

BECOMING A MEMBER OF THE CKI BOARD OF TRUSTEES

WHAT TO EXPECT BEFORE, DURING, AND AFTER THE ELECTION

2021-22 edition



»» 2021-22 Candidate Packet

Introduction

This document has been prepared to let you know what is expected of you if you are elected to the CKI Board of Trustees (the Board). It will answer questions about time requirements, expenses, travel, Board meetings and training, as well as other topics. CKI Board members are expected to fulfill the obligations and responsibilities outlined in this bulletin.

A member of the CKI Board of Trustees...

- Is an unpaid, elected volunteer
- Is an advisory role
- Is an active member in good standing of a chartered club in good standing
- Is elected by the voting delegates of the House of Delegates or International Council

What is the function of the Board?

The Board oversees CKI, interprets the Bylaws when necessary and establishes the policies and procedures that govern the organization at all levels. While the Board does not manage the day-to-day operations of CKI, it sets out the organization's policies and general direction. The Board is ultimately responsible for its actions to the House of Delegates at international conventions.

How does the Board operate?

Approximately one week before each Board meeting, an agenda for the Board meeting, as well as the Board committee agendas and any necessary background information is prepared. Board members are expected to study the agenda and reports to familiarize themselves with the topics to be discussed.

At the first Board meeting, Board members will meet with CKI staff to conduct the business of the organization. This includes acting on the recommendations each Board committee puts forth.

Within 14 days of the meeting the Vice President prepares minutes to be approved and then distributed to the membership.

As a Board member, what is my relationship with CKI staff?

The role of the Board is to set policies that guide the organization. Staff is responsible for guiding the Board, implementing Board decisions and managing the daily operations of the organization. The CKI Director (the Director) is a non-voting member of the Board and managing officer of the International Office. Staff also serve as a resource on issues of concern to the Board. If a Board member has a matter that would require work by Kiwanis International staff, it should be brought to the attention of the CKI staff member who will then coordinate efforts with other staff members, if necessary.

»» 2021-22 Candidate Packet

Assessing Your Candidacy for Office

As you consider pursuing a position on the Board, you must spend some time evaluating your motives, objectives, skills, training needs, past performance, future aspirations, time you can commit and level of moral support from your club, sponsoring Kiwanis club, and districts.

Consider the following questions to help you decide whether you have the time, energy and commitment to fulfill the position requirements of an international officer and to prepare yourself for your campaign, should you decide to run for international office.

1. What time constraints will you have during the academic year (other co-curricular activities, course load, personal and family obligations)?
2. How many hours will you be able to devote to CKI work on a weekly basis? How will you utilize this time?
3. Why are you interested in pursuing an officer position?
4. Review the position requirements for international officers and identify the skills and personality characteristics necessary to be an effective officer. How will you compensate for any skills you do not currently have?
5. What have you gained personally and professionally through your involvement in CKI?
6. What past experiences qualify you for an officer position?
7. What do you hope to learn and gain through the experience of being an officer?
8. Toward what issues, programs, and needs do you believe CKI needs to direct attention (consider service needs, subregion district needs, and club needs)?
9. In what areas of organizational operation do you need further training?
10. What is the current state of your district and/or club? Would it be better for the organization if you took a leadership role in your district and/or for your club?

Time Required to Fulfill an Officer Position

Officers must be willing to commit up to 30 hours per week to their CKI responsibilities. Certainly, the time spent on CKI work will vary from week to week depending on travel, committee assignments and other personal and academic obligations; however, 20 to 30 hours per week is the average time spent on CKI work.

Refer to the officer service agreements for the minimum requirements of holding an international office.

Knowledge of the Organization

As an officer, you will be expected to understand all facets of CKI; therefore, you should be quite familiar with the club, division, district, and international levels of the organization as they relate to the governing documents. As an officer, you will make decisions that benefit the districts you represent.

