

**CANADIAN DISTRICT EAST
POLICY MANUAL
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TERMINOLOGY USED

In this District Policy Manual:

- (a) The term “the District” refers to Canadian District East of Civitan International.
- (b) The term “the Board” refers to the District Board of the Canadian District East of Civitan International.
- (c) The term “the Membership” refers to any Member or Members of Canadian District East including District Officers and Board Members.
- (d) Anything in this District Policy Manual, to the contrary notwithstanding, words of gender such as “man”, “he”, “his”, and other similar words shall be deemed to refer to all persons, male or female, and shall not denote the sex of a Member, or be regarded as having any connection of distinction as between male and female members.
- (e) The term “the Region” refers to Canadian Region 5 of Civitan International.

POLICY SERIES 100 - NAME AND TERRITORIAL JURISDICTION

1. NAME

The name of this District shall be “Canadian District East of Civitan International.

2. TERRITORIAL JURISDICTION

The territorial jurisdiction of the District shall be over that portion of the Provinces of Ontario and Quebec lying within the boundaries as established by the Executive Board of Civitan International, and is the area lying to the east of a line drawn between the westerly limits of the City of Trenton on the south and the Town of Mattawa on the north.

POLICY SERIES 100 - BOARD POLICY

101. POLICY DEVELOPMENT

It is the intent of the Board to develop written policies so that they may serve as guidelines and goals for the successful and efficient functioning of the District

102. POLICY DEFINITION

The Board accepts the definition of policy as: Policies are principles adopted by the Board to chart a course of action. They tell what is wanted: they may include why and how much. Policies should be broad enough to indicate a line of action to be followed by the administration in meeting a number of problems; narrow enough to give clear guidance. Policies are guides for action by the administration, which then sets the rules and regulations to provide specific directions to the administration and membership of the District.

103. AIM OF POLICIES

It is the Board’s intention that its’ policies serve as sources of information and guidance for all Civitans who are interested or who hold positions of responsibility.

104. CHANGES IN POLICIES

- (a) Changes in needs, conditions, purposes and objectives will require revisions, deletions and additions to the policies or present and future Boards. The Board will welcome suggestions for ongoing policy development.
- (b) All policy changes passed by the District Board shall be forwarded to the District Judge Advocate, all Club Presidents and District Officers.

(c) The annual convention of the District may cancel, vacate, annul, change, alter or amend any District policy existing at the time of the annual convention or may enact a new District policy.

(d) The District Secretary shall be responsible to keep a current copy of the District Policies and bylaws and forwarding new policy under (b) (Policy 300, Sec 7(c) International bylaws)

POLICY SERIES 200 - ADMINISTRATION AND OPERATION

201. QUORUM

The presence of 66% (2/3) of the voting members of the District Board of Directors shall constitute a quorum.

202. MEETINGS

Civitan members are welcome as observers at any meeting of the District Board of Directors. However, in order to ensure minimal disruptions to the meeting, the chair may restrict the times for observers to enter or leave the meeting to scheduled break times only. Civitans wishing to propose items for consideration by the Board should do so through a member of the Board.

203. MOTIONS

Motions may be made by any voting member. A minimum of four (4) affirmative votes shall be required to pass any motion.

204. MINUTES

Complete minutes of each Board meeting shall be sent to members of the Board following each Board meeting.

205. VOTING

All actions of the Board shall be recorded by roll call vote if not unanimous. Abstentions shall be prohibited except where there is clearly a direct personal involvement or conflict of interest in the question.

206. INCORPORATION

All Clubs in Canadian District East shall be incorporated as soon as possible after chartering.

207. SIGNING AUTHORITY

Any District committee handling funds under District control must have no less than three people with signing authority of all accounts. At least two signatures are required on a cheque or withdrawal form for the dispersal of funds. The District Treasurer is to be one member of the signing authority on all accounts.

208. DISTRICT PROJECTS

The District Board shall keep respective Club and District Chairs apprised of all changes in District, Region or International policy in regard to District co-ordinated projects

209. DISTRICT OWNED ARTICLES AND EQUIPMENT

Any article or other piece of equipment, owned by the District, shall under the control of the District Chair associated most often with its use. Any Club or individual Civitan wishing to use such items may do so only after receiving permission from the District Chair involved. Upon receipt of the article or piece of equipment the Club, or individual Civitan will automatically accept financial liability against loss or damage.

POLICY SERIES 300 - AWARDS AND HONOURS

301. AWARDS PROGRAM

The District shall continue an awards program designed to recognize individual and club achievements.

302. NEW AWARDS

Any Club or individual may propose a new award, subject to Board approval.

303. PRESENTATION

Awards and honours shall be awarded at the times specified under District Policies 310 to 312. They shall be awarded following the established criteria and shall be controlled by the District Awards Committee.

304. DISTRICT HONOUR KEY

The maximum number of District Honour Keys that may be presented in any one year shall be two (2).

305. DISTRICT AWARDS COMMITTEE

The District Awards Committee shall consist of the Chair plus a minimum of two other members, all of which will be members of different clubs. The Chair shall be the Immediate Past Governor as per sections 606(i) and 702(f) of these policies.

306 AWARDS UPDATE

A review of all District Awards shall be the responsibility of the Governor-Elect and the District Awards Chair to ensure that the Awards program is current, specific and relative to the changing times of Civitan.

307. AWARDS NOTICE

(a) The District Awards Chair will, in October of each year, cause each Club President and Secretary to receive a complete listing of all District Awards and their criteria, along with a letter of encouragement asking the club to be involved in same.

(b) Nomination criteria: Honour Key, Civitan of the Year and Rookie of the Year

(1) Honour Key and Civitan of the Year nominations will be sent to the District Awards Chair by August 1st for presentation at the Region 5 Convention. Rookie of the Year nominations will be sent to the District Awards Chair by December 1st for presentation at the Winter Convention.

(2) Nominations will be in writing.

(3) Nomination letter must not have name of nominee imbedded and must be signed.

(4) Nomination letter will be sealed in one envelope and labelled. i.e. "Honour Key Application"

(5) Name of nominee will be sealed in another envelope and labelled. i.e. "Honour Key Nominee"

(6) Both envelopes will be sealed in a third envelope and addressed to the District Awards Chair.

(7) The Governor will pick one past Honour Key holder who will then pick two other Honour Key holders, from different clubs, to form a committee to determine the award winner. This will refer to Honour Key applications only.

308. DISTRICT AWARDS

(1) Pembroke Civitan Award

This award is presented to the Club with the greatest percentage increase in membership during the Civitan year. (*Banner Patch*)

(2) The Marjorie Hawkins Award

This award is presented to the individual Civitan sponsoring the most new members during the Civitan year. (*Keeper Trophy*)

(3) The Western Grizzard Award

This award is presented to the club with the greatest aggregate distance travelled by members to District and Area meetings during the Civitan year. (*Banner Patch*)

(4) District Cake Sales Award

This award is presented to the club with the largest percentage increase in cake sales during the Civitan year. (*Banner Patch*)

(5) Ron Toohey Award

This award is presented to the club deemed to have been the friendliest during the Civitan year. The winner to be selected by a vote taken at the Region 5 Convention, 1 vote per club in attendance and 1 vote for each elected district officer. (*Banner Patch*)

(6) Sam Wilson Award

Presented to the club providing outstanding support to Junior Civitan during the Civitan year. (*Banner Patch*)

(7) '72-'73 Governor's Award

This trophy is awarded to the club that is judged to have issued the best bulletin for the Civitan year. Some examples of what content should go into making a good bulletin are:

- Notices of Club, District and International meetings or events with essential details,
- Actions of Club's Board of Directors,
- Program for next meeting,
- Summary of last meeting's actions
- Achievements, in or out of Civitan,
- Notices of members' and families' birthdays, etc.,
- A short message from the Club President.

Most important of all is the quality of the content in increasing communications within the Club. (*Banner Patch*)

(8) The Almonte Civitan Award

This award is presented to the Club of the Year. This award shall be selected, including but not restricted to, by awarding points in descending order from five for the largest numerical addition of new members; the largest percentage addition of new members; the lowest numerical loss of members; the lowest percentage loss of members and the best percentage of attendance at club meetings. (*Banner Patch*)

(9) The Russ Ellis Memorial-O'Keefe Award

This award, for the District Golf Tournament, is presented to the club with a group of 3 members having the lowest net total, based on the Atlantic Handicap System. The award shall be made at the event. (*Trophy given at Event*)

(10) District Curling Award

This award shall be presented to a rink of no less than 3 Civitan members, representing and authorized by the club, who have attained the overall winning score of the Bonspiel as determined by the Almonte Civitan Club. The award shall be made at the event. (*Trophy given at Event*)

(11) Smiths Falls Civitan Award

This trophy was donated by the Smiths Falls Civitan Club and is awarded to the outstanding Lieutenant Governor for the Civitan year. (*Keeper Plaque*)

(12) **Charter Governor's Award**

This trophy is awarded to an individual or individuals who, in the opinion of the Governor, have contributed outstanding service to the District. (*Keeper Plaque*)

(13) **H. Stewart Johnston Memorial Award**

This award is presented to the District Civitan of the Year. Nominations for this award shall be submitted in accordance with District Policy 308(b). Criteria for this award shall be, but not limited to:

1. Must have participated in regular club meetings, projects and social events,
2. Has upheld and promoted the ideals and goals of Civitan,
3. Has participated in such, but not necessarily all, events as follows: District Conventions; Area Wide Meetings; Quest for Excellence Seminars, Inter Club visitations; other seminars, fund raisers, projects and social events hosted by the District and/or other Civitan Clubs,
4. Must be a member in good standing
5. Has conduct him or herself in a manner representing a standard of excellence. (*Trophy and Keeper Plaque*)

(14) **Chateauguay Civitan Award**

This award was donated by the Chateauguay Civitan Club. This award should be presented to a Civitan who has been a member of Civitan for less than 18 months by the end of the selection year and will be presented at the next Winter Convention. Nominations for this award shall be submitted in accordance with District Policy 307(b). The criteria for the Civitan to receive this award should be, but not limited to:

1. Live up to the Civitan Motto,
2. Have regular attendance at club meetings and be active on club committees,
3. Participate in club functions and fund raisers,
4. Attend at least one District Convention or Area Wide Meeting.

Club Presidents should write the Awards Chair with nominations for this award by December 1st. (*Keeper Plaque*)

(15) **Outgoing Governor's Honour Key**

This award will be presented annually at the Region 5 Convention to the outgoing Governor of Canadian District East in recognition of his/her service to the District. To start this award all currently 'active in Civitan' Past Governors shall be presented with an Outgoing Governor's Honour Key at this year's (2007) Region 5 Convention. The Honour Key to be used shall have a red background.

309. DISTRICT AWARDS PRESENTED AT WINTER CONVENTION

- 308(1) Pembroke Civitan Award - Greatest increase in membership
- 308(2) Marjorie Hawkins Award - Sponsorship of most new members
- 308(3) Western Grizzard Award - Best District meeting attendance
- 308(4) Cake Sales Award - Highest percentage increase in sales

308(14) Chateauguay Civitan Award - Rookie of the Year
(see also 307 (b))

NEW 22 Apr/07

310. DISTRICT AWARDS PRESENTED AT REGION 5 CONVENTION

- 308(5) Ron Toohey Award - Friendliest Club
- 308(6) Sam Wilson Award - Junior Civitan Support
- 308(7) '72-'73 Governor's Award - Best Club Bulletin
- 308(8) Almonte Civitan Award - Club of the Year
- 308(11) Smiths Fall Civitan Award - Outstanding Lieutenant Governor
- 308(12) Charter Governor's Award - Outstanding Service to District
- 308(13) H. Stewart Johnston Award - Civitan of the Year
- 307(b) District Honour Key - Service to District (if applicable)
- 308(15) Outgoing Governor's Honour Key

311. REGION AWARDS

This award was donated by the Kingston and District Civitan Club and is presented to the Club attending the Region 5 Convention with the largest aggregate distance travelled by registered participants at the convention. (*Banner Patch*)

POLICY SERIES 400 - DISTRICT SPORTING EVENTS

401. CHOOSING THE HOST

The winner of District Sporting Events shall host the event the following year. However, notwithstanding this requirement, other clubs may request to host any event and the previous winner may pass their rights to the club making the request.

POLICY SERIES 500 - YOUTH ACTIVITIES

501. DISTRICT JUNIOR ADVISOR

The District shall maintain a District Coordinator responsible for the well-being of all Junior Civitan Clubs in the District.

