



BOARD OF DIRECTORS

POLICY MANUAL

and

ORGANIZATIONAL BYLAWS

P. O. Box 130744, Birmingham, AL 35213-0744

One Civitan Place, Birmingham, AL 35213-1983

1-800-CIVITAN ♦ (205) 591-8910 ♦ www.civitan.org

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0100 Civitan International Policies Defined

Adopted: 6/72 Last Amended: 3/06

The international board accepts the definition of policy as:

Policies are principles adopted by the international 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 permit the administration sufficient flexibility to administer the intent of the policy and 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 administrative staff and all levels of Civitan.

It is the international board's intent that its policies also serve as sources of information and guidance for all Civitans and staff.

0101 International Directory

Adopted: 10/78 Last Amended: 3/06

The executive vice president shall cause to be printed an annual directory listing international, district, and club information based on data provided at the beginning of the new fiscal year. A copy of the directory shall also be made available on-line at www.civitan.org.

One copy will be sent to each governor, governor-elect, international director, past international president, international committee member, and outgoing international director.

A mailing to clubs during the second month of the fiscal year will include one free directory to all club presidents. Additional copies are available from the world headquarters at a cost of \$2.50 each.

The international directory of Civitan International is a record that should be held in trust; its use for commercial or solicitation purposes shall be denied to all. Exceptions may be granted only by the executive vice president with a report to the board.

Requests from non-Civitans for a mailing list of club officers in specific districts shall also be denied. Exceptions may be granted only with the authorization of the executive vice president and the district governor.

An appropriate legend to indicate compliance with this policy shall be printed in the international directory and other mailing list publications.

0102 The Civitan Emblem

Adopted: 1/74 Last Amended: 3/06

The Civitan name and emblem are the property of Civitan International and are registered as its name and emblem (or trademark) in the various nations where Civitan clubs are located and is protected by the United States Federal Registration Laws.

The basic purpose of the emblem is to identify with Civitan International its individual members, its clubs, its affiliated and subsidiary organization, its publications, its activities and services and its equipment such as banner, road signs and other items. To preserve its rights and to prevent its name and emblem from becoming public property, the Civitan International board shall exercise complete authority over usage of the name and emblem. Permission for use of the emblem shall be granted only when contemplated use is appropriate to the aims, ideals and purposes of Civitan International and its member clubs. In considering requests for use of the emblem, the international board shall apply reasonable standards of propriety. The proposed use must be in good taste, creditable, dignified, of high quality workmanship and must be artistically and accurately reproduced.

Club and district administrations are not required to obtain permission to apply the emblem to printed matter for their own use such as letterheads, envelopes, bulletins, announcements, checks, convention badges and items of a similar nature. However, the emblem shall always be accompanied by the name of the club and district administration using the emblem, thus employing the emblem to indicate association with Civitan International. The emblem shall not be used by members for personal or commercial purposes.

A foundation, corporation or entity organized and controlled by a club or group of clubs, or their members, may employ the emblem upon the specific approval of the international board in each instance. However, even with such approval, if granted, the name of the sponsoring or conducting organization must always accompany the emblem to make clear the facts that the event, activity or item is that of the named organization rather than Civitan International.

Club and district administrations may not authorize the manufacture of an item bearing the emblem without the approval of Civitan International. For example, this prohibition shall apply to awards or trophies. Manufacturers may employ the emblem only with the specific written approval of Civitan International's board of directors. When in doubt, club or district administrations contemplating the use of the emblem should communicate with Civitan International in advance to obtain a decision or approval of such use. However, there is no prohibition to attachment of the emblem, following a club name, on an item being awarded an individual by a club, thus merely indicating that the awarding club is a member or affiliate of Civitan International.

Permission to use the emblem shall not be determined to be permanent and may be revoked by Civitan International upon notice of sixty (60) days. Violation of any agreement for its use shall result in revocation without advance notice.

0103 Internet Home Page Protocol

Adopted: 3/06

Civitan International has a home page on the Worldwide Web of the Internet at www.civitan.org (civitan.net or civitan.com). This page shall be an information source to members and nonmembers.

Contained within the Civitan International home page is an E-mail link for communication to Civitan headquarters which shall be regularly monitored and actioned as required for the purposes stated above.

With the growth of Internet access and home page developments by other groups including districts, clubs and individuals within Civitan, guidelines for design are set forth as follows. A club home page on the Internet must be listed as: Civitan club (or district), State, City and the balance of the name. For example:

Civitan Club, Alabama, Birmingham, the ACTION Club
Civitan Club, Mississippi, Tupelo, Luncheon Club
Civitan Club, Florida, