

Circle K Club of **SAMPLE CLUB**

CODE OF POLICIES

1. General Policy Codes
 - a. Any established procedure of **SAMPLE CLUB** Club Board of Directors shall be called policy, and any decision by The Board of Directors concerning the implementation of a policy shall be called an enactment.
 - b. All policies of **SAMPLE CLUB** Circle K Club Board of Directors shall be contained in this Code of Policies. This code shall in no way void or nullify any part of the Bylaws of **SAMPLE CLUB** Circle K Club, the Bylaws of The Alabama District of Circle K, nor the Bylaws of Circle K International. All the parenthetical cites in this Code of Policies refers to the Bylaws of **SAMPLE CLUB** Circle K Club.
 - c. Any and all changes to this Code of Policies shall require majority vote of The Board of Directors of **SAMPLE CLUB** Circle K Club.
 - d. The President, Laws and Regulations Chair, and the Advisors shall share the responsibility for adherence to this Code of Policies.
 - e. A current copy of this Code of Policies shall be maintained by the Secretary who shall be responsible for the distribution of the policy updates to the Board of Directors within 30 days of any revision.
2. Duties of the President
 - a. The President shall perform those duties as prescribed in the Circle K Bylaws of **SAMPLE CLUB**.
 - b. The agenda for all meetings of The Board of Directors and club meetings of members shall be set by the President with consideration from the Advisors and the members of the Board of Directors.
 - c. The President shall be responsible for insuring that award forms for District Convention, International Convention, and the like are completed and turned in on time.
 - d. The President shall be responsible for informing members of upcoming District, International, and campus events.
3. Duties of the Vice President
 - a. The Vice President shall perform those duties as prescribed in the Circle K Bylaws of **SAMPLE CLUB**.
 - b. The Vice President shall be responsible for recruiting members as project and committee chairs.
 - c. The Vice President shall be responsible in the planning and implementing of all projects, if a project chair is not present.
 - d. The Vice President shall be responsible for the record keeping of all the projects of this club.
 - e. The Vice President should have, by the Summer Board Meeting, majority of all the project chair positions filled, so they may be voted on by the Board of Directors.
 - f. The Vice President shall be responsible for keeping up to date records of all project contacts and activities.
 - g. The Vice President shall be responsible in publishing a calendar of events to the membership each month.
4. Duties of the Secretary
 - a. The Secretary shall perform those duties as prescribed in the Circle K Bylaws of **SAMPLE CLUB**.
 - b. The Secretary shall compile phone and address lists of all members throughout his/her term and distribute them to the members in a timely manner.

- c. The Secretary shall keep two rolls of members. One roll is for International, it contains a list of all paid members and that number goes on any report form for International. The other roll is for the Alabama District, it contains a list of all active members and that number goes on any report form for the Alabama District.
 - d. The Secretary shall be responsible for obtaining the information and completing The Alabama District Monthly Report Form by the requested date of the District.
 - e. The Secretary shall be responsible for the taking of the minutes at every "Official" club function.
 - f. The Secretary is also responsible for having the board minutes typed and distributed by the following meeting of the Board of Directors. Club minutes should be readily available for club members as soon after the club meeting as possible, no later than the next club meeting.
 - g. The Secretary shall be responsible at each Board Meeting for informing the Board of Directors of members who have been placed on probationary status for hours and/or attendance.
 - h. The Secretary shall be responsible for notifying members, in writing, of probationary hours status. This notification will occur within one week of completing the Monthly Report.
 - i. The Secretary shall be responsible for responding, in writing, to any and all requests of members, in a prompt manner, of the decision made by the Board of Directors.
 - j. The Secretary shall be responsible for notifying members in writing of probationary status of attendance within one week after missing the third meeting.
5. Duties of the Treasurer
- a. The Treasurer shall perform those duties as prescribed in the Circle K Bylaws of **SAMPLE CLUB**.
 - b. The Treasurer shall keep detailed and organized documentation of any and all monetary transactions of the club.
 - c. The Treasurer, along with the President and Advisors, shall be responsible for reviewing the previous year's budget and allocating for the next year, with the approval of The Board of Directors.
 - d. The Treasurer shall have an updated budget to distribute at each meeting of The Board of Directors for the approval of the Board of Directors.
 - e. The Treasurer shall be responsible for any and all transactions made during his/her term as Treasurer.
 - f. The Treasurer shall be responsible for having proper documentation (original receipts) for each and every monetary transaction. After proper verification of the documentation, the Treasurer is responsible for the distribution of reimbursements in a timely manner.
 - g. The Treasurer shall be responsible for the reconciliation of the checking and the savings accounts each time a statement is received.
 - h. The Treasurer shall be responsible for maintaining separate accounts for Administrative activities and Service activities. These accounts must remain separated in the books. Money may be transferred from Administrative accounts to Service accounts but not from Service accounts to Administrative accounts.
6. Duties of the Board Members **(USE IF YOU HAVE ELECTED BOARD MEMBERS)**
- a. The Board Members (3) shall perform those duties as prescribed in the Circle K Bylaws of **SAMPLE CLUB**.
 - b. The Board Members (3) shall be responsible for keeping the Board of Directors updated on the concerns of the membership of the club.
 - c. The Board Members (3) must chair or co-chair at least one service project during their term.
 - d. There are such committees the Board deems appropriate to replace chairing a service project:

Fundraising, Banquet, and Membership.