»» 2021-22 Candidate Packet

Resources Needed to Fulfill Officer Responsibilities

- Reliable cellphone with voicemail
- A reliable computer/laptop
- Reliable, consistent Internet access
- Consistent email access with ability to send and receive Word, Excel, PowerPoint and PDF attachments

Each officer must have unlimited access to a cellphone. Access to a computer will enable the officer to document records and correspond efficiently with districts and the International Office. All international reports submitted to the International Office must be submitted electronically. A majority of correspondence is through the internet; therefore, it is essential that candidates have reliable access.

Each officer will receive files from their predecessor. These files may contain past monthly reports from the districts, fall training conferences, and district convention programs, international officer visit report forms, and additional information documented by the international officer during their term. Each year, officers are required to submit this information at the end of their term; however, the International Office only has available what is submitted. Follow-up conversations and correspondence with the predecessor may be necessary for gathering information.

It is the officer's responsibility to maintain orderly files and to document district activity and interactions. Officers must submit **all files** to the International Google Drive prior to the start of international convention. Receipt of convention reimbursement is dependent on the submission of all districts information.

»» 2021-22 Candidate Packet

Required Travel and Meetings

The travel listed is **REQUIRED** for every Board member. All costs associated with this travel will be paid by CKI. Additional travel is restricted and must be approved by the Director and President. Dates are subject to change.

- **Board orientation and transition meeting**— Saturday, June 26 – Salt Lake City, UT (during lunch)
- **Board training and Board meeting** – July 14-18, 2021 – Indianapolis, Indiana
- **Fall district events**—as approved by the Director and President
- **Winter Board meeting**— January 20-23, 2022– Austin, Texas
- **Spring district conventions and events**—as approved by the Director and President
- **Summer Board meeting**—July 23 – Austin, Texas (during CKIx 2022)
- **CKIx** – July 24-28, 2022 Austin Texas

Board Members **MAY BE REQUIRED** to make the following trips, in addition to the ones mentioned previously:

- Kiwanis International Board Meetings—October 2021, January 2022, April 2022, Indianapolis
- Kiwanis International Convention— TBD
- GATC 2022—if designated to attend in April 2022 -Indianapolis, Indiana

In addition to CKI-related visits, the President and Vice President may be invited to attend various Kiwanis International functions per the Director or the Kiwanis International President.

»» 2021-22 Candidate Packet

Trustee Responsibilities

A Trustee's primary responsibility will be to represent the clubs and members within the districts in which they are assigned. Trustees' primary source of communication will be with the clubs and members within their assigned districts.

Committees

Trustees will have the opportunity to serve on committees. Standing committees will consist of CKI members in good standing from CKI clubs in good standing with International.

Expenses

The Board will be reimbursed for eligible travel expenses during official Board work including district visits, Board meetings, and international convention. All Board members will be required to turn in receipts and an expense report within two weeks after the event. Receipts not submitted within two weeks will not be paid. All travel must be booked through the International Office.

CKI Budget

The Kiwanis International Board will preliminarily approve the CKI budget at its June board meeting. The budget is available upon request. The CKI Board will review the budget for the following year at the April or June Board meeting.

Fund Solicitation

International Officers are prohibited from soliciting funds from any Kiwanis sources to support their activities as an International Officer. This includes support from Kiwanis members and Kiwanis clubs.

Travel Documents

Due to the nature of various meetings, trainings, conferences, and events international officers are expected to attend, it is highly recommended you begin to obtain the appropriate travel documents (i.e., passport, photo identification, etc.) as you may be required to travel outside your home country should you be elected.

How do I conduct my campaign for office?

Please refer to CKI Policy Code for the full requirements and guidelines for campaigning. To truly be effective in your campaign, you must do research to determine the needs of the clubs and members within the organization and then use that information to develop your platform. You will need to rally your greatest supporters to be a part of your campaign team and design a strategy to make CKI members aware of your qualifications and platform.

You must be prepared to share information about yourself: your past experiences, skills, qualifications, and motivation for pursuing an international officer position.

»» 2021-22 Candidate Packet

Candidate Meetings and Obligations at International Convention

To enable a candidate's maximum exposure and education, it is recommended that candidates attend the following meetings and sessions in person or virtually. Dates/times are subject to change.

