amendment must then be submitted to the club as a whole, in writing, two weeks prior to the balloting. Amendments must be approved by 2/3 of the club present and voting in order to become effective.

ARTICLE VIII: REGISTRATION RENEWAL

In accordance with established registration procedures, Circle K International will re-register with the Office of Campus Programs every year by April 1, the day officers take office officially. It is the responsibility of the incoming president to complete this duty, whereas it is the responsibility of the outgoing president to ensure that the incoming president is able to complete this reactivation. The requirements in order to ensure continuity include working with the incoming president as well as granting them access to STARS.

ARTICLE IX: BY-LAWS

Whereas the club is an organic service entity, the club may exercise the right, at any time, to establish, to add to, or modify club by-laws pertaining to the specific business of the club, including but not limited to: establishing and explaining committees, defining meeting arrangements, outlining committee chair appointments and/or duties, and providing for interim, one-time, or ad hoc committees.