502. REPORTS

The District Junior Advisor shall submit written reports to the Governor on the Junior Civitan District and Junior Civitan Club activities once per month or upon request of the Governor.

503. YOUTH COMMITTEES

The District Governor shall appoint necessary committees for all District-Wide youth activities other than Junior Civitan. These activities require majority approval of the Board.

504. APPOINTMENT OF CO-ORDINATOR

The Governor-Elect shall appoint the Junior Club Coordinator prior to the Spring District-Wide Meeting.

505. EXPENSES

The expense of the District Coordinator shall be paid from the item in the budget for Junior Civitan.

506. SPONSORING CLUBS REIMBURSEMENT OF EXPENSES

Every District club that sponsors a new Junior Civitan Club shall be entitled to receive \$300.00 for expenses, after the new club has been officially chartered, and by showing proper documentation of expenses.

POLICY SERIES 600 - OFFICERS' DUTIES AND REIMBURSEMENT

601. DISTRICT OFFICERS AND THEIR RESPONSIBILITIES

(a) Nominations of candidates for District Officer will be received by the District Secretary until 11:00 p.m. on the evening prior to the business meeting of the convention at which the elections are being held. Such nominations may be made at any District Meeting held prior to the said convention or by written submission. Written nominations must contain the name and home club of the mover as well as the name, position nominated for and home club of the candidate. The nominee must acknowledge in writing that they are willing to for election for that position. No nominations will be accepted from the floor on the day of the elections.

(b) The District Secretary will provide a list of all qualified candidates to the chair of the Nominating Committee, as required by Article V, Section 50 of the Civitan International Constitution and Bylaws, immediately following the close of nominations. In the event that there are insufficient qualified candidates, the Nominating Committee will convene at 9:00 p.m. on the evening prior to the Business Meeting of the Convention to carry out their duties as provided by Civitan International Bylaws.

(c) The Chair of the Nominating Committee will make known the list of candidates for election following the closing of nominations.

(d) The minimum qualifications for District Officers are as prescribed in International Policy #301.

(e) Each candidate shall be allowed three minutes for a speech at the convention at which the elections are held.

(f) For the responsibilities of the District Officers refer to International Policy #302.

602. LT GOVERNORS VISITATION

(a) Each District Lt. Governor shall personally visit each club in their area at least three times, at regular club meetings, during the Civitan year, or more as directed by the Governor.

(b) Clubs that do not meet the minimum standards policy on membership, attendance and projects are to be visited as often as necessary to render assistance in attaining these standards.

603. SPECIAL COURTESIES TO PAST DISTRICT GOVERNORS

(a) List each Past Governor in the District directory.

(b) Encourage the Governor-Elect of the District to consider the appointment of a representative number of Past Governors to District Committees.

(c) Introduce the Past Governors in attendance at each District-Wide meeting and the Annual Convention to the assembled delegates.

(d) Provide a special name badge for all Past Governors and spouses attending District-Wide meetings and conventions.

(e) Provide special seating for all Past Governors in the voting delegates section at each District-Wide meeting and convention.

(f) Provide special seating for all Past Governors and their spouses at each luncheon and banquet at each District-Wide meeting and convention.

(g) Provide the home club of each Past Governor with a "patch" for the club banner indicating his term of office.

(h) Minutes of all District meetings to be provided to any Past Governor upon request.

604. REIMBURSEMENT OF OFFICERS' EXPENSES

(a) All District Officers are entitled to reimbursement of the necessary postage, telephone calls and travel allowance in carrying out the duties of their offices and assignments and all other necessary expenses specifically authorized by the Board. Expenses shall be submitted on an expense account form to the District Treasurer along with receipts for such expenses. All reimbursement is at the discretion of the Board and subject to the rates identified in Policy 605.

(b) For the purpose of Policy 604(a) the term District Officer shall include and be limited to:

- District Governor
- District Governor-Elect
- District Immediate Past Governor
- District Directors
- District Past Governor Elected
- District Secretary
- District Treasurer
- District Judge Advocate
- District Sergeant-at-arms
- District Lieutenant Governors
- District Chairs, Managers and Delegates to International Convention

(c) The following expenses are reimbursable for District Officers in-good-standing attending functions on behalf of the District

(i) Hotel room for Civitan and spouse

(ii) Registration of Civitan and spouse

(iii) Transportation allowance to and from the function

(iv) only such other expenses as specifically authorized by the board.

The above expenses will be paid by District for District Officers and spouses. However the District will not cover spousal expenses where the spouse is a club delegate, or the spouses's expenses are paid in any other manner.

A District Officer in-good-standing is defined as a District Officer fulfilling the obligations of his or her office as required and filing his or her reports on a timely basis. The Governor, in consultation with the Board shall decide if a District Officer is not in-good-standing.

(d) Charter Nights will be paid for and limited to the following:

- Governor and spouse
- Governor-Elect and spouse
- Host Lieutenant Governor
- any other District Officer approved by the District Governor

(e) The two delegates to the International Convention for Canadian District East shall be the Governor and the Governor-Elect. At the Spring meeting two alternate delegates shall be nominated and elected to serve. Should the Governor or Governor-Elect not be able to attend the alternates should be elected as Alternate Delegate #1 and #2. Expenses for International Convention delegates shall not exceed the budgeted amount or the cost of the item as listed in section 604(c) and 605, whichever is the lessor.

(f) The complete expenses will be paid for by Canadian District East when the following have been invited by the Governor with District Board approval:

- (i) International President
 - (ii) Past International President(s)
 - (iii) Region 5 Director
 - (iv) Governor from another District
 - (v) Other at the discretion of the District Board
- Region 5 Director when not invited - room, meals and travel to District functions at policy rates, unless paid under International budget.

(g) At the Annual District Convention expenses of only the following District Officers will be reimbursed:

- Governor
- Immediate Past Governor
- Governor-Elect
- Secretary
- Treasurer
- Lieutenant Governors
- Past Governor Elected Director
- Directors and other persons as approved in advance by the Governor

605. RATE AND EXPENDITURE LIMITS

(a) District Officers Transportation

(i) Mileage will be paid at the rate of the following formula; Kilometres X 10 cents X cost of gas divided by 60
Sample - 100 km X 10 cents X .77 divided by 60 = \$12.30
OR

(ii) Basic air fare for District Officers only

In all cases except the International Conventions, International Academy or International Updates, travel shall be by car. Should the Officer drive rather than fly to the International meetings he/she shall be reimbursed for mileage and lodging en route, except that, should the total of said mileage and lodging exceed the cost of coach airfare, he/she shall be reimbursed no more than the cost of coach airfare.

(b) Gifts to retiring Officers

- Past Governors \$200.00
- Past Region 5 Directors \$250.00
- Past District Officers (total) \$200.00

606. DUTIES OF IMMEDIATE PAST GOVERNOR

The duties of the Immediate Past Governor shall include:

- (i) District Awards Chairperson
- (ii) Civitan Awareness Liaison Chairperson - The duties of the Civitan Awareness Chairperson include being the contact person for clubs and encouraging clubs to participate in Civitan Awareness.

607. DUTIES OF GOVERNOR-ELECT

The duties of the Governor-Elect shall include:

- (i) Attend the annual Governors-Elect Academy in the location dictated by Civitan International
- (ii) Familiarize themselves with the operation of all District programs and events.

POLICY SERIES 700 - MANAGERS, CHAIRS AND COMMITTEES

701. MANAGERS, CHAIRS AND COMMITTEES

The Governor-Elect, at least 30 days prior to the annual Convention, appoint the following;

- (a) Growth, Retention and Marketing Manager
- (b) Judge Advocate
- (c) Finance Committee
- (d) Awards Committee
- (e) Cake Chair
- (f) Candy Box Chair
- (g) appoint a District Training Coordinator no later than the Spring District Meeting of the Governor-Elect's year
- (h) The Governor may, from time to time, appoint such special Committees of the District as are necessary in his judgement and in the judgement of the Board. The Governor shall be an ex-officio member of all Standing and Special Committees which he appoints except the Nomination Committee. Members of the Committees need not be members of the Board but shall be members in-good-standing of a club within the District.

702. DUTIES OF DISTRICT CHAIRS/COMMITTEES

(a) Growth, Retention and Marketing Chair shall head the District Growth Team. He and the committee shall make surveys and report to the Governor about locations for the possible formation of new clubs and shall promote the chartering of new clubs within the district. They shall propose a District marketing plan for "selling Civitan" to the Board.

(b) Constitution, Bylaws and Policies Committee: shall be chaired by the District Judge Advocate and all on the committee must be familiar with the Constitution, Bylaws and Policies of Civitan International, the District and the Clubs.

(c) Finance Committee: shall consist of the District Treasurer as Chair, the Governor and two or three others as deemed necessary and appointed by the Governor. They shall advise the Board regarding the formation of the annual budget and shall assist the District Officers in all financial matters.

(d) Cake Chair: shall provide all clubs with current year prices as soon as possible and suggest a reasonable retail price. He/she shall coordinate with the clubs ordering and shipping of cakes from Claxton Bakery and shall be responsible for collecting all monies and paying cake bills in a timely fashion.

(e) Candy Box Chair: see Policy 804

(f) Awards Chair: this position shall be filled by the Immediate Past Governor. He/she will keep all clubs informed about the awards which are available at the District and International levels. He/she should review the awards annually for effectiveness and timeliness and make recommendations to the Board.

POLICY SERIES 800 - CLUB COMMITMENTS

801. DISTRICT EVENTS

That all commitments by Clubs towards District and area functions be considered as binding and that these clubs be billed accordingly. The Executive Board shall consider all applications regarding reimbursement for losses incurred by any Club hosting said events provided that proper documentation is provided.

802. CLAXTON FRUITCAKE

(a) All clubs will pay in advance the initial pre-payment to District for the cake shipment on or before the Region 5 Convention before the cakes will be ordered for their said club.

(b) Full payment for any and all Claxton Fruit Cake received by a Club, from any source, during the District established selling period, is due on or before January 31 of that same period.

(c) The District Cake Chair shall cause a billing statement to be received by each Club involved by December 30 of any particular selling period.

(d) Every Club that is NOT PAID IN FULL by January 31 of the selling period shall, automatically, be billed an extra amount as determined by Claxton Bakeries, from time to time.

803. CLAXTON ENTERPRISES

(a) The wholesale operations of the Claxton Cake Project will be administered by Civitan Enterprises, the Chair of which will be appointed by Canadian District West.

(b) The net profits of Civitan Enterprises will be distributed to Canadian Districts East and West based on the total sales of each district, excluding wholesale sales. The poundage will be reported to Claxton Bakery as calculated by the percentage arrived at.

(c) Cheques for the district's shares of the net profit will be mailed to the District Chair before September 1st in each year. At the Region 5 Convention, the Cake Chair to distribute to clubs their share of the net profits based on their percentage of sales to total District sales, excluding wholesale sales in each case. If clubs make wholesale sales to organizations beyond the boundaries of Canadian District East, the account will be administered by Civitan Enterprises. Any exception to this rule must be approved by the Chair of Civitan Enterprises, and the club shall store and distribute the cakes itself. Club in this category will:

(1) Report the poundage sold to Civitan Enterprises.

(2) Forward to Civitan Enterprises a cheque a cheque covering the difference between the purchase price and the current wholesale price as set by Civitan Enterprises (or negotiated with the Chair of Civitan Enterprises)

This enables clubs to establish higher wholesale prices than those set by Civitan Enterprises with the additional profit remaining with the club.

(d) It is understood that, under no circumstances, will a club in Canadian District East offer cakes at wholesale prices to an established wholesale account of another supplier or of Civitan Enterprises.

804. DISTRICT CANDY BOX PROJECT

(a) The Governor-Elect shall appoint a Candy Box Chair to serve for a one year period October 1 to September 30.

(b) The Candy Box Chair will:

- be responsible for ordering, receiving and distribution of candy boxes;

- be responsible for stocking display cards, literature and the necessary repair parts for the boxes;

- open an account with the District Treasurer (one of two signatures required). Name of account - Canadian District East Candy Box Project.

- report to Civitan International each month and remit all monies received from the clubs;

- Keep up to date records of all club activities within the District Candy Box Project.