- International Officer Candidates Meeting (Virtual) (Thursday, June 17 at 7 PM ET)
 - During this meeting, you will become oriented to the officer positions, have the opportunity to ask questions of some members of the current international Board, and submit the prescribed requirements to run for office (if not already submitted).
 - This is a required meeting. Staff and International board leadership will go over the rules of the election and expectations of office.

- Education and Leadership Conference, (June 24-26, 2021)
 - This hybrid conference will allow members to participate virtually and in person. It will feature speakers, workshops and other fun surprises for CKI members.
 - At the hybrid CKI Educational and Leadership Conference, each candidate will participate in the Caucus of the Whole. This will occur in the afternoon of Thursday June, 24, 2021.
 - Presidential and Vice Presidential Candidates will be permitted up to four minutes to speak, inclusive of up to one minute of candidate introduction (optional). Presidential and Vice Presidential Candidates will then be asked the same pre-selected Presidential or Vice Presidential questions, respectively, that were pre-submitted by the delegation. A maximum of three questions will be asked for up to three minutes, whichever limit is reached first.
 - Trustee Candidates will be permitted up to three minutes to speak, inclusive of up to one minute of candidate introduction (optional). Candidates will then be asked the same pre-selected Trustee questions that were pre-submitted by the delegation. A maximum of three questions will be asked for up to three minutes, whichever limit is reached first.
 - Following the Caucus of the Whole, each candidate will participate in a 30 minute "Meet the Candidates" session. Each candidate will be assigned a breakout room and CKI members will be able to visit the various rooms and ask direct questions.

All candidate, regardless of if they are in Salt Lake or not, will present virtually. And all candidates will be sequestered during the Caucus of the Whole to ensure fairness.

»» 2021-22 Candidate Packet

- International Council Meeting: (Friday, June 25, 2021)
 - This will be a meeting of all governors, current International Board members and other CKI members who are a part of the International Council. Elections and votes on proposed amendments to CKI's bylaws and Policy Code will occur at this time.
 - Candidates for office will be allowed 1 minute to speak at the ICM and will be kept in a separate virtual room during the voting.
 - Nominations for President, Vice President and Trustee from the floor will be accepted. Any member interested in running from the floor must meet the requirements outlined in CKI's governing documents and in the Candidate's Packet and must submit their information to the CKI director no later than noon eastern time on Wednesday, June 16, 2021.
 - Votes will be tabulated, and all parties will be notified that immediately. The results of the election will be announced at the conclusion of the international council meeting.

- Old/New Board Transition & New Board Member Orientation (Saturday, June 26)
 - Preparations for Board training in Indianapolis will be reviewed.

- Closing Session Rehearsal (Saturday, June 26)
 - Those elected to the 2021-22 CKI Board of Trustees are required to rehearse for the closing session.

- Closing Session (Saturday, June 26)
 - The 2020-21 CKI Board of Trustees will be retired and the 2021-22 CKI Board of Trustees will be inducted into office.

Candidate & Board Member Eligibility Requirements

CKI Bylaws & Policy Code establish requirements that all international officers must meet in order to run for and serve as an international officer. Please refer to CKI Policy Code: International Officers (listed below for quick reference).

Section G: International Officers

1. Requirements of International Officers

In order to serve as an International Officer, a member must meet the following criteria:

- a. Must have their name appear on the official CKI membership list;*
- b. Must be in good standing with their home club;*
- c. Must have a home club in good standing with CKI, their home district, and their university;*
- d. Must have a home district in good standing with CKI;*
- e. Must be enrolled at the university of their home club, have a minimum cumulative Grade Point Average of 2.50 on a 4.0 scale (or the equivalent) at the time of eligibility certification, and maintain a minimum cumulative Grade Point Average of 2.25 on a 4.0 scale (or the equivalent). Any special considerations may be made by the CKI Director; and,*
- f. Must abide by their completed officer service agreement.*

2. Requirements of Candidates

In order to be considered a candidate for International Office, a member must meet the following criteria:

