

**Policy Code
Circle K International
Nebraska-Iowa District**

Section **A**: Committees

1. District committee chairs shall be appointed by the governor. These persons are responsible for the organization and the carrying out of the purposes of their respective committees as outlined by the governor, the district board of officers, the district administrator, and the assistant administrator. District committee chairs shall also perform such other duties as may be assigned by the governor.

Section **B**: Mascot

1. The official mascot of the Nebraska-Iowa District shall be Consuela the Cow.
 - a. Consuela the Cow's official date of birth shall be designated as her day of creation which was February 23rd, 2007.
 - b. Consuela has two hearts, one for Iowa and one for Nebraska.
2. Consuela the Traveling Cow is not the official mascot of the Nebraska-Iowa District, but will be preserved to the club that is awarded the Consuela the Traveling Cow Award at each Nebraska-Iowa District Convention.

Section **C**: Website

1. The official web address for the Nebraska-Iowa District of Circle K International website shall be <http://www.nicirclek.org>.
2. The website shall be maintained by a 'web master' who shall be appointed by the Nebraska-Iowa Circle K District Board at the beginning of their term.
3. The district board shall determine, with the appointed web master, the funding necessary for the upkeep of the website for the year and appropriate as needed.
4. This district website should be a means of bettering the communication between members, clubs, and the district as well as providing numerous resources for members and clubs to easily utilize in a way that is attractive, eye-catching, and user friendly.
5. Resources on the district website should include, but are not limited to: monthly reports, the district bulletin, a password-protected district directory, the district's governing documents, promotional/registration materials for district-sponsored events and/or projects and programs, a link to the Circle K International Website, awards, educational materials on the club, district and international level and other resources as deemed necessary by the district board of officers.

Section **D**: District Publication

1. The official publication of the Nebraska-Iowa District shall be the N-I Informer.
2. The Public Relations Committee shall compile and distribute the N-I Informer a minimum of four (4) times annually.
3. The publication shall include but not be limited to:
 - a. News from the Areas
 - b. News from International

- c. Recent and upcoming event information and
- d. Pictures relation to the Nebraska-Iowa District.

Section E: Event forms

- 1. Registration
 - a. A registration form shall be available on the district website at least thirty (30) days prior to that event.
- 2. Code of conduct
 - a. The Code of Conduct explains the rules of etiquette to be followed at all Circle K functions as outlined in the CKI Policy Code. This form needs to be signed prior to the start of the district function, and an administrator should review this at the opening session of an event. The form can be found on the Nebraska-Iowa District Website (www.nicirclek.org) as well as the Circle K International Website (www.circlek.org)
- 3. Medical Forms
 - a. This form should be filled out prior to the start of the district function in the case of an emergency so help can be provided. It can be found on the Nebraska-Iowa District Website (www.nicirclek.org) as well as the Circle K International Website (www.circlek.org)

Section F: District Events

- 1. The Nebraska-Iowa District shall hold a total of six (6) district events. They shall be as follows.
 - i.
 - b. Summer Sunshine
 - i. This event is a social held at Mahoney State Park in Nebraska during the early part of the summer from Friday night until Sunday morning. The social involves camping out in tents, a service project, free time to explore the park, at least three (3) meals, campfire time, and other socials and icebreakers. A registration fee will be charged.
 - c. Falliday Extravaganza
 - i. This event is typically held during November. Social activities will be provided Friday evening and attendees can register either Friday evening or Saturday morning. The event ends Sunday. At this event there are social activities, team builders, service projects, fundraiser, area meetings, roundtables for each club officer and club member so that they can continue to learn about their duties in their club. This event is run mostly by the district board during the day on Saturday and Sunday and the host club plans the service project and social activities on Friday and Saturday night.
 - d. District Convention
 - i. This event is normally held the end of February or the beginning of March and takes place from Friday night to Sunday. This event

has social activities, a service project, workshops, two caucuses, a keynote speaker, the House of Delegates, election of District Board of officers, a formal dinner and an awards night. Most of the weekend is run by the District Board. The host club is in charge of reserving rooms blocked off at hotels, arranging meeting rooms, and organizing a social and a service project.