(c) The Clubs will:

- advise the District Chair of the number of boxes held by the club and the location of all boxes in use;

- ensure the boxes and display cards are in good condition at all times and that each box has the club's name and telephone number on it;

- be responsible for ordering and receiving candy from the distributor of their choice;

- keep accurate records of all receipts;

- make reports to the District Chair by the 15th of each month

- 10% of gross receipts or \$2.00 per box held by the club (whichever is the greater amount)

POLICY SERIES 900 - TRAINING

901. LEADERSHIP ACADEMY

The Governor-Elect shall conduct annually a training academy for the elected and appointed Club and District Officers. The training session shall be held at a time designated by the Governor-Elect prior to the start of the Civitan year, subject to the approval of the Board.

902. CAMPUS CIVITAN ACADEMY

A special training academy for Campus Civitan Clubs shall be arranged, if required, through mutual consent of the District Training Manager and the affected incoming officers.

POLICY SERIES 1000 - FINANCE AND ACCOUNTING

1001. FINANCIAL RECORDS

- (1) An appropriate accounting system shall be utilized and budgeting of funds shall be accomplished according to the appropriate general categories of activity;
- (2) Financial statements shall be prepared and distributed to all District Clubs at District-wide meetings and conventions;
- (3) The newly elected District Board shall appoint appropriate person(s) to audit the District books of the previous year. (See Article 5, Section 9, International Constitution);
- (4) The Treasurer shall consult with the Board and others as he deems necessary in developing and changing the accounting system used for the District financial records and budget (See Policy 300, Section 8 of the International Bylaws);
- (5) The Governor-Elect shall prepare a proposed budget for distribution to the District Board members and all District Clubs 30 days prior to the Annual Convention. At the Region 5 Annual Convention the budget will be presented to the membership for approval.

1002. EXPENSE APPROVAL

All expenditures shall be approved by the Governor and made by cheques signed by any two of the authorized signing officers, these to be the Governor, Governor-Elect, Secretary and Treasurer or Secretary-Treasurer.

1003. SOLICITATION OF FUNDS

No Civitan Club of the District shall solicit monies to finance any project of said club at any District-wide meetings or conventions, except by approval of the Board.

1004. CLUB ASSESSMENTS

(1) Preamble

Up to and including the early 1980's the District's money came from assessing a percentage of each club's project be paid to District. This was often hard to collect and no one knew, in advance, how much would be received in a given year, thus it was very difficult for a Board to plan their year. The following plan, which we today call the 40/60 plan, was devised and deemed to be the fairest method of dividing the District expenses between clubs and members. It is suggested that Clubs put on projects to raise these funds.

- (2) Each club shall pay annual dues to the District assessed on the following basis:
 - (a) Each club, excluding clubs described in (d) and (e) shall equally pay 40% of the District budget as approved under section 1001(5);
 - (b) Each club, excluding clubs described in (d) and (e) shall be assessed in addition to (a) an amount for each members accredited to them by Civitan International on the first day of each quarter of the assessment year and this shall be calculated to dividing 60% of the District budget as approved under section 1001(5) by the total District membership excluding members at large and members of the club described in (e);
 - (c) The District dues calculated in sections (a), (b), (d) and (e) are due and payable on November 15th, February 1st, May 1st and August 1st of the Civitan year in quarterly installments;
 - (d) Campus clubs shall be assessed at \$10.00 per member per Civitan year.

(e) A club shall not be assessed dues until the 1st anniversary of their charter; thereafter 25% of "average member dues" until the 2nd anniversary of their charter thereafter 50% of "average member dues" until the 3rd anniversary of their charter thereafter 75% of "average member dues" until the 4th anniversary of their charter and then 100% of "average member dues";

(f) "Average member dues" shall be calculated by dividing the total District budget as approved under section 1001(5) by the number of members in the District, excluding Clubs described in sections (d) and (e);

(g) The District Treasurer shall deduct assessments made under sections (d) and (e) from the District budget approved under section 1001(5) prior to calculating annual dues to the clubs not assessed under (d) and (e) but not for the purpose of calculating "average member dues under section (f);

(h) The budget surplus shall be rebated on a prorated basis to the clubs at the Winter Meeting as described in Policy 1201(a)

(i) Each new club shall be provided a copy of the current District budget and be apprized of the dues structure as set out in this policy by the District Treasurer or club building members prior to its' charter night.

1005. DISTRICT-WIDE CHARITABLE EVENTS

At times, due to circumstances, i.e. publicity, type of charity, it will be advantageous for clubs in the district to combine donations to present to the charity in a lump sum. These donations are not to be binding with all clubs nor shall each club be required to donate a specified amount. Some clubs may, for various reasons, wish to donate more or less amounts. Likewise, geographical boundaries may determine whether or nor a club wishes to participate, i.e. Ottawa Valley clubs, Montreal area clubs, Kingston area clubs, Projects such as the C.H.E.O. Research Laboratory would be of interest to Ottawa, Eastern Ontario and Western Quebec clubs.

Accounting

The District Treasurer would create or account for each project. Clubs would donate to this account on dates that would be determined by the Board and clubs.

Responsibility

The Governor and/or District Board will appoint a Chair to act as liaison between the District Clubs and the charity coordinator.

1006. RESERVE FUND

(a) A reserve fund of \$3,000.00 shall be created and maintained as part of the District budget for Unforeseen expenses:

(b) The reserve fund may only be spent on approval of a majority of clubs attending a convention or special meeting as per Policy Series 1200.

POLICY SERIES 1100 - COMMUNICATIONS

1101. WRITTEN NOTICE

A tentative agenda of all business scheduled to be covered at the next District meeting shall be sent to all clubs by the District Secretary with notice of the meeting 30 days prior to the meeting.

POLICY SERIES 1200 - MEETINGS

1201. REQUIRED MEETINGS

- (a) There will be a District-wide meeting, named the Winter Meeting, held in February each year.
- (b) There will be an Area wide meeting named the Spring Meeting, held in May of each year. For the purpose of election of District Officers this meeting will be considered a convention.
- (c) There will be an Annual Convention held in September each year.

1202. ATTENDANCE

- (a) The Winter and Spring Meetings shall be open to all Civitans and shall be for the purposes of fellowship, motivation, education, inspiration and exchange of ideas.
- (b) It is not expected that business will be conducted at the Winter and Spring Meetings, other than elections. If however it should become necessary that District business be transacted, the clubs and District Officers shall utilize the same voting privileges and methodology as at the Annual Convention.
- (c) Normal business of the District will take place at the Annual Convention.

1203. QUORUM

The presence of a majority of representatives of the District clubs will constitute a quorum.

POLICY SERIES 1300 - VOTING

1301. VOTING PRIVILEGES

All clubs must be in-good-standing regarding dues and any financial commitments to International and District before being allowed to vote at a District-wide meeting or convention.

1302. VOTING AT INTERNATIONAL CONVENTIONS

Transfer of District Delegate's voting privileges at the International Convention shall be under the direction of the Governor or the Governor's stead or as pre-determined at the District Spring Convention. Members elected as alternate delegates shall be given the first right of refusal when such transfer is being considered. Such transfer of voting privileges shall not in itself give the recipient thereof any claim for remuneration of expenses from the District or from any other source.

POLICY SERIES 1400 - LIEUTENANT GOVERNORS

1401. ELECTION

There shall be elected, each year, a Lieutenant-Governor for each four clubs in the District or major part thereof, one of which shall be from the Montreal area. Two of these positions shall be designated as Director Lieutenant-Governor.

1402. VOTING

In accordance with Civitan International Bylaws, Lieutenant-Governors, elected to their positions in the District, shall be full voting members of the District Board of Directors.

POLICY SERIES 1500 - MINUTES OF MEETINGS AND CONVENTIONS

1501. DISTRIBUTION

Complete minutes of each District-wide meeting and District convention shall be forwarded to Civitan International, Club Presidents, members of the District Board, Lieutenant-Governors and project chairs where concerned following each meeting.

POLICY SERIES 1600 - GROWTH

1601. SPONSORING CLUB REIMBURSEMENT OF EXPENSES

Every District Club that sponsors a new Civitan Club shall be entitled to receive \$300.00 for expenses after the new club has been officially chartered.

1602. VISITATION BARREL

To foster inter-club visitations, the use of the Visitation Barrel is encouraged. The rules and procedures for the operation of the Visitation Barrel are as follows:

- (a) The Visitation Barrel will be transferred to a club at a regular meeting by at least two members of the club making the delivery. However four or more are recommended. District officers on official Civitan business may not be included in these numbers. (Change Adopted Sept 29, 2007)
- (b) The members of the club receiving the Barrel will deposit cash into the Barrel in the following amounts:
 - (1) At the meeting at which the Barrel is received all members will deposit twenty-five (25) cents each;
 - (2) At the second meeting, all members in attendance will deposit fifty (50) cents, and at each subsequent meeting as long as the Barrel remains in the possession of the club, each member in attendance will deposit one (1) dollar.
- (c) Because a number of clubs do not meet during the summer months, this provision will not apply during the months of July and August.
- (d) Club Presidents to notify the Governor of the reception and delivery of the barrel. If the District Governor becomes aware that a club has held the Barrel for three or more meetings, he will take whatever action he deems advisable to correct the situation. (Change Adopted Sept 29, 2007)
- (e) On assuming office, the District Governor will select a date in the following 12 month period. This date will be known only to the Governor until announced at the Region 5 Convention. The club that had the Barrel in its' possession immediately prior to the date selected by the Governor will receive the contents of the Barrel.
- (f) A log book, attached to the Visitation Barrel, will contain a copy of these rules and procedures as well as a record of the progress of the Barrel between clubs, recording the names of the clubs and the dates on which the Barrel was

received and delivered.

1603. RECRUITER PINS

- (i) A Civitan members will receive a "Recruiter Pin" for the first person they sponsor into Civitan
- (ii) A certificate will be awarded at each convention for additional persons sponsored into Civitan by a member already in receipt of a Recruiter Pin.
- (iii) A chevron, with the total number of persons sponsored into Civitan, will be awarded at the year end convention to a member already in receipt of a Recruiter Pin.

POLICY SERIES 1700 - REGION 5 EVENTS

1701. REGION 5 AGREEMENT

See Appendix A to these Policies and Bylaws entitled "Region 5 Events Agreement"

APPENDIX A
REGION 5 EVENTS AGREEMENT GUIDELINES
Amended: March 2004 Approved: May 2004

Wherever used the abbreviation a.p. stands for accompanying person.

1000. REGION 5 JOINT CONVENTION

The annual District Conventions of Districts East and West shall be jointly held at a common venue each September, hosted alternately by each District and shall be known as the Region 5 Convention.

1001. PURPOSE

- (1) To promote fellowship and the exchange of ideas between Civitan members throughout Region 5.
- (2) To carry out all business of joint interest to members and clubs in each District.
- (3) To elect the Region's nominee for the position of International Director (when Convention held in District East).
- (4) Provide recognition of the work done by the International Director on behalf of Civitan throughout the Region (when Convention held in District West).
- (5) Provide a venue for each district to independently hold their respective convention and to carry on all business of interest to members and clubs within their District.
- (6) Provide a venue for the Annual Meeting of the Civitan International Foundation of Canada.
- (7) To install the District Board of Directors, etc.
- (8) Present District Honour Keys.
- (9) Recognize District Governors and their work on behalf of Civitans in Region 5.

This policy shall be in effect provided that the Annual Joint Conventions of Canadian District East and Canadian District West, known as the Region 5 Convention, be held, and shall be amended only by a submission to the Governors of both Districts, who will review the submission with the Governors-Elect of both Districts and the International Director at the Spring Governors Update and to make recommendations to be voted on by all voting delegates at the Region Meeting. The office of International Director is held by a duly elected active Civitan for a term as prescribed by the International Bylaws.

1002. VOTING

- (1) Delegates shall be seated at the front of the meeting room with non-delegates seated behind. A roll call, by District, shall be carried out by either the Credentials Chair or the District Secretary depending upon the normal operations of each District.
- (2) Voting to elect the International Director Designate shall be conducted by the incumbent International Director and shall be by secret ballot. All other business shall be by a show of hands.

- (3) Each candidate shall be afforded seven (7) minutes (including introduction) to address the delegates prior to voting at the Regional meeting. Only certified delegates from both Districts shall be permitted to cast their vote. The elected nominee shall be presented as the International Director-Elect for Region 5 to Civitan International for election to office in accordance with the International Constitution and Bylaws at the following International Convention.

1003. SELECTION TO OFFICE

The selection of the candidate for International Director is conducted by mutual agreement of Canadian District East and Canadian District West. The International Director is alternately selected from Canadian District East and Canadian District West.