- a. Must meet all requirements as stated in Section G, item 1;*
- b. Must have served for at least five months in at least one club, divisional, or district officer position (either elected or appointed) or as a member of an International committee;*
- c. Must be endorsed by their home club, home club board, home district, or home district board;*
- d. Must submit all campaign materials required by the CKI Office by the established deadline;*
- e. Must have engaged in a minimum of one (1) round of formal caucusing at CKI Convention. Note: Candidates need not be nominated for the office for which they caucused.;*
- f. Must submit a completed officer service agreement.*

Verification

Every candidate is required to submit proof of their meeting the established eligibility requirements to be verified by the CKI Director prior to being able to run for office. In addition, at the beginning of each semester, all international officers will be required to submit proof of their meeting the established eligibility requirements to the CKI Director for verification. At any time, should a candidate or international officer have a change of status and/or fail to meet any of the eligibility requirements, they must notify the CKI Director as soon as possible for review. Should they be any additional questions or concerns regarding your academic eligibility, the CKI Director may request additional documentation and/or official transcripts.

»» 2021-22 Candidate Packet

Endorsement

The CKI Policy Code establishes specific requirements to receive an endorsement to run for international office. An official endorsement is an acknowledgement that a club, club board, district board, and/or district House of Delegates believes the candidate is qualified to hold the position they are seeking. The said body supports the candidate's goals, ideas, and campaign for International Office, and it wishes them the best of luck. Note: the delegates from said district are not bound by this endorsement to vote for that candidate at the CKI Convention.

Please refer to CKI Policy Code, Section G: International Officers (listed below for quick reference) for more information on endorsements:

Endorsement Guidelines

A candidate shall be officially endorsed by his/her home club, home club board, home district, and/or home district House of Delegates.

- 1. Candidates requesting endorsement from a club, club board, or district board must do so in writing. This request must include, but not be limited to, the candidate's goals for the office they are seeking, goals for CKI, and past leadership experiences. To give the entity time to review the candidate's written request for endorsement, all requests must be sent out at least two (2) weeks prior to the meeting at which the endorsement is to be considered.*
- 2. Candidates requesting endorsement from a district House of Delegates must demonstrate their abilities by participating in at least one (1) caucus session.*
- 3. A district House of Delegates or district board may only endorse a candidate from its home district, and a club or club board may only endorse a candidate from its home club.*
- 4. A district House of Delegates, district board, club, or club board may not limit the number of candidates for the office of President, Vice President, and International Trustee or for the general endorsement of International Office.*
- 5. Seeking an endorsement from any of the above said bodies shall not be considered a form of campaigning.*

Granting Endorsement

- 1. An official endorsement for International Office may be granted if the candidate receives a super- majority (2/3) vote.*
- 2. Voting for endorsement must take place in the form of a written ballot. All voting delegates must receive a written ballot and vote via a written ballot. A candidate may only receive unanimous endorsement if all delegates present and voting vote in favor of the candidate via a written ballot.*
- 3. All motions for voting by acclamation, voting through a resolution, voting by unanimous ballot, and other similar motions shall be called out of order by the chair of the meeting.*

»» 2021-22 Candidate Packet

Candidate Materials: Candidate Information Form

In order to be considered for international office you must complete this [Online Candidate Form](#) by **Wednesday, April 14, 2021 at Noon EDT** to be reviewed and verified to be a candidate for international office. The online form covers the established eligibility requirements that will be reviewed and verified by the CKI Director. *No late submissions will be accepted.*

To prepare to complete the online form, please have the following information/documentation ready at the time you begin the online form. Note: you will need to upload several documents into the form.

If you have questions about any of the required information, please email Circle K International Director Jeff Harris at jharris@kiwanis.org

- **International Office running for:** President, Vice President, Trustee
- **First & Last Name**
- **CKI member ID#** (if you do not know your number, contact Member Services at 1-800-549-2647, ext 411)
- **CKI home club** (full name of college/university)
- **CKI home district**
- **Address** (Street, City, State/Province, Postal Code)
- **Phone Number** (cell phone number preferred)
- **Email** (one that you check frequently, as this will be used for any candidate correspondence)
- **Date of Birth** (MM/DD/YYYY)
- **Current Class Standing** (Freshman, Sophomore, Junior, Senior, Graduate student, Other)
- **Expected Graduation Date** (MM/YYYY)
- **Major(s) and Minor(s)**
- **Current Cumulative GPA*** (must have a 2.50 GPA on a 4.0 scale [or the equivalent])
- **Current College/University Transcript*** (PDF format)
- **Current Class Schedule*** (PDF format)
- **Completed Officer Service Agreement(s)** (see page 13 for details)
- **Candidate Questionnaire**** (see page 10 for details)
- **Campaign Literature** (PDF format, see page 10 for details)

Please submit the most updated academic information you have available at the time of your submission. Candidates will be conditionally verified to run who meet the eligibility requirements at the time of submission and will be required to provide updated/completed academic materials prior to CKI to complete the verification process.

Completed verification is contingent upon successful submission of your:

- Updated cumulative GPA, reflective of your completed spring 2021 semester, meeting the minimum 2.5 on a 4.0 scale (or the equivalent) requirement
- Updated transcript, reflective of your completed spring 2020 semester
- Fall 2021 class schedule

»» 2021-22 Candidate Packet

Candidate Materials: Literature & Questionnaire

Candidate Literature Submission

Candidates are only allowed to submit campaign materials to the International Office for distribution.

All completed campaign literature must be submitted with your [Online Candidate Form](#) by **Wednesday, April 14, 2021 at Noon ET**. *No late submissions will be accepted.*

Campaign literature must be submitted in portrait (vertical) as a **PDF file** (no larger than 5 MB in size) and be no longer than two (2) 8 ½ x 11 pages. Use common fonts to ensure readability and compatibility.

Candidate Questionnaire Submission

Candidates will submit responses to five (5) questions as a part of the Online Candidate Form. Each response may not be more than 125 words. Questionnaire responses will be made available to delegates in conjunction with the Campaign Literature.

The questions you need to respond to in the candidate questionnaire are:

1. What have you learned from your previous experiences that you plan to implement in this role?
2. How do you plan to promote the WASH project within your role?
3. This question was changed to: "How do you plan to help the organization recover from the COVID-19 Pandemic?"
4. Why do you feel like this is the best position for you?
5. If you could only accomplish one thing in your year, what would you accomplish and why?

Important reminders for Candidate Literature and Candidate Questionnaire Submissions:

- The Candidate Literature & Candidate Questionnaire will be made available in on circlek.org once the verification process has completed
- Literature & Questionnaires will be published as they are submitted
- No editing (i.e., grammatical, spelling, formatting) will be done to candidate materials
- Literature submissions longer than two (2) pages will only have the first two (2) pages included, regardless of content
- Responses to questionnaire questions longer than 125 words (per question) will only have the first 125 words included (per question), regardless of content

»» 2021-22 Candidate Packet

Candidate Video Submission

In lieu of an introductory speech as would normally happen at CKIx, we are asking all candidates to record a short video. Candidates for President and Vice President may submit a video no longer than 2 minutes in length. Candidates for trustee will be allotted 1 minute each. This video should be completed and included with your online candidate form no later than noon on **Wednesday, April 14, 2021**. They will be posted and shared with CKI members along with candidate literature.

The videos should:

- Be filmed horizontally
- Should only include the candidate and no one else
- May not feature music, props or other audio-visual aides
- CKI clothing or backdrop (available at CKI.org/resources) are permitted
- All other campaign rules apply to this video; speak only about your candidacy and your agenda. No mentions of other candidates are permitted. Please refer to the candidate packet or CKI governing documents if you have additional questions.

»» 2021-22 Candidate Packet

A Guide to Caucusing: Caucus of the Whole & Caucus by Trustee

These are opportunities for CKI members to seriously evaluate candidates' qualifications for office. Questions should focus on candidates' skills, past experience, their platforms, qualifications, and knowledge and perceptions of the organization.