2. Any club in good standing in the Nebraska-Iowa Circle K District may host an event.
 - a. A club interested in hosting an event shall fill out an event bid form, which shall be made available by the previous year's District Board at District Convention, and turn in the bid form to the current year's District Governor by the Summer Sunshine board meeting.
 - b. The District Board shall review the bid forms and determine which club(s) shall host each event.
 - c. The Governor and District Board shall contact the host club(s) and inform them that their club(s) has/have been selected to host a specific District event.
 - d. The Governor and District Board will work with the host clubs to plan each event.
 - e. If a club is not fulfilling their obligations of hosting an event, the District Board can revoke their hosting of said event by a two thirds (2/3) vote. The District Board shall then ask another club to host the event or the District Board shall host the event.

Section G: District Officer Election Procedure

1. The elections of Governor, Secretary/Treasurer, , and Lieutenant Governors shall take place in the House of Delegates at the District Convention.
2. A Candidate's club must be in good standing with the Nebraska-Iowa District and Circle K International in order to run for district office.
3. A candidate can announce their intent to run for office at District Convention anytime before second session of caucusing.
4. All candidates must caucus in the second round of caucusing and all candidates announcing their intent to run before the first session of caucusing must also caucus in the first session.
5. All candidates must be present for the entire House of Delegates session(s), and must be present for all sessions of caucus taking place after the candidate has announced his/her intent to run.
6. All elections shall be by secret ballot, unless the House of Delegates votes to have an election by acclamation. The ballot counting shall be conducted by the Elections Committee appointed by the District Administrator.
7. The elections at the House of Delegates shall take place in this order: Governor, Secretary/Treasurer, , and then Lieutenant Governors by area (I, II, III...etc).

8. Election of the Governor, Secretary/Treasurer, and will be determined by a majority vote of 50% plus one from the House of Delegates.
9. Candidates running for the office of Lieutenant Governor will run by their home clubs' areas. A separate ballot for each area shall be cast and the candidate receiving the majority vote will be elected to serve for that area.
10. In the case that there is no candidate elected for a given area after all area elections have taken place, a candidate from a neighboring area (i.e.—an area that is directly touching said area; e.g.—Areas I and II are neighboring, but Areas I and III are not) that was not elected will have the option to drop down and run for the vacant area. In the event that no candidate elected to that office, then the newly elected board shall appoint someone to the position.
11. Election of an office shall be determined by a majority of the ballots cast (not including abstentions).
 - a. In the event that three or more candidates run for any office, and no one receives a majority vote, the two candidates with the highest number of votes shall appear on the final ballot. The candidate receiving the majority of the votes cast on the final ballot shall be elected.
 - b. In the event of a tie between two candidates running for the same office the governor will cast the final ballot to break the tie.
12. Any candidate not elected to the office for which they are running has the opportunity to drop down to another office.
13. A member in good standing, absent from District Convention shall be allowed to run for District office.
 - a. The candidate must select another member to represent the candidate as a proxy.
 - b. The candidate must sign and submit the Candidates' Agreement prior to District Convention. The form shall be made available thirty (30) days prior to District Convention.
 - c. The candidate and the proxy must both sign the Proxy Authorization Form and have it submitted prior to District Convention. The form shall be made available thirty (30) days prior to District Convention.
 - d. The proxy must attend the candidate's meeting on the first night of District Convention.
 - e. The candidate must make campaign material available for two (2) rounds of caucusing.
 - f. The proxy may

- i. introduce the candidate,
 - ii. distribute campaign materials (e.g., flyers, candy, video, etc.) during caucus sessions,
 - iii. make nominations specified in the Proxy Authorization Form (if the proxy is a delegate) at the House of Delegates,
 - iv. and accept nominations specified in the Proxy Authorization Form at the House of Delegates.
- g. The proxy and the delegates may not contact the candidate in any way during caucus sessions or the House of Delegates. However, the candidate may put contact information on the campaign material to be used outside of caucus and House of Delegate sessions.