Nominations for the office are to be entertained at the Winter/Spring Convention/Meeting of the nominating district during the year immediately prior to the office becoming vacant. Voting for the selection of the candidate shall be held at the Region 5 Convention of the same year.

1004. REGION 5 DISTRICT CONVENTION SUBSIDY

The amount of \$2,000.00 will be budgeted annually by each District to offset the following expenses by the host:

- Music and entertainment
- Printing
- Tickets
- Mailing
- Name badges (members and guests)
- Head table wine and flowers
- Miscellaneous supplies

A full financial accounting and report of expenditures must be made by the host to each District Board of Directors within 60 days following the convention. Residual funds in excess will be divided equally and returned to each District.

1005. HOST DISTRICT BOARD OF DIRECTORS RESPONSIBILITIES

- (1) Appoint a host
- (2) Approve and ensure that the convention site is booked a minimum of 13 months in advance of the event. Date and location must be announced at the Region 5 Convention immediately preceding the event.
- (3) Monitor all arrangements to insure minimum compliance of all requirements established by District Policy and the Region 5 agreement.

1006. HOST CLUB/EVENTS CHAIR RESPONSIBILITIES

- (1) Arrange for all hotel room reservations to be made direct with the hotel by registrants. In the event of any free rooms the following is the protocol to follow: International President, International Director, Governors.
- (2) Arrange to have a convention registration form together with complete convention details and cancellation policy sent to each club and District Secretary y June 15th, immediately preceding the Convention.
- (3) Arrange printing of programs and function tickets.
- (4) Staff the registration area.

1007. CANCELLATION POLICY - CONVENTION REGISTRATION FEE

As prior knowledge of the number of delegates attending is required in order to reserve adequate sized meeting rooms, prepare materials and make catering arrangements and/or commitments the following Convention Cancellation Policy is in effect:

- (1) Cancellation due a bonafide emergency (death, serious illness and/or emergency) shall be honoured regardless of the date and a full refund provided.
- (2) No-shows who pre-register but fail to claim their registration packet will receive no refund as the "host" will be required to pay meals/functions ordered for them.
- (3) No-shows who pre-register but fail to pay the registration fee and claim their registration packet will be invoiced by the "host" as they are required to pay meals/functions ordered on their behalf.
- (4) Hotel/Motel cancellations are subject to the cancellation policy of the hotel/motel. Any fees billed to the "Host" will be invoiced to the individual member responsible for the reservation.

ANY APPEALS MUST BE ADDRESSED THROUGH THE DISTRICT GOVERNOR TO THE HOST DISTRICT BOARD OF DIRECTORS and be addressed by them as an agenda item at the meeting immediately following receipt of the appeal.

1008. FUNCTION ACCOMMODATIONS

1008.1 Host must arrange to collect tickets as required

Hotel rooms (accommodate 400-500 multiple occupancy) or to accommodate current trends for attendance at Region Convention .

1008.2 Friday evening - Host registration area and tables

- (1) Two (2) District Credentials Registration tables in Host Registration area - will be staffed by Districts Credentials Committees.
- (2) Civitan International Foundation of Canada Display and Registration table (Host Registration area).
- (3) Host fellowship function as registration dictates
- (4) Host Hospitality Room.

1008.3 Saturday morning - Registration, Credentials and Foundation area open

- (1) Continental breakfast set up outside meeting rooms - all registrants
- (2) Foundation Meeting - all Civitans
- (3) Joint Meeting (International Director) - all Civitans
- (4) District East Convention Meeting
- (5) District West Convention Meeting

1008.4 Saturday Afternoon

- (1) Host Hospitality Room

1008.5 Saturday Evening

- (1) Receiving line
- (2) Banquet and Dance function
- (3) Host Hospitality Room

Note: Prior to finalizing function venues

International Director and each District Governor must be contacted by Host to ensure that meeting accommodations are adequate and determine any special needs or requirements. The Civitan International Foundation of Canada will be allocated appropriate meeting facilities.

1009. CONVENTION ACTIVITIES

1009.1 FRIDAY

- (1) Registration opens 4:00 pm to 9:00 pm (host will provide name tags for all attendees, identify all first-timers and provide them with unique identification to ensure they are easily recognized and can be made welcome by all Civitans). Host club members should also be similarly identified.
- (2) Certificate and ind identification of all Club and District Delegates is the responsibility of each District Credentials Committee appointed by the Governor. Ribbons or other means of identification will be provided by the Credentials desk and is not handled by the Host.
- (3) Region Fellowship Function designed to promote interaction between Civitans in each District (included entertainment and late evening light meal).

1009.2 HOST HOSPITALITY SUITE

- (1) Hours of operation shall be set by the host but must close during official functions.

1009.3 SATURDAY

- (1) Registration - 7:00 am to 8:45 am (including Credentials and Foundation).
- (2) Continental breakfast - 7:00 am to 9:00 am (set outside meeting venues).
- (3) Foundation Annual Meeting - 7:30 am to 8:30 am
- (4) Region Meeting - 8:45 am to 9:45 am International Director
- (5) District Conventions - 10:00 am - Program District Governor

Note: the length of each District Convention is at the sole discretion of the respective District Governor and Board of Directors. As program content may vary, no joint District lunch function is included in order that the business of each district can be concluded without time constraint.

ALL DISTRICT AWARDS, PRESENTATIONS AND OFFICER INSTALLATIONS MUST BE INCLUDED AS PART OF THE INDIVIDUAL DISTRICT CONVENTION WITH THE EXCEPTION OF THE FOLLOWING WHICH WILL BE INCLUDED AS PART OF THE BANQUET PROGRAM:

- (1) District Presentations to outgoing Governors and International Director.
- (2) Installation of District Boards of Directors and Lieutenant Governors.
- (3) District Honour Key(s)
- (4) District Civitan of the Year.

1009.4 SATURDAY EVENING

Pre-banquet reception (5:45 pm - 6:15 pm) to provide a welcoming committee. This line shall include the International President, if in attendance, the Junior International President, if in attendance, the International Director, International Director-Elect, District Governors and Governors-Elect. Invited dignitaries shall be included as deemed fitting. In all cases the accompanying person shall also be included.

Banquet - 6:30 pm - 9:00 pm

Dance - 9:00 pm - 1:00 am

Hospitality suite - 1:00 am - the discretion of the host club

Region Function - must be organized and timed to encourage participation of all convention registrants.

ALL DISTRICT OFFICERS should be in attendance to promote fellowship during this event.

Appropriate attire should be worn at the closing banquet.

1009.5 BANQUET FUNCTION

- (1) Formal head table
- (2) Head table floral arrangement
- (3) Head table guests to be marched in. **HOST TO ARRANGE FOR BAGPIPES OR OTHER SUITABLE MUSIC.**
- (4) Wine service for head table throughout the meal.
- (5) Reserved seating for District officers, special guests and any other individuals taking part in the program (to be determined from each District Governor)
- (6) **MAXIMUM** meal and program **NOT TO EXCEED 2 ½ HOURS IN LENGTH.**

1009.6 MEAL

It is recommended that the Saturday banquet be a sit down dinner served at each table.

It is imperative that the hotel caterers are aware of time constraints and that the components of the meal chosen are such that the meal is served and tables cleared with 1 hour - (i.e: an appetizer that is pre-set before the function starts saves time vs. one such as soup or salad that must be served after seating. A desert tray does the same at the end of the meal vs. ice cream that must be individually served. One service of tea, coffee and a carafe left on the table is preferable to continuous service that delays and/or disrupts the program.

1009.7 HEAD TABLE

The following dignitaries and spouse will comprise the head table:

- (1) International President, if in attendance
- (2) Incumbent International Director
- (3) International Director-Elect (every odd numbered year)
- (4) Incumbent District Governor, Districts East and West
- (5) Incumbent District Governor-Elect, Districts East and West
- (6) Host Club President
- (7) Master of Ceremonies

Optional: On occasion an official civic representative may be in attendance to take part in the program and may be seated at the head table.

1009.8 PODIUMS AND MICROPHONES

Podiums and microphones are required to be set up at each end of the head table (if possible) in order for easy access by all program participants. This will save program time, while introductions, etc, are being done at one microphone the next person can be quietly moved to the other and move right into their part of the program without experiencing interruptions and delays caused by getting to and from a single podium.

1009.9 HEAD TABLE SEATING

Centre to immediate right

- Incumbent International Director and a.p.
- Incumbent Governor District East and a.p.
- Incumbent Governor District West and a.p.
- Host Club President and a.p.

To immediate left

- a.p. and International Director-Elect (every odd numbered year)
- a.p. and Incumbent Governor-Elect District West
- a.p. and Incumbent Governor-Elect District East
- a.p. and Master of Ceremonies

NOTE: If the International President is in attendance add additional seating in the centre as required. If host city official is in attendance add required seating next to the host club president. The host club or district events chair will advise.

1009.10 RESERVED SEATING

Strategically placed reserved table seating is to be provided in close proximity to podiums for all active program participants not included in the head table seating. The host club or district events chair will advise these individuals of their seating designation prior to the banquet. These will include:

- International Director-Elect designate (every odd numbered year)
- Incoming district officers and a.p.
- Incumbent district officers and a.p.
- Junior Governors
- Special Convention guests
- Individuals and a.p. involved in the exchange of district or regional banners or gift presentations.

1009.11 CIVITAN GUESTS FROM OUTSIDE OF CANADA

FLAGS- Every effort must be made by the Host to obtain and display the flag of the country of our guests together with the Canadian Flag

1009.12 TOAST

The only toast offered shall be to “**Civitans of the World**”.

1009.13 PROGRAM FUNCTION CONSIDERATIONS AND REQUIREMENTS

SPEECHES - No address or speech is to be included in the banquet program. The exception to this would be a pre-arranged address as agreed upon by both Districts.

INSTALLATION OF OFFICERS - Space is require to assemble District officers from both Districts for installation.

HONOUR KEY PRESENTATION - International Director (a 2 minute maximum summary of the recipients accomplishments will be read - a 1 minute response is permitted by the recipient)

PRESENTATIONS

- International Director to Governors
- Region to International Director
- International President (if applicable)
- Districts to Outgoing Governors

Presenters' remarks are limited to 2 minutes. Acceptance remarks are limited to 1 minute.

REMARKS FROM THE HEAD TABLE - The incumbent International Director and District Governors should each be given the opportunity to speak but remarks must be limited to a maximum of 2 minutes each.

DISTRICT AWARDS - NO DISTRICT AWARDS OR RECOGNITIONS OTHER THAN THOSE LISTED ABOVE WILL BE PERMITTED AT THE BANQUET.

PRESENTATION OF CLUB AWARDS TO INTERNATIONAL PRESIDENT - Moved to follow “Club Builders Recognition”

1009.14 SATURDAY EVENING DANCE

Arrangements for music and prizes are the responsibility of the host club or district events chair. *Arrangements for music and prizes are host responsibilities.*

1009.15 FUND RAISING

There shall be no charge for any aspect of host club hospitality.

To defray the cost of host hospitality, fund raising for the duration of the Region 5 Convention is limited to the host club. Fund raising may be conducted by the Host Club at the members' discretion at any time and place that will not interfere with the formal meetings or banquet functions prior to the Saturday dance.

Exceptions

- Civitan International Foundation of Canada offering of memberships, pins and Foundation crested paraphernalia at its display booth or at their annual meeting function.
- Sale of merchandise approved by a District Board of Directors to take place at their district convention. Such sale is confined to te designated convention meeting room
- Junior Civitans may fund raise at the Region 5 Convention except during the closing banquet.

1009.16 MISCELLANEOUS CONSIDERATIONS

BOAT RACES - If being run must be held on Friday evening and have prior approval of the hotel.

HOST WELCOME PACKET - At the discretion of the Host
SPECIAL PROGRAMS - Host clubs may wish to make programs available for children or non-Civitans. Any cost associated with such programs must be borne by either the Host Club or individual participants.

CONVENTION FINANCING - Each District provides a matching subsidy to the Host Club to offset common general expenses as outlined in section 1004 - District Convention Subsidy

Convention registration must be set at an amount that will cover all specified function. (Friday night meal, Saturday continental breakfast, coffee breaks, Saturday banquet, including all taxes and gratuities)

1010. CLUB BUILDERS RECOGNITION

The International Director should invite club builders to wear their appropriate jackets and provide a standing recognition of them from the head table at the International Director's meeting.