Caucus of the Whole

- Presidential and Vice-Presidential Candidates will be permitted up to four minutes to speak, inclusive of up to one minute of candidate introduction (optional). Presidential and Vice-Presidential Candidates will then be asked the same pre-selected Presidential or Vice-Presidential questions, respectively, that were pre-submitted by the delegation. A maximum of three questions will be asked for up to three minutes, whichever limit is reached first.
- Trustee Candidates will be permitted up to three minutes to speak, inclusive of up to one minute of candidate introduction (optional). Candidates will then be asked the same pre-selected Trustee questions that were pre-submitted by the delegation. A maximum of three questions will be asked for up to three minutes, whichever limit is reached first.
- Candidates will be sequestered during the Caucus of the Whole to ensure fairness.

Meet the Candidates Virtual Session

- All candidates will have the opportunity to visit great members in their own virtual breakout room. This session will last 30 minutes, and members will be able to move from room to room asking candidates questions directly.

During these experiences, members and candidates are encouraged to focus on:

- Past performance and experience. Past behavior is the best predictor of future behavior.
 - Outline the skills and qualities necessary to be an effective International Officer. Then develop questions that will target these qualifications. For example, it is important that an International Trustee be able to represent the district's views; therefore, ask a question such as, "Can you describe a situation in the past when you had to serve as a liaison to a group and share their ideas with someone else? What was the outcome of that experience?" This question will target the skill and indicate how qualified the candidate is to represent district views to international.
- Goals and objectives for the future of the organization.
 - Outline perceptions of the needs within the organization.
 - Outline their personal philosophy of a service organization and how that matches CKI's Vision, Motto, Tenets, and Objects.
- Knowledge of the organization.
 - Detail the structure of the organization and the ways in which the International Board works with the sister district and club levels.
- District and club needs.
 - Provide information on what can be done to support and meet club and member needs.

»» 2021-22 Candidate Packet

Sample candidate questions

Questions should focus on getting information from the candidates which illustrates they are qualified for the position. Nonsense and irrelevant questions, along with hazing, are not appropriate behaviors.

1. Why are you seeking this office?
2. What are your qualifications for this position?
3. Why do you believe you are the best person for this office?
4. If elected, what will your priorities be?
5. What are three adjectives that describe yourself?
6. What are your greatest strengths? Weakness?
7. What qualities should a successful officer possess? Which of these qualities do you possess?
8. What do you hope to gain from your experience as an international officer?
9. What accomplishments are you especially proud of?
10. What do you see as the main priority of the Board next year?
11. Who is the most important person in CKI International?
12. How can the Board better support club and district needs?
13. What have you done to improve your club this year?
14. How have you benefited from involvement in CKI?
15. What is your CKI experience? Why did you join CKI?
16. What other school activities are you involved in?
17. How will you be able to manage both your school and Board responsibilities?
18. If someone who knew nothing about CKI asked you what it is, how would you respond?

For Presidential candidates

1. What do you view as the most important priority of the Board next year?
2. What steps will you take to ensure continuity and a smooth transition between the 2020-21 Board and the 2021-22 Board?
3. What strengths and weaknesses do you see within CKI?
4. What does leading with integrity mean to you?
5. Describe your leadership style.
6. How do you manage conflict?
7. What experiences do you have in consensus building?
8. How would you manage competing priorities?

»» 2021-22 Candidate Packet

Officer Service Agreements

The respective Officer Service Agreements outline the expectations, responsibilities, and all members of CKI who wish to serve as an International Officer agree to their respective officer agreement. It is understood that failure to observe the agreement will result in disciplinary action and possible removal from office in accordance with the CKI Bylaws and Policy Code. This agreement outline the minimum expectations and responsibilities that each officer must do to remain on the International Board.

To access the respective agreements, click on the link to download. Please be sure to read the agreement in its entirety prior to signing. The agreement also requires your District Administrator's and Club President's signatures verifying your standing in your home club and district.

After you complete your agreement and get the required signatures, be sure to scan the form to be able to upload it into the online candidate form.

[Candidate Service Agreement](#)

Questions?

If you have any questions, please contact Circle K International Director Jeff Harris at jharris@kiwanis.org.

As a final reminder, you must complete the [Online Candidate Form](#) by **Wednesday, April 14, 2021 at Noon ET** to be reviewed and verified to be a candidate for international office. No late submissions will be accepted.