

# Constitution for CNU Circle K

**Mission:** The mission of Circle K will be to: Provide service to the community and on campus; to provide the opportunity for leadership training through service.

## Article I – Name

### Section 1.

The name of the organization shall be the Circle K Club of Christopher Newport University.

## Article II – Meetings

### Section 1.

Meetings shall take place at least once a week. Additional meetings can be called by the president with at least one week's notice.

### Section 2.

All meetings shall be run in accordance to the current edition of *Robert's Rules of Order Newly Revised*.

## Article III – Membership

### Section 1.

Membership of Circle K is open to all currently enrolled students. Active members may have voting and office holding privileges.

### Section 2.

Club Dues shall be set at \$5.00 per year, in addition to dues for both District and International.

### Section 3.

The standards for qualification and the amount of dues shall be determined by the Board of Officers with the advise and consent of the general membership.

## Article IV – Officers

### Section 1.

The elected officers shall be a president, executive vice president (EVP), vice president of membership (MVP), secretary, and treasurer.

### Section 2.

The elected officers shall take office on April 1<sup>st</sup> of that year and serve until March 31<sup>st</sup> of the following year.

### Section 3.

The duties of officers shall be as follows:

(a). The President shall have the duty of presiding at all club meetings and officer meetings. The President shall serve as a liaison between the Circle K Club and Sponsoring Kiwanis Clubs, the Circle K Club and the District and International Boards of Circle K, and the Circle K Club and the university. The President must also perform those duties listed in the Circle K International Constitution and Bylaws, as well as any other duties assigned to him/her by the Circle K Club.

(b). The Executive Vice President shall have the duty of presiding at all meetings in the absence of the president. The EVP shall work with the president to create committees for the upcoming year. The EVP shall oversee the activities of all committees and serve as an ex-officio member of each committee. The EVP shall also perform any others duties assigned to him/her by the president or the Circle K International Constitution and Bylaws.

(c). The Membership Vice President shall have the duty of presiding at all meetings in the absence of both the president and EVP. The MVP shall actively seek ways to recruit and retain new members. The MVP shall serve as a member on the Public Relations and Membership Growth Committees. The MVP shall maintain the club bulletin board. The MVP shall assist in promoting membership to Key Club members through the Key to College Program. The MVP shall also perform any others duties assigned to him/her by the president or the Circle K International Constitution and Bylaws.

(d). The Secretary shall have the duty of maintaining accurate minutes of all official business of the club. The secretary must also maintain records for the club, including all membership rosters. The secretary must collect reports from all committee chairs. The secretary must also submit all monthly reports to the district on time. The secretary shall also perform

any others duties assigned to him/her by the president or the Circle K International Constitution and Bylaws.

(e). The Treasurer shall have the duty of maintaining financial records and accounts for the Circle K Club. The treasurer shall work with the president to prepare a budget for the upcoming year. The treasurer must collect member dues and forward district and international dues to the appropriate individuals. The treasurer shall serve as a member on the fundraising committee. The treasurer shall also perform any others duties assigned to him/her by the president or the Circle K International Constitution and Bylaws.

## **Article V – Board of Officers**

### **Section 1.**

The above mentioned officers shall constitute the Board of Officers and shall have the authority to establish set policies and guidelines they see necessary in the fulfillment of the club's business. These set policies shall be subject to the advisement and consent of the general membership.

### **Section 2.**

The Board of Officers shall meet at least twice per month during the school year, and at least once over summer. The summer meeting need not be physical, but can be via email, instant messages, or an online chat room, but not limited to those methods.

## **Article VI – Elections and Recalls**

### **Section 1.**

Elections for officers shall take place in the spring semester prior to the annual district convention, but no later than two weeks before the start of the convention. A quorum of the general membership must be present for all elections to be held. A quorum shall consist of 50% of the membership plus one member.

### **Section 2.**

Officers shall be elected by a majority vote of the general membership present. In the event of more than two candidates for a single office, a preliminary vote shall be held. The two candidates with the highest number of votes shall move on to the final election. In the event that one candidate receives a majority vote, that candidate shall be the winner, and a final election will not be held.

### **Section 3.**

Recall of Officers may take place with a two-thirds vote of the voting membership upon a favorable recommendation of the Board of Officers. The Board of Officers shall first hold a hearing to allow the officer in question an opportunity to

state his/her case. In the event an officer is removed, he/she shall be notified in writing by the president within one week.

### **Section 4.**

A vacancy in any office shall be filled by a vote at the next general meeting of the general membership. In the event that quorum is not present at that meeting, the office may be filled through appointment at the consent of the board of officers with the consent of the general membership present. In the event that the vacancy occurs in the office of president, the Executive Vice President shall succeed to the office of president, and an election shall be held for the office of Executive Vice President.

## **Article VII – Committees**

### **Section 1.**

All committees shall be set up by the President and the EVP. Committees can either be deemed either Standing or Ad-Hoc Committees.

### **Section 2.**

All committees shall have a chairperson to be appointed by the president with the consent of those members on the committee. The responsibilities of the chairperson shall be to lead, organize, and develop the committee in order to reach its goals and responsibilities. Committee Chairpersons shall also submit reports to the secretary at his/her request. Only one committee chair

position may be held by a single member, unless special consideration has been made by the President with the consent of the Board of Officers.

### **Section 3.**

Committees shall be filled by members who desire to serve on a particular committee. Members may serve on more than one, but no more than two standing committees. Members may serve on as many Ad-Hoc committees as desired throughout the year, but no more than two at a single time. If a member already resides on two standing committees he/she may only reside on one Ad-Hoc Committee.

## **Article VIII – Ratification**

### **Section 1.**

Ratification of this constitution will go into effect immediately upon its being ratified by the General Membership of Circle K and the SGA of CNU.

## **Article IX – Amendments**

### **Section 1.**

Proposed amendments may be formulated by any member of the general assembly. Amendments may only be passed by a two thirds majority vote of the membership present after the amendment has been presented at two consecutive general assembly meetings.

## **Article X – Bylaws**

### **Section 1.**

Bylaws, not inconsistent with this constitution or the International Constitution, may be adopted or amended by a two-thirds vote of the general membership present, providing the bylaws are submitted in writing at least one week prior to the meeting.

## **Article XI – Affiliations**

### **Section 1.**

Circle K at Christopher Newport University shall be affiliated with and be governed under the auspices of Circle K International. This constitution shall in no way conflict with the policies and guidelines of either the Capital District or the Circle K International Board of Officers.