1011. PRESENTATION OF CLUB GIFTS TO INTERNATIONAL PRESIDENT

If he International President is in attendance many clubs seek the opportunity to make individual presentations. This activity must take place at the International Director's meeting. When this is scheduled, the Host must advise all clubs throughout the region to avoid any embarrassment to a club which may have wished to participate had it known of the opportunity.

2000. HONOURARY CANADIAN

A framed, hand-written scroll and a Team Canada hockey sweater may be presented at the International Convention to a **NON-CANADIAN** for outstanding assistance and support of Canadian Civitans.

Nominations for Honourary Canadian may be made by any Civitan Club or members in-good-standing. Applications must be made in writing and received by the District Governor prior to March 15th. Only nominations received in accordance with the provisions of this policy will be eligible for consideration by the committee.

The individual will be chosen from the nominations received by a committee consisting of the International Director, Governor and Governor-Elect from Canadian Districts East and West at the Region 5 International Directors update.

Should the committee feel there is not a suitable candidate there will not be an Honourary Canadian Named in that Civitan Year.

All costs of this award will be equally divided between the Canadian Districts

3000. CANADIAN PARTY AT THE INTERNATIONAL CONVENTION

A committee, consisting of the International Director, the two District Governors and Governors-Elect, shall arrange the Canadian Party at the International Convention each year. Costs are to be borne by the districts of Region 5 equally.

APPENDIX B
INTERNATIONAL CONSTITUTION AND BYLAWS CONCERNING DISTRICT OPERATIONS

0300 - PLANNING - DISTRICT AND CLUB LEVEL

Adopted: 7/82

1. It shall be the policy of Civitan International to educate clubs and districts as to the value of planning for maintenance of minimum required operating standards and for the for the accomplishment of specific goals and objectives.

2. Districts shall be encouraged to develop a five-year plan detailing goals and objectives related to the mission and purpose of districts, with plans for an additional year to be added as each year expires.

3. The leadership development department of Civitan International shall develop training modules on the planning process for use by district training coordinators to educate club and district officers on the purposes and techniques of planning.

0300.1 - QUALITY DISTRICT MEETINGS

Adopted: 10/92

A major goal of Civitan International shall be to offer assistance to district leaders in planning quality district meetings and conventions including opportunities for personal growth, leadership development and fellowship.

1. Sufficient materials shall be made available for district governors to use in developing district-wide meeting and convention agendas. These materials shall include at least one hour of formal Civitan training (developed and certified by the leadership development department).

2. It is also recommended that each meeting agenda include sufficient time for an international update, Civitan education and/or general promotion of Civitan, its Creed, goals and principles.

3. The Civitan International leadership development department shall develop and maintain all training programs and related resources. A catalogue of all training and educational opportunities shall be maintained, published and distributed to the international directors, governors, governors-elect and training coordinators at least annually.

4. The importance of quality district meetings shall also be covered and included on the agenda of the governors-elect training academy and other training meetings held throughout the fiscal year.

5. So as to eliminate a schedule conflict and permit international directors to attend district meetings, no district-wide meeting shall be scheduled on the second (or third) weekend of October.

0301. CANDIDATE REQUIREMENTS FOR DISTRICT OFFICERS

Adopted: 6/72

Cross reference: Bylaws, Article V, Section 49, 52, 53, 54, 55, 57; Policy #0800

1. A candidate for the office of district governor or governor-elect shall:

A. Be an active member in good standing of a Chartered Civitan club in good standing in his or her district.

B. Secure the endorsement of his or her club or a majority of the clubs in his or her district.

C. Shall have been trained as an Accredited Club Builder. *(Governors-Elect will received training for Accredited Club Builder designation during the annual Governors-Elect Academy)*

D. Have served as a club president for a full year or major portion thereof and have served as area director, lieutenant governor, or district secretary and/or treasurer for a full year or major portion thereof in his or her district, or in another district, or have served no less than two years as chair of one or more standing committees of his or her district.

E. In the case of candidates for the office of governor or governor-elect of an existing district, a newly created or formed district, or a district-in-development; the international director, or other international officer, shall consult with the current governor or governor-elect if one is currently serving and the international director, or other international officer may waive any or all of the requirements set forth in subsection (c and d) above if no other qualified person is willing to run. In the event of the waiver as aforesaid, the subsequent emergence of a qualified candidate or candidate **Last amended: 3/97** affect the candidacy of an individual who has obtained the waiver herein above described.

F. Execute a statement indicating that he or she has read and understands the requirements set out in international Policy #0800, and further that he or she agrees to abide by said requirements, to the best of his or her ability.

2. A candidate for the office of area or district director shall:

A. Be an active member in good standing of a Chartered Civitan club in his or her district.

B. Secure the endorsement of his or her club or a majority of the clubs in his or her district.

C. Have served as a club president for a full year or major portion thereof or have served as district secretary, treasurer, lieutenant governor or as chair of one or more standing committees of his or her district for at least one year.

3. An individual appointed to the office of lieutenant governor shall:

A. Be an active member in good standing of a Chartered Civitan club in his or her lieutenant governor area.

B. Have served as president or secretary of a Civitan club for a full year or major portion thereof, or as a member of the board of directors of a Civitan club for no less than tree years. Candidates for district offices shall have successfully completed at least one district officer training academy.

Above criteria for candidates for the office of area director, district director and lieutenant governor may be waived by the district board where there is no qualified person willing to run.

0302 - RESPONSIBILITIES OF DISTRICT OFFICERS AND LEADERS **Last amended: 3/04**

Adopted: 10/81

Cross reference: Bylaws, Article V, Section 37-45, 47: Policy #0242, #0314, #0800

This Policy shall be disseminated to all districts and shall become a part of all district policy manuals

The responsibilities and duties described herein shall be considered minimum standards. Nothing herein shall prevent a member of the district board of directors from holding an appointive office in the district.

1. District Governor

Responsibilities: The governor shall be the chief executive officer of the district. He or she shall exercise general supervision over the affairs of the district subject only to the district board, the delegates to the annual district convention and the international board of Civitan International. He or she shall further the purposes of Civitan International and the district. He or she shall promote the interests and coordinate the work of district officers and of member clubs within the district. He or she shall at all times act as a representative of Civitan International in all relations with member clubs in the district.

Duties: It shall be the duty of the district governor to:

- A. Implement, supervise and lead the Civitan development team and comply with the requirements as set out in International Policy #0800.
- B. Preside at all district-wide meetings, district conventions and meetings on the district board.
- C. Serve as ex officio member of all district committees.
- D. Appoint district officers, project chairmen and district committees as provided in the bylaws and policies of Civitan International and in district policies. Recommend ad hoc committees as necessary.
- E. Work with the district board to develop policies and programs for the district.
- F. Work with the area directors, lieutenant governors, project chairs and district committees to ensure that the policies and programs of Civitan International and the district are carried out.
- G. Remove from office any appointed district officer who is unable or fails to perform his or her duties.
- H. Appoint person to fulfill any office (other than governor-elect) in the event of vacancy.
- I. Attend the Governors' Update meeting, the annual convention of Civitan International plus any special meetings for governors held prior to or after the international convention at the convention site, and any meetings or conferences conducted by Civitan International or the international director for district governors.
- J. Attend all district-wide meetings and area meetings in his or her district.
- K. Prepare for district board approval the program, format and agenda for district-wide meetings, and district conventions and prepare the agenda for meetings of the district board. Prepare or supervise the preparation of the format and agenda for area meetings.
- L. Designate parliamentarian for district-wide meetings and district conventions.
- M. **For the 2004-05 fiscal year only** - Serve as the Civitan International Foundation District Liaison (or appoint someone to serve in this position)
- N. Perform any other responsibilities or duties required by the bylaws, or assigned by the international board and/or the district board.

2. District Governor-Elect

Responsibilities: The governor-elect is responsible for becoming familiar with all district Civitan activities and to prepare for assuming the job of governor. He or she is to assist the current governor in every way possible to ensure the efficient operation of the district and to prepare for the orderly transition from one administration to another. Specifically, he or she shall assist the governor in the management of the growth and retention program on the district level and shall operate under the direction of the district board of directors.

Duties: It shall be the duty of the governor-elect to:

- A. Assume the office of governor in the event of a vacancy.
- B. Strive to achieve the goal of five percent net increase in clubs in the district.
- C. Develop with the governor a district growth plan on the form supplied by Civitan International.
- D. Communicate the need for growth, methods to achieve growth, and benefits from these efforts to all members.
- E. Assist the district governor in supervising and directing the district growth and retention program.
- F. Conduct growth and retention related education and training seminars on a regular basis.
- G. Assist all district officers and growth and retention personnel as needed.
- H. Develop plans and programs for district operation and growth for the next fiscal year.
- I. Develop with his or her district manager of growth and retention a growth plan for his or her administrative year. The form used will be supplied by Civitan International. The plans shall be approved by the district board of directors.
- J. Appoint, for the next fiscal year, lieutenant governors, projects chair, committee chairs and committees prior to the last district board meeting prior to the annual convention. Submit the names to the district board for review and approval. Announce names of appointees to the annual convention
- K. Provide for training of district and club officers for the next fiscal year and ensure that they are trained.
- L. Attend the Governors-Elect Academy, the annual convention of Civitan International plus any special meetings for governors-elect held prior to or after the international convention at the convention site, and any other conferences conducted by Civitan International or the international director for district governors-elect.
- M. Attend all district-wide meetings, district conventions and meetings of the district board.
- N. Perform any other responsibilities or duties assigned by the district board or the governor.
- O. Perform any other responsibilities or duties assigned by the international board.

3. District Immediate Past Governor

Responsibilities: The immediate past governor shall be a voting member of the district board of directors and shall use his or her experience to assist the governor as requested or assigned.

Duties: It shall be the duty of the immediate past governor to:

- A. Coordinate and manage the international award program within the district. He or she shall promote participation by individuals, clubs and the district in the international awards program by soliciting entries and assisting with the preparation process.
- B. Serve as the Foundation District Liaison (effective for the 2005-2006 fiscal year).
- C. Execute other such duties and responsibilities as may be assigned by the governor or district board.

4. Area Director

Responsibilities: The responsibilities of area director shall be as specified under sections 5 and 6 of this policy. At the district's option, area directors shall take the place of lieutenant governors and district directors, thus having the combined duties of both positions. In no instance shall a district have both area directors along with lieutenant governors and district directors.

Election: In addition to election of area directors at the annual convention, area directors may be elected at a special district convention held prior to the district training academy subject to such election being ratified at the next annual district convention. The procedure for election at a special convention shall be the same as that for election at the annual district convention.

5. Lieutenant Governor

Responsibilities: The lieutenant governor is directly responsible and accountable to the governor for the proper operation of the clubs in the assigned area. He or she is to provide whatever consultation and assistance needed.

Duties: It shall be the duty of the lieutenant governor to:

- A. Conduct a minimum of four conferences/visitations with his or her assigned clubs as required by the policies of Civitan International and the district.
- B. Visit each newly affiliated club in the assigned area within thirty days of chartering and thereafter as often as directed by the district board or governor.
- C. Report to the governor and Civitan International on the prescribed form for each conference/visitation, within thirty days.
- D. Conduct area meetings as directed by district governor as required and defined by Civitan International policies.
- E. Provide liaison between clubs, club presidents and the district governor with reference to policies and standards established by Civitan International and the district.
- F. To assist the governor and/or governor-elect to provide that all club officers are properly trained as required by Civitan International.
- G. Encourage inter-club relations.
- H. Promote club attendance at all area, district-wide and international functions
- I. Attend all district-wide meetings, district conventions and any other meetings called by the governor or the district board which require their attendance.
- J. Perform all other responsibilities and duties assigned by the governor.
- K. Work with the district manager of growth and retention.

Election: If district policy provides for election of lieutenant governors, such lieutenant governors may, in addition to being elected at the annual district convention, be elected at a special district convention held prior to the district training academy subject to such election being ratified at the next annual district convention. The procedure for election at a special convention shall be the same as that for election at the annual district convention.

6. District Director and Past Governor Elected to Serve on the District Board

Responsibilities: Shall be a member of the district board and help perform all duties assigned to it.

Duties: It shall be the duty of these directors on the district board to:

- A. Perform duties related to the general duties and specific tasks of the district board as stated in international Policy #0303
- B. Perform other policy-making and planning responsibilities and duties assigned by the district board except that in no case shall a director exercise supervision over clubs or lieutenant governors/area directors.

