



**Elizabethtown College Club of  
Circle K International  
Constitution**

**Article I. Name**

The name of the organization shall be Elizabethtown College Club of Circle K International.

**Article II. Mission**

We believe that through the goals of service, leadership and fellowship we can build stronger communities and stronger individuals. A college experience enhanced through service today leads to a better citizen tomorrow.

**Article III. Membership**

Membership is open to all Elizabethtown College students who are interested in serving the community.

Dues are required to be paid by all members of the club. The club must have twenty paid members to obtain charter club status from the International Office. The amount paid will be divided between the International and District Offices of Circle K International.

**Article IV. Board of Officers**

Section 1. Officers to be elected

Circle K will elect the offices of:

- ❖ President
- ❖ Vice President
- ❖ Secretary
- ❖ Treasurer

Additionally, several committee chairman positions will be available, including:

- ❖ Projects
- ❖ Fundraising
- ❖ Membership Development and Education
- ❖ Public Relations
- ❖ Scrapbook
- ❖ Kiwanis Family
- ❖ Social

Section 2. Elections shall occur at a scheduled meeting known to all members of the club. Prior to the election, generally two weeks, nominations will be made from members of the club. At the election meeting, before we proceed with elections, last minute nominations will be accepted. The majority of all members present shall determine the outcome of the election. Elections will be held prior to the District Convention, generally in March. New officers will begin serving on April 1 for the remaining of the semester and through March of the next academic year.

The Committee Chairman will not be elected, but by interest from the members. The officers of the club will confer and accept or reject the chairman to the board.

#### **Article V. Duties of the Elected Officers**

Section 1. The President will be responsible for overall club management and preside over all meetings of the club, including board meetings. He/She should guide the board of officers in setting goals for the club and communicate these goals to the members. He/She is responsible for planning the agendas for the club meetings. The President should participate in club service projects and attend committee meetings and Kiwanis Club meetings as often as possible. Overall, the President should work well with other officers and represent the club.

Section 2. The Vice President is responsible for the Circle K Club in the absence of the President and should assist the President and other officers with their duties. He/She should oversee all committee activities.

Section 3. The Secretary is responsible for the management of all club records. He/She must be ready to document the details important to smooth club operation, including, but not limited to, member attendance at meetings, minutes of club meeting and board meetings and member participation in club activities. He/She should submit monthly reports to the district containing facts about the activities of the club and member involvement.

Section 4. The Treasurer is responsible for all funds acquired by the club. He/She should prepare a budget for the club to follow and maintain accurate accounting records of all deposits and disbursements. He/She is also responsible for the collection of all member dues and submitting these dues to the appropriate International and District Offices. The Treasurer should work with the Fundraising chair to determine fund needs. At the end of the semester, he/she is responsible for applying for Senate funds, following the procedures provided by the Senate Treasurer.

#### **Article VI. Duties of the Advisors**

Section 1. The Faculty Advisor should be a liaison between the school and the club. He/She should understand and explain campus policies regarding organizing campus-wide events, posting signs, and other advertising on campus and advise the club of any actions or planned events that conflict with campus policies. He/She should help the club obtain information from the registrar's office on incoming students for the club to use in membership recruitment. The Faculty advisor should try to attend as many club meetings and board meetings as possible and work closely with the Kiwanis advisor.

Section 2. The Kiwanis Advisor should be a liaison between the sponsoring Kiwanis club and the Circle K club. He/She should report on the activities of the Circle K Club at each Kiwanis club board of officers meeting and at least monthly to the entire Kiwanis club. He/She should notify the Kiwanis club when Circle K club projects and activities are planned in which they can be involved. He/She should work closely with the Faculty Advisor.

#### **Article VII. Meetings**

General club meetings will be held weekly with the main focus being reflecting on past events and promoting upcoming events. Board meetings will be held approximately every 2 weeks, or as necessary.