7. Duties of the New Member Board Member (**USE IF YOU HAVE AN ELECTED NEW MEMBER BOARD MEMBER**)
 - a. The New Member Board Member shall perform those duties as prescribed in the Circle K Bylaws of **SAMPLE CLUB**.
 - b. The New Member Board Member shall be responsible for contacting and recruiting those
 - c. inducted in his/her induction group during their term.
8. Duties of the Membership Chair
 - a. The Membership Chair shall be responsible for coordinating of activities in recruiting and retaining of members.
 - b. The Membership Chair, although not a member of the Board of Directors, is encouraged to attend all board meetings.
 - c. The Membership Chair shall be responsible for obtaining the information needed to for the Board of Directors to vote on the membership of a potential member. Information includes information sheet, hours requirement, meeting requirement, dues payment, training session attendance, board orientation attendance, banquet attendance, fundraising hours, and any other requirement needed to become a member.
 - d. The Membership Chair shall be responsible for presenting a Membership Report at club and board meetings.
 - e. The Membership Chair shall be responsible for the coordinating of the Get On Board Day and Open Houses in the fall and spring.
 - f. The Membership Chair shall be responsible for presenting nominees for the "Outstanding New Member Award" to the Board of Directors.
 - g. The Membership Chair shall be responsible for the membership certificate, membership pins,
 - h. "Outstanding New Member Award", and a list of all members being inducted for the fall and Spring Banquets.
9. Membership
 - a. As stated in the Circle K Bylaws of **SAMPLE CLUB** this club shall be of two classes: active and honorary. There is no inactive status. A member wishing to relieve their duties as a member of this club must resign (in writing) or be removed by the club.
 - b. Once a members' dues are sent to Circle K International they are a paid member until October 1 or they cease to be a student at **SAMPLE SCHOOL**.
 - c. Once a member pays his/her dues to the Club Treasurer, they are non-refundable.
 - d. When a member resigns from the club and would like to rejoin at a later date, his/her membership is renewed at the time dues are paid.
 - e. When a member is removed from the club and would like to rejoin at a later date, it is appropriate to ask that past member for an explanation as to their removal, either in writing or at a board meeting. It will be the decision of the Board of Directors as to the membership requirements that must be completed in order to rejoin.
10. Requirements
 - a. Club meetings are a vital function of this club. It is necessary for a member to attend the meetings in order to be aware of the activities in the future, which are needed to fulfill requirements to be a member. Potential members shall not be excused from the club meeting requirement. If unable to attend the weekly meetings needed to become a member, then they will have to wait until the following semester to join. However, since returning members are more aware of the daily activities of the club, it is to the decision of the Board of Directors for excusing returning members from the meeting requirement.
 - b. Service Hours are yet another vital function of this club. It is necessary to do a set amount of service in order to be a member. Potential members shall not be excused from the service

hour requirement. If unable to obtain the requirement of hours, then they will have to wait until the following semester to join. Under certain and rare circumstances, returning members have been excused from the hours requirement. However, it is not a preferred practice by the Board of Directors.

11. Honorary Membership

- a. As stated in Article V, Section 3, Subsection b Honorary Members ... shall be entitled to all privileges of membership in the club ... these privileges include reimbursements of convention as would any member attending a convention.

12. Service

- a. Members have the option to perform service that is not part of the Circle K project list. However, it is the decision of the Board of Directors as to how those hours will be accounted for.

13. Awards

- a. Any and all awards given by the Alabama District of Circle K International or **SAMPLE CLUB** shall be chosen by the Board of Directors after consideration of those who qualify for each award.
- b. Member of the Month and Member Terms shall be chosen by the Board of Directors after consideration of the nominees presented by the Secretary. These awards are based on Service Hours, Leadership, Fund Raising activities, meeting attendance, and convention attendance, and administrative hours.
- c. Outstanding New Member shall be chosen by the Board of Directors after consideration of the nominees presented by the Membership Chair. These awards are based on Service Hours, Leadership, Fund Raising activities, meeting attendance, and convention attendance, and administrative hours.
- d. The Outstanding Commitment to Circle K Award shall be chosen by the Board of Directors after consideration of the application submitted by club members and the Board of Directors. The eligibility, selection, and recognition are described on the application and should highlight the nominees commitment to Circle K throughout their time at **SAMPLE SCHOOL**. This is a lifetime award and should only be given to an individual once. Additionally, the Board of Directors may, after reviewing the applications, determine that no worthy candidates have been nominated and forgo giving the award for a particular year.

14. Banquets

- a. Any member who is included in the official count of the number of attendees of a banquet and it is given to the banquet facility, is responsible for paying the banquet cost.
- b. In order to match expenses and revenue, members must pay for the banquet in advance. The date in which the banquet costs will be due shall be determined by the banquet chair and announced at each club meeting and written in the membership requirement sheet given out to new members.
- c. All potential members are required to attend the induction banquet. Potential members are included in the official banquet count of attendees and are responsible for paying for the banquet cost, unless a reasonable excuse is approved by the board before the official count is called in.

15. Conventions

- a. If a member registers for a convention and the money is received by the Convention Chair and the member is not able to transfer the registration to another member, then that member is responsible for his/her share of the hotel room and he/she may not be entitled to receive a reimbursement as determined by the Board of Directors.
- b. If a member does not attend the workshops of a convention he/she may not be entitled to receive a reimbursement as determined by the Board of Directors.

16. Alcohol

- a. The Board of Directors shall follow the **SAMPLE SCHOOL**, Alabama District Circle K and Circle K International policies with regards to Alcohol at Circle K events.