7. District Secretary

Responsibilities: The secretary maintains the official records of the district and performs other duties as usually pertain to the functions of a secretary. The secretary may be designated as the agent for an incorporated district.

Duties: It shall be the duty of the secretary to:

- A. Attend all district-wide meetings, conventions and district board meetings, and act as secretary of said meetings
- B. Keep minutes of all district-wide meetings, conventions and meetings of the district board. Transmit copies of these minutes to Civitan International and other designated by the board within thirty days of the close of each meeting.
- C. Preserve and have available district policies and procedures manual.
- D. Mail timely notice of all district-wide meetings and conventions to all district officers and club presidents.
- E. Mail notice of upcoming vacancies of district officers and requirements for office to all current district officers and club presidents.
- F. Perform any other responsibilities and duties as may be assigned by the district board or governor.
- G. Meet with the person scheduled to succeed to the office for the next term to provide training, guidance and an orderly transfer of records and books.

8. District Treasurer

Responsibilities: The treasurer maintains the official financial records of the district and performs other duties as usually pertain to the function of a treasurer

Duties: It shall be the duty of the treasurer to:

- A. Keep accurate and complete records, following good accounting principles, of all district financial transactions.
- B. Submit financial statements and records as required by the bylaws and policies of Civitan International, the policies of the district or by the district board.
- C. Receive and deposit all monies due the district.
- D. Disburse monies within the limitations of the district budget or by specific instructions of the district board or the delegates to the district convention.
- E. Furnish written report of district finances to each meeting of the district board and to the annual district convention.
- F. Close the books at the end of the fiscal year and submit them for audit as required by the bylaws and policies of Civitan International.
- G. Attend all district-wide meetings, conventions and meetings of the district board.
- H. Perform any other responsibilities and duties as may be assigned by the district board or the governor.
- I. Submit such reports as may be required by the laws of the State, Province or Nation.
- J. Meet with the person scheduled to succeed to the office for the next term to provide training, guidance and an orderly transfer of books and records.

9. District Judge Advocate

The district judge advocate shall be the advisor and counsellor to and for a district and its district officers and district board of directors. He or she shall perform those duties specified to be performed by a district judge advocate in the bylaws of Civitan International particularly Section 5 of Article I and the Sections of Article V. He or she shall advise the clubs of his or her district in complying with the terms and provisions of Section 9 of Article I and shall advise and assist in his or her district in district incorporation if it is not incorporated or in the performance of required corporate duties if it is incorporated.

The district judge advocate, upon designation by the governor to so act, shall serve as parliamentarian at district meetings and conventions and meetings of the district board of directors and, to this end, shall acquaint himself or herself as prescribed in Robert's "Rules of Order".

The district judge advocate shall perform such other duties and functions as may be assigned to him or her by the district officers and the district board of directors.

10. District Training Coordinators (OPTIONAL)

The district governor-elect may appoint a DTC not later than March 1 of each year. The DTC shall report to and be directly accountable to the governor-elect.

General Responsibilities:

The prime responsibility of the DTC is to assist the governor-elect in the planning, preparation and implementation of the district training program. The DTC is in direct charge of all training for those officers, requiring training, who assume their positions on or before October 1.

The individual may also be required to see that all officers of newly chartered clubs are trained within 30 days of charter presentation. He or she should be available to assist with other district education programs.

Specific Duties:

- (A) To plan the district training academy
 - (1) Select date(s) and site(s)
 - (2) Select and train needed training personnel
 - (3) Correspond with club and district officers
- (B) To prepare the district training academy
 - (1) Establish training objectives
 - (2) Establish an action plan
 - (3) Assign specific training responsibilities
 - (4) Acquire needed training materials
- (C) To evaluate the district training academy
- (D) To establish any necessary make-up sessions
- (E) To assist throughout the year as resource person in regard to training and education.

11. District Candy/Coin Box Chair (OPTIONAL)

The district candy/coin box chair will be responsible for providing leadership to all clubs within the district relative to achieving the overall goals of the Civitan International candy/coin box project. The district candy/coin box chair (DCBC) shall be appointed by the governor-elect. The DCBC shall report to and be directly accountable to the governor-elect.

Responsibilities: The following are general performance objectives:

- (A) To increase the number of clubs participating in the candy box project.
- (B) To increase the productivity of clubs that are only marginally successful.
- (C) To compile and analyse weekly statistics of club activity by implementing a uniform club record keeping system.
- (D) To coordinate and conduct candy box workshops.
- (E) To encourage clubs to properly recognize participating business establishments
- (F) To develop a district awards program to properly recognize individual and club outstanding achievements.
- (G) To work with the staff of Civitan International and the candy/coin box chair to attain the district candy/coin box dollar goal.

(H) To educate all Civitan members working on the Civitan International candy box project that the training materials, information systems, trademarks and concepts concerning the project are confidential proprietary information of Civitan International and should be kept confidential except for such limited disclosure as is required in the operation of the project and that such materials, information systems, trademarks and concepts should not be used for the financial gain of any such member or disclosed to outside organizations for their use.

(I) To take such steps as are reasonably necessary to prevent or stop any Civitan member from violating proscriptions as set forth in paragraph 11(H)

12. District Public Relations Coordinator (OPTIONAL)

The district public relations coordinator shall be responsible for assisting the governor-elect in district-wide public relations programs, consistent with district and international objectives.

Qualifications: Ideally, the district public relations coordinator will be a public relations practitioner who is familiar with established public relations techniques. Regardless of professional experience. However, the best candidate will possess good oral and written communications skills, exhibit a professional appearance and demeanor, and be creative. Persistent and open minded to new public relations opportunities.

Responsibilities/Duties:

- (A) Be informed about Civitan - its purposes and programs - in order to effectively communicate to all of Civitan's publics.
- (B) Manage the public relations program of Civitan International on a district level.
- (C) Develop and implement public relations programs specific to the district.
- (D) Encourage public relations programs at the club level, serving as a resource person throughout the year.
- (E) Serve as district resource for communications throughout the Civitan organization via Civitan Magazine.
- (F) Serve as the focal point for communication of public relations activities, problems and opportunities between the district and international.
- (G) Working with the appropriate district officers, coordinate needed PP/communications plans, both internal and external to assist them with their specific job functions, i.e. growth managers, training coordinators, candy box chairs, etc.
- (H) Visit clubs and attend district meetings as opportunity arises in order to fully understand PR needs and opportunities of the district.

0302.1 RESOURCES FOR DISTRICTS UNABLE TO SECURE A GOVERNOR

Adopted: 3/03

In an effort to assist districts that are unable to fill the elected office of governor, the appropriate international director and staff shall work closely with the affected clubs as needed. Specifically, the functions will included direct correspondence and other support, coordinated internally with the staff director of membership services and executive vice president of Civitan International, who shall coordinate internal staff efforts in the areas of growth, leadership, training, public relations, supply items, etc.

0303 DISTRICT BOARD OF DIRECTORS

Adopted: 7/82

Cross reference: Policy #0302

- (1) **Responsibilities:** The business of the district shall be administered and managed by the district board in accordance the bylaws and policies of Civitan International.
- (2) **Duties:** The general duties of the district board shall be to:
 - (A) Monitor and give general supervision an direction to the administration of the district.
 - (B) Function as the principal policy-making group for the district.
 - (C) Develop plans for the district and its programs.
- (3) **It shall be the specific tasks o the district board to:**
 - (A) Adopt new district policies or make changes in existing policies.
 - (B) Establish and changes areas of the district for efficiency of administration.
 - (C) Review and approve the governor-elect’s planned work program and appointments for his or her year as governor.
 - (D) Approve ad hoc committees submitted by the governor.
 - (E) Prepare a district budget for the subsequent year.
 - (F) Review the annual audit report of district finances.
 - (G) Determine whether governor or governor-elect is unable to fulfill the duties of the office and recommend removal from office, if necessary.
 - (H) Determine date, place of district-wide meetings, special conventions and annual conventions.
 - (I) Prepare programs of annual conventions.
 - (J) Call special conventions, if needed.
 - (K) Determine what (if any) district business is to be conducted at district meetings other than conventions.
 - (L) Determine method of certifying voting delegates to district conventions.
 - (M) Determine distribution of minutes of district-wide meetings and conventions.
 - (N) Approve disbursement of all district funds that are consistent with budgeted items.
 - (O) Determine that district finances are managed in accordance with accepted accounting practices.
 - (P) Determine official depositories for district funds.
 - (Q) Designate officers for signing district cheques.
 - (R) Establish and provide effective control of and review budgets for existing and future projects with emphasis on projects of a short term nature.
 - (S) Perform any other responsibilities or duties assigned by the international board of directors as deemed necessary for the smooth operation of the district.
 - (T) Perform responsibilities of the lieutenant governor when an area director is part of the make up of the district board of directors. (See policy #302, paragraph 5.)

0304 CIVITAN CLUB IN GOOD STANDING

Adopted: 9/74

Cross reference: Policy #0404, #0405

A Civitan club in good standing shall be any duly chartered Civitan club which:

- (1) Has not had its charter suspended or revoked for non-payment of its financial obligations to Civitan International.
- (2) Has at least 15 members on file with Civitan International or with the European Division.
- (3) Has an approved constitution and bylaws as required by and in conformity with the international constitution and bylaws. U.S. clubs, chartered after July, 1972, must also become

- incorporated prior to the end of their first year of operation.
- (4) Is not delinquent in filing reports to **CLUBS IN GOOD STANDING**
- (5) Can certify that its current president, president-elect, secretary and treasurer have received training for the current administrative year as required by Civitan International and the district. This participation is to be certified by the governor/district training coordinator to Civitan International. Club officers should be trained prior to taking office on October 1, with the final deadline for said training to be November 15 of the current administrative year.

Should a club president, secretary or treasurer continue in office for a second successive term it is strongly suggested, **but not required**, that the officer attend the training academy a second time so as to acquire information on new programs and projects in preparation for the second term.

However, should a club president continue in office for a third successive term, attendance at the training academy schedule for the third administrative year is required and attendance during alternate years thereafter shall be required for those who hold the office on a continuing basis.

Should a club secretary or treasurer continue in office for successive terms, training shall not be required after the first year unless the curriculum has substantially changed.

Nothing herein shall prevent a district from adopting additional standards in defining a club in good standing so long as they are not in conflict with the international constitution and bylaws or international board policies.

0304.1 CIVITAN MEMBER IN GOOD STANDING

Adopted: 7/88

- (1) A member in good standing shall be:
 - (A) Eighteen (18) years of age or older;
 - (B) Of good character and reputation;
 - (C) An active member of a Civitan club;
 - (D) Not delinquent in his or her financial obligations to his or her club and Civitan International;
 - (E) Is in compliance with club, district and international requirements concerning attendance, duties and obligations;
 - (F) Is not in a status of membership suspension and revocation and is not in a provisional or probationary status.
- (2) A member in good standing may transfer his or her membership from one club to another. It is recommended that an officer of the incoming club confer with the club from which the member is transferring to verify the member’s status. The member’s new club shall be responsible for approving the individual as a club member following usual club guidelines for new members.

Last amended: 3/01

0305 CIVITAN DISTRICT IN GOOD STANDING

Adopted: 7/76

Cross reference: Policy #0306, #0307

The international board shall monitor all activities of a district. Only the international board has the authority to place a district on probation. If the district is placed on probation by the board, headquarters staff and the international director representing the district shall work together to monitor the district’s status as outlined in international board policy #306, “Sanctions for Districts Which Fail to Maintain Good Standing”

A Civitan district in good standing is any district which has not been placed on probation by the international board. Districts in good standing shall:

- (1) Remain current in financial obligations and reports to Civitan International.
- (2) Operate in accordance with the current constitution, bylaws and policies of Civitan International.
- (3) Have the following trained officers, as required by Civitan International: governor, governor-elect and lieutenant governor/area director.
- (4) Have a growth plan on file with Civitan International for the current administrative year.

0306 SANCTIONS FOR DISTRICTS WHICH FAIL TO MAINTAIN GOOD STANDING

Adopted: 10/82

- (1) First year not in good standing
 - (A) District will be placed on probation.
 - (B) District activities will be monitored by international board of directors
 - (C) District will lose district votes at international convention.
- (2) District that is not in good standing for two consecutive years:
 - (A) The district will operate under a mandated work program developed by Civitan International in conjunction with the district board. The work program shall be monitored by the international board to ensure the return of the district to good standing.
- (3) District that is not in good standing for three consecutive years:
 - (A) The district shall be dissolved and the clubs shall be assigned to other districts. The international board may grant the club an at large status due to the geographic location of the club in relation to the district assigned and give the club voting rights as long as the club complies with policy #0304.
- (4) Immediately upon meeting the minimum growth standard for the current administrative year, and/or upon correcting any other deficiency for which they have been placed on probation, the district shall be returned to good standing.