Section H: House of Delegates Procedure:

1. House of Delegates will take place at every District Convention.
2. The House of Delegates session(s) shall be run by the District Governor of the current year.
3. In the event that the District Governor is not present for the House of Delegates, then a member of the District Board shall be appointed to preside over the session(s) by the Governor and District Administrator(s).
4. Delegates at the House of Delegates must be from a club in good standing in the Nebraska-Iowa District. Each club in good standing is allowed two (2) delegates and two (2) alternates at each session of the House.
5. The agenda for House of Delegates should be as follows
 - a. House of Delegates shall be called to order by the Nebraska – Iowa District Governor.
 - b. The Nebraska – Iowa District Secretary/Treasurer will do a Roll Call of all clubs in attendance.
 - c. The rules of the house shall be read at the first session of the House of Delegates.
 - d. Amendments to the District Bylaws and Policy Code shall be read by board members designated before the house starts
 - i. The District Governor will recognize people at stations that are labeled “Pro” and “Con”.
 - ii. The order of the speakers will alternate between Pro and Con until the time of fifteen (15) minutes has expired or the question has been called.
 - e. The Lieutenant Governors will read the reports of those offices to the house in numerical order.
 - f. The Committee Chairs will read the report of their committee to the house.
 - g. The Secretary/Treasurer will read the report of that office to the house.
 - i. All reports will need to be accepted by the house, and will be read between elections.
 - h. Elections

- i. Each candidate running for an office must have a delegate nominate that candidate and another second him/her in order to continue in the elections procedure. If the candidate does not get elected into a position, the candidate has the opportunity to drop down and run for a position that has not yet been filled; however, that candidate must have a delegate nominate the candidate and another second for the new position for which they are running.
- ii. The person(s) running for Governor will have five (5) minutes to speak before the house.
 1. After the candidate(s) have spoken to the house, ballots will be cast.
 2. The elections committee will count the ballots and the winner will be announced by the District Governor.
- iii. After the Governor-Designate is announced, that person will give an acceptance speech to the House of Delegates.
- iv. The candidate(s) running for Secretary/Treasurer will each have two (2) minutes to speak to the House of Delegates.
 1. After the candidate(s) have spoken to the house, ballots will be cast.
 2. The elections committee will count the ballots and the winner will be announced by the District Governor.
- v. The Lieutenant Governors will run by area.
 1. Each Lieutenant Governor will have two (2) minutes to speak to the house.
 2. After the candidate(s) have spoken to the house, ballots will be cast.
 3. The ballots will separate the candidates by the areas in which they are running.
 4. In the case that there is no candidate elected for a given area after all area elections have taken place, a candidate from a neighboring area that was not elected will have the option to drop down and run for the vacant area. In the event that no candidate elected to that office, then the newly elected board shall appoint someone to the position.
 5. The elections committee will count the ballots and the winner will be announced by the District Governor.
- vi. The Governor will give the State of the District Address.
- vii. Resolutions will be read by the Secretary/Treasurer.
- viii. The House of Delegates will be adjourned by the Governor.

Section I. Board Meetings

1. Board Meetings shall include but are not limited to:
 - a. Call to order
 - b. Circle K Pledge
 - c. Reading and approval of minutes
 - d. Corrections and approval of agenda

- e. Reports given by the District Board of Officers, Committee Chairs, and International Representative
 - f. Discussion of clubs
 - g. Update on budget and dues
 - h. New and old business
 - i. Adjournment
2. Official minutes shall be taken by the District Secretary/Treasurer and distributed as described in the Bylaws.