0307 DISTRICTS DELINQUENT IN PAYMENTS

Adopted: 1/83

Cross reference: Policy #0305

Districts 120 days delinquent in payment of any financial obligation to Civitan International shall be considered not in good standing until such delinquency is paid.

Any district not in good standing during the dates of the international convention shall forfeit its right to vote at said convention.

Any district considered not in good standing for non-payment for any period of 60 days or more shall forfeit its right to an honor district award for that administrative year.

The district governor and international director shall be provided notice of any amounts 60 days, 90 days and 120 days past due.

0308 ESTABLISHING NEW CLUBS BEYOND DISTRICT BOUNDARIES

Adopted: 2/77

Cross reference: Policy #0309

A Civitan club may proceed to establish a new club beyond the boundaries of the sponsoring club's own district after first

notifying the governor of the affected district and with the understanding that the new club shall be part of the district in which it is located and not part of the sponsoring club's own district.

If, however, due to geography or distance the sponsoring club wishes to recommend that the new club be a part of the sponsoring club's district, thus, in effect, changing the boundaries of said district, then prior to taking steps to establish the new club the sponsoring club shall initiate action to have the district boundaries changed by the international board as per policy #0309.

0309 CHANGE IN DISTRICT BOUNDARIES

Adopted: 3/75

Proposals to change district boundaries shall be amended to 3/97 international board of directors by the executive vice president or by the international director of the district(s) affected or by the appropriate international committee.

If initiated by the executive vice president, or an international committee, the executive vice president shall present to the board a report of appropriate studies, investigations and recommendations.

If initiated by a district, the proposal shall be (1) reviewed by the district board, (2) presented to the international director and executive vice president for study and recommendation, (3) approved by a majority of the delegates at a district-wide meeting or convention and (4) brought to the international board of directors by the international director.

After hearing the proposal. The international board of directors shall:

- (1) accept the plan and redraw district boundaries accordingly; or
- (2) reject the proposal; or
- (3) accept with conditions; or
- (4) modify the proposal; or
- (5) refer it back for further study.

Upon any changes of district boundaries ~~last amended to 3/97~~ board of directors, notice shall be given in accordance with the terms and provisions of Section I, Article V, international bylaws and hearing, if requested, granted as ordered herein.

0309.1 CHARTERING SUPPLIES FOR NEWLY FORMED DISTRICTS

Adopted: 7/85

A newly chartered Civitan district shall receive as prt of their materials for the chartering ceremony:

- (1) A district banner presented as a gift from Civitan International.
- (2) District officer lapel pins presented as a gift from Civitan International.
- (3) Other paraphernalia. Such as podium, bell, gavel, etc., as may be presented as gifts by Civitan members, Civitan clubs and other Civitan districts.
- (4) Other supplies and equipment as may ~~last amended to 3/97~~ funds from the district treasury.

0310 AREAS WITH LESS THAN FIVE CLUBS

Adopted: 10/82

Cross reference: Bylaws, Article V, Section 1(c); Policy #0803

Should it be desired and prudent to have less than five clubs in an area as prescribed in the Civitan International bylaws, Article V, Section 1(c), it may be permitted upon approval by the international director upon request from the district board.

0311 BOND

Adopted: 10/79

To protect the club's and district's financial assets and community image, it shall be the policy of Civitan International to strongly urge its member clubs and districts to provide a surety bond covering officers and committee chairpersons; said bond to provide financial reimbursement for financial losses due to theft, forgery, fraud and other illegal misappropriations of club funds.

0312 MAKE-UP ATTENDANCE

Adopted: 3/75

A member shall not be counted absent from his or her club if he or she attends, within 30 days before or after such absence, any one of the following meetings: (a) a meeting of any other Civitan club; senior or junior, (b) a regular board of directors' meeting of the member's own club or district, (c) a regular international, region or district meeting or (d) a bonafide project of such member's own club of at least one hour's duration.

The secretary shall certify this attendance record on each member.

0313 MEMBERSHIP CATEGORY DEFINITIONS

Adopted: 10/77

Cross reference: Policy #0325

Civitan International shall define types of membership as follows for purposes of record keeping and fees payment:

- (1) Active member: A person who meets the qualifications of Bylaw Article II, Section 1, and who is current in membership fees and dues as prescribed by the club, district and international.
- (2) Honorary: As per Bylaw Article II, Section 2(b).
- (3) Member-In-Military: As per Bylaw Article II, Section 2(c).
- (4) Life: As per Bylaw Article II, Section 2(d).
- (5) Associate: As per Bylaw Article II, Section 2(e). (Not considered an "active member" as described in paragraph 6.)
- (6) Transfer Member: A Civitan who, while an active member, transfers from an established club to another established club or to a new area. A transfer member pays no initiation fee or processing fee to Civitan International.
 - (A) Junior Civitan: If a Junior Civitan or former Junior Civitan affiliates with a senior Civitan club that member shall be considered a transfer member and shall be exempt from payment of the initiation or processing fees. It shall be the responsibility of the club secretary to so note this previous affiliation on the Additions Report Form.
 - (B) Collegiate/campus Civitan: If a former collegiate/campus Civitan affiliates with a senior Civitan club that member shall be considered a transfer member and shall be exempt from payment of the initiation or processing fees. It shall be the responsibility of the club secretary to so note this previous affiliation on the Additions Report Form.

(7) Reinstated Member: A Civitan who has previously terminated active club membership, but ~~was reinstated~~ **Last amended: 10/97** with his or her original club or another Civitan club. A Reinstated member pays a processing fee of \$5.00 to Civitan International to be added to the roster of a new or established club. When a club charter is retired or revoked a member may be reinstated into another club by paying the \$5.00 processing fee..

If a transfer or reinstated member affiliates with another club within 12 months of his or her deletion from the previous club roster, his or her membership shall be ~~considered~~ **Last amended: 10/84** for the purpose of recognition of 25 more years of continuous membership and the original entry date shall be recorded on the master computer file.

(8) Initiation and/or Processing Fee: Initiation and/or processing fee is paid when joining a Civitan club. This is a one-time fee and therefore, a Civitan who is an active member of a club and wishes to become affiliated with another is exempt from paying an additional initiation or processing fee. However, when a Civitan joins another Civitan club, he or she must pay club, district and international ~~dues~~ **Last amended: 10/84** or she is a member.

0314 VISITATION AND EVALUATION OF CLUBS

Adopted: 4/71

Cross reference: Policy #0302

No institution or organization can be truly successful unless there is constant evaluation of progress, strengths and weaknesses.

The administrative staff will develop and maintain (in cooperation with the appropriate advisory committee) a system of club visitations and evaluations. Particular attention shall be given to club administrative practices, effectiveness of the officers, programs and service projects. ~~Last amended: 3/97~~ evaluations shall be made by district officers.

0315 CLUBS FALLING BELOW 15 MEMBERS

Adopted: 10/87

Clubs (and their members) with less than the required minimum membership standard of 15 shall:

- (1) Be entitled to receive the Civitan Magazine and other mailings.
- (2) Be entitled to purchase supply house items on club account.
- (3) Not be entitled to vote at district and international meetings.
- (4) Be invoiced quarterly international dues based on minimum charter billing of \$150.00 per quarter for North American clubs. Clubs outside North America will be billed in accordance with procedures established by other policy(ies).
- (5) Receive a letter from the staff director of membership services making the club aware they have fallen below the required minimum membership standard. The director of membership services shall encourage the club to build its membership to 15 or more and provide the club with free recruitment material as requested.

After a club has reported its membership at less than 15, the director of membership services shall discuss the club's membership problem with the district governor and formulate a plan whereby the district and international will provide assistance to the club to resolve the membership problem.

To encourage the building of membership, the club

will not be placed on "inactive" or "probation" as long as the district governor reports that the club and district are continuing to make an effort to reach the minimum membership of 15. The membership comparison report will show the clubs as "below 15" rather than "inactive".

When a reasonable length of time shows no progress is being made to increase the club's membership, the director of membership services will contact the governor and/or international director to determine if club should be notified that revocation shall commence if no increase in membership is reported within three months.

**0316 1. CLUBS ON STOP BILLING WHEN
NEEDING ASSISTANCE
2. CLUBS NOT MEETING FINANCIAL
OBLIGATIONS TO CIVITAN
INTERNATIONAL**

Adopted: 10/82

(1) At the request of the district governor, a club may be placed on stop billing by Civitan International, allowing time for club to rebuild and/or reorganize with the assistance of the membership services department of Civitan International and the district. Club may be placed on stop billing for one quarter or remain on stop billing for six months, provided a financial statement accompanies the written request, indicating funds are not available for payment of dues. T the end of six months, if the club is not financially able to pay dues, the charter will be revoked by Civitan International. During the six month period of stop billing, he club's membership will be removed from the district total.

Civitan International president, Civitan International president-elect, international director, district governor, district governor-elect, lieutenant governor or area director, club president, sponsoring club(s) and club builders shall be notified immediately by the international office of a club placed on stop billing status.

To keep communication open between Civitan International and clubs on stop billing, a club will continue to receive magazines and officer mailings until such time as club charter is revoked by Civitan International. A club may not receive the benefits offered by the Civitan supply house during stop billing status.

Clubs on stop billing will be encouraged to attend district meetings and international and district conventions but will not continue to have voting privileges.

(2) Civitan clubs failing to meet their financial obligations to Civitan International will receive a letter at the end of 150 days stating the club will be placed on charter suspension in 30 days should the delinquencies not be paid. At the end of 180 days, the club officers and all club members will be notified by letter that the club has been placed on charter suspension since such debts have not been paid and all communications have failed. Such letter will further state the club or district will have 30 days in which to pay all debts or the club will be placed on inactive status. At the end of 150 days, if such debts have not been paid by the club or district and all communications have failed, the club will be placed on inactive status.

International directors and district governors will be copied on all correspondence to such clubs by the international office.

0317 RETURN OF CLUB CHARTER

Adopted: 3/75

Cross reference: Bylaws, Article III, section 3, 4, 6; Policy #0323

Upon return of a club's charter pursuant to international bylaw, Article III, Sections 3 and 4, or upon receipt of written notice of a club's intent to return its charter, the executive vice president shall contact the district governor. The executive vice president shall instruct that the matter be investigated by Civitan International's staff director of membership services. The executive vice president will then write the official letter accepting that the charter be returned. Such letter will advise the club and district concerning the action to be taken regarding club supplies, any remaining funds and other details relative to this action. **Last amended: 7/99**

Supplies will be returned to the international headquarters according to provisions of Article III, section 6, of the international bylaws.

Final disposition of funds will be in the following order: (1) payment of all local obligations, (2) payment of district obligations, (3) payment of international obligations. This rule shall apply only to funds of an operating nature. The balance of said funds shall be sent to Civitan International to held for up to 24 months for the purpose of rebuilding and/or club building in the same community. At the end of the 24 month period, said funds shall be transferred to the Civitan International Foundation in the club's name.

**0317.1 DEVIATION FOR CANADIAN CLUBS -
SURRENDER OF CHARTER REQUESTS**

Adopted: 10/88

Upon receipt of written notice of a club's intent to return its charter, the executive vice president shall contact the district governor and request that the matter be investigated by the district governor with a report to be made to the international director. Ld be made to save the club, but if the report includes a recommendation to disband the club, and te international director concurs, the director shall report the same in writing to the executive vice president. The executive vice president will then write the official letter accepting charter surrender and will advise the club and district concerning the action to be taken regarding club supplies, any remaining funds and other details relative to official disbandment.

Supplies will be returned to the international headquarters according to provisions of Article III, section 6, of the international bylaws.

Final disposition of funds will be in the following order: (1) payment of all local obligations, (2) payment of district obligations, (3) payment of international obligations. The balance shall be retained by the district in a escrow account for 24 months and returned to any Civitan club established in the community during that 24 months. At the end of the 24 month period, the funds shall be transferred to the Civitan International Foundation of Canada.

0320 INTERNAL ACCOUNTS, DISTRICT

Adopted: 4/71

All districts of Civitan International are encouraged to maintain accounting procedures that comply with generally accepted standards. This would include a periodic audit by an independent accountant.

All internal accounting procedures shall be in accordance with the respective country's tax laws.

0321 STEPS TO BE TAKEN WHEN A DISTRICT IS DISSOLVED

Adopted: 10/85

The following steps should be taken when a district is dissolved and the clubs within that district are not assigned to another district:

- (1) Notification is to be sent at least 90 days prior to the dissolution of the district to all district officers of all clubs within the district. Normally the dissolution will be effective at the end of the Civitan International fiscal year.
- (2) A statement will be sent to each club within the district advising them of their rights and obligations as clubs-at-large.
 - (A) Their rights will be:
 - (1) Use of the Civitan name and logo.
 - (2) Attend the Civitan International convention and vote.
 - (3) Continue to participate in fruit cake sales and the candy box project as well as other Civitan International projects.
 - (B) Their obligations will be:
 - (1) To meet regularly.
 - (2) Serve their community.
 - (3) Pay international dues.
- (3) These clubs will be listed as "clubs-at-large" with membership figures printed on the membership comparison report as such.
- (4) All clubs-at-large will be administered by the staff of Civitan International and the international director of the region in which the clubs are located.

0321 ADMINISTRATOR FOR CLUBS-AT-LARGE

Adopted: 10/87

Cross reference: Policy #0205.1

Responsibilities:

Clubs-at large should be a ward of Civitan International with an appointed administrator who will work closely in club development with all departments of international and the international board of directors, as needed. Specifically, the functions will include direct correspondence, coordinated internally with the staff director of membership services and the executive vice president of Civitan International, who in turn will coordinate internal staff efforts with regard to growth, leadership training, public relations, supply items, etc.

The goal of the administrator for clubs-at-large is to bring the clubs-at-large up to the level and number of clubs whereupon a district-in-development status may be conferred. In accordance with this goal, the administrator of clubs-at-large should, if possible, be a past governor of a district and should thereby conduct his/her administrative responsibilities

much in the same manner as a district governor.

An administrator of clubs-at-large is appointed by the international president each year until the clubs reach district-in-development status, whereupon the position of administrator of clubs-at-large will be dissolved and included in the election of a district governor and board.

The administrator of clubs-at-large is encouraged to appoint assistant administrators in geographical territories to best manage the functions that will quickly accomplish the growth requirement for district-in-development status. These individuals will serve in the capacity of assistants to the administrator of clubs-at-large and would carry out the responsibilities of those of a lieutenant governor/area director. These individuals will, however, be responsible jointly to the administrator of clubs-at-large and the executive vice president at Civitan International, who will coordinate the internal functions and activities as required.

0322 TRANSPORTATION AND MEETING EXPENSES

Adopted: 10/85

Cross reference: Policy #0224

Civitan International shall pay transportation costs of district representatives to the following meetings:(1) governors-elect academy, (2) governors mid-year update. Costs shall be based on round-trip economy airfare or the international automobile allowance, whichever is less.

Civitan International will also pay the cost of group meals, faculty expenses and all other program costs.

Request for reimbursement must be submitted to the international office within 60 days following the meeting. Documentation of the expenditures must accompany the request.

Districts will be required to pay hotel costs, incidental fees and other costs as may be applicable. Districts may also be required to pay a nominal registration and/or material fees for some meetings.

0323 DISPOSITION OF PROPERTY BY CLUBS DISBANDED

Adopted: 10/85

Cross reference: Policy #0317

Inasmuch as the law of real property varies from state to state within the United States; and inasmuch as Civitan clubs in the United States may have occasion to purchase and own and hold title to real property; Civitan International establishes the following guidelines for such clubs:

- (1) A club presently owning real property and not incorporated shall incorporate immediately and shall convey title to all of its real property to the corporate organization.
- (2) A club contemplating or anticipating acquiring, by any method, title to real property shall take such title in its corporate name and shall incorporate for this purpose if it is presently not incorporated.
- (3) Whenever a club owning real property ceases to be a member of Civitan International, whether voluntarily or by forfeiture, such club prior to termination of membership shall convey title of its real property to the district to which it belongs or, if not a member of a district, to Civitan International.

Districts of Civitan International, for the purpose of owning

real property, shall incorporate and shall hold and convey title to real property only in the district corporate name.

0324 MENTOR/SPONSOR PROGRAM

Adopted: 3/92

Cross reference: Policy #0801

Civitan International shall provide assistance to new clubs in developing Civitan countries by soliciting sponsorship from a healthy, established club. The principle of the Mentor Program is to create a welcoming atmosphere for these new members making them part of the Civitan family.

The Mentor Program is designed to create a communications link between the new club and a strong, established club. The commitment does not stop with the chartering of the new club. Sponsorship is a three to five year club commitment. A constant bilateral exchanges of information pertaining to club projects, local customs and items of interest should be maintained. Civitan International recommends each sponsoring club appoint a member to coordinate mentorship ensuring continual communication with the new club.

The sponsoring club may extend invitations to attend international conventions with an offer of financial and/or local housing with area Civitans if possible. Should a delegate of the new club attend the convention, a member of the sponsoring club should act as a guide and information source for convention activities.

The Mentor Program requires a financial commitment to cover the charter supplies of the new club, including banner, gavel, officer pins, member pins, a \$50 gift to begin the club's treasury, etc. All of the items are covered by a \$350 sponsor fee which will be billed to the mentor club. The Mentor club is encouraged to budget \$100 to \$200 annually to cover mentor costs of postage expense of club bulletin mailings and correspondence, gifts and shipping costs.

If a club wishes to sponsor a new club in a developing Civitan country, the request must be submitted to Civitan International in writing. The request should include the sponsoring club's agreement to financial commitment and plans for mutual correspondence. Civitan International will make recommendations of sponsorship based on the club's request and new clubs in progress.

A club that qualifies for honor club status may be considered for "Honor Club of Distinction" by sponsoring a club in another district and/or country in the year in which the sponsoring club is chartered.

0325 CAMPUS CIVITAN CLUBS

Adopted: 3/92

Cross reference: Constitution, Article XVII; Policy #0313

Civitan International shall provide for the growth and expansion of Campus Civitan clubs. Article XVII of the Civitan International constitution states..."Membership in such clubs shall consist primarily of students at such a college/university. Such clubs shall function under the constitution and bylaws of Civitan International with the exception that separate policy or policies for Campus Civitan clubs shall be developed and approved by the Civitan International board of directors." Outlined below are areas of exception for the campus club program:

- (1) The campus fiscal year will be from July 1 to June 30.
- (2) The campus program will have the same logo and Creed as the senior organization. Campus clubs will continue to purchase supplies from the supply house. The name "campus" will not be added to any supplies.
- (3) Campus clubs will have at least two (2) meeting per month during the regular school year, the fall semester/quarter through the spring semester/quarter.
- (4) Annual international fees shall be \$10.00 per member. Area fees shall be \$5.00. Suggested club fees are \$5.00.
- (5) Additions during the year shall be prorated as follows: If a member joins from July 1 to December 31, full fees are charged. If a member joins from January 1 to June 30, half fees are charged. Clubs will receive a membership roster twice a year. Membership rosters shall be updated by the club and fee payment sent to Civitan International with the updated roster. A second roster will only be used for the purpose of adding mid-year members.
- (6) Sponsoring clubs should have at least one person to act as club liaison for campus clubs. If more than one is a sponsoring club, then each club will have a club liaison for the campus club.
- (7) Charter membership supplies shall include a Creed, pin, a certificate, a club banner, training and operational materials.
- (8) Campus members will receive a newsletter two to four times a year.
- (9) Honor club application shall be available for campus clubs,
- (10) Officers shall be elected in either February or March. Officers should be trained by June 30. Officers of each club shall be trained as one group. Each officer shall learn the duties of all officers in case one officer is unable to fulfill his or her obligations.
- (11) All campus clubs must charter with a minimum of 25 members. This minimum number applies only to the chartering of campus clubs.
- (12) Campus clubs shall be divided into areas. An application for the position of area coordinator shall be provided for interested candidates to be completed for review by the Civitan Executive Committee. The Civitan International board shall appoint area coordinators for each area to help administer the campus program.

0326 INCORPORATION OF CLUBS AND DISTRICTS

Adopted: 1/75

Cross reference: Bylaws, Article I, Section 9; Bylaws, Article V, Section 4

Civitan International recommends all Civitan clubs become incorporated per Section 9(a) of Article I, international bylaws. New clubs chartered must incorporate within one year of chartering.

All Civitan districts should consider incorporation.

A complete copy of the articles of incorporation shall be sent to world headquarters for inclusion in the permanent file.

Last amended: 3/97

APPENDIX C
DEVIATION APPROVAL FROM INTERNATIONAL POLICIES 604, 1004
AND 1201 AND ARTICLE V SECTION 14a OF THE INTERNATIONAL
POLICIES AND BYLAWS

July 11, 2001

Governor Bob Robinson
Governor-Elect Bruce Baldwin
International Director 2001-2003 Brian Keast

On July 2nd, 2001, I was called before the Executive Committee of Civitan International to add insight and support for your requests for deviations from International Bylaws in respect to District Officers Elections, Club Assessments and Required Meetings. (I had requested deviation from Article V of the International Bylaws using Article XV of the International Constitution).

I am very pleased to announce that the International Board has approved your requests based on the recommendation of the Executive Committee. This action took place on July 3rd, 2001 in Jacksonville, Florida, at the International Board meeting.

I will list your Policy numbers and apply the ruling for each.

C.D.E. Policy 601.

Any deviation for this policy was addressed at the elections meeting (July 8th, 2001) when the delegates approved the amendment to International Bylaw Article VIII, sections 4,6,7,8 and 9 (July 7th, 2001 International Convention, Jacksonville). The acceptance of the Bylaw will allow your district to continue using the current procedure you now have in place and cannot be challenged without an appeal to the International Board, which would require a vote to repeal.

C.D.E. Policy 1004.

“A motion was adopted and approved to grant waiver to Article V, section 6, for Canadian District East, allowing district dues to exceed \$18.00 per member as directed in the International Bylaws” In other words , your club assessment currently in place is acceptable unless challenged through the International Board.

C.D.E. Policy 1004.

“Required meetings deal with the question of holding District elections prior to the District Convention (Regional Convention). This issue is addressed in current International Bylaws, authorizing districts to call SPECIAL CONVENTIONS (MEETINGS) for the purpose of electing officers”. In your situation your Spring Election Meeting qualifies under this Bylaw. (This reflects the International policy amendment approved by the delegates to the convention in Norway requiring a minimum of 1 meeting per year for districts)

All of the above are effective as of July 3rd, 2001 and cannot be revoked unless an appeal is made through the International Board or if there is a change in the International Bylaws affecting these areas.

It has been recommended that you include a current copy of the International Constitution and Bylaws along with your policy manual and that your policy committee cross-references your policy book with International Bylaws and Policy numbers wherever possible.

You may want to consider a re-write of your policy manual in the style used by Civitan International or Canadian District West. A big undertaking, yes, but well worth the time and effort. You will find this helpful in any future dealings with policy items that are ever in question. (I will offer my services in this venture).

If you require any further explanation of these items, please let me know

Thank you for your support on this matter

Your in Civitan
Original signed by
Wayne Dorey
International Director Region 5

P.S. Thanks for the challenge.

July 11, 2001

Governor Bob Robinson - Canadian District East
Governor Dot Deller - Canadian District West
Governor-Elect Bruce Baldwin - Canadian District East
Governor-Elect Pat McKinney - Canadian District West
International Director 2001-2003 Brian Keast

Request for deviation from Article V, Section 14(a) of the Civitan International Bylaws.

The Civitan International Board of Directors, applying a request using Civitan International Constitution Article XV as the resource, approved this deviation

This deviation will only apply for the 2001-2002 administrative year and allows for clubs within your districts, with a membership of not less than 10 and no more than 14, ONE district vote at all District meetings and conventions

This deviation was unanimously recommended by the Executive Committee and approved by the Board on July 3rd, 2001 in Jacksonville, Florida. (Item #13, Executive Committee Minutes).

I have assured the International Board that every effort will be made to insure that both districts will assist in rebuilding these identified clubs. I truly believe both districts can achieve this goal and will surpass it

Thank you for your concern and cooperation on this matter.

Your in Civitan

Original signed by

Wayne Dorey
International Director Region 5



CANADIAN DISTRICT EAST

POLICY MANUAL

Last revised

MAY 01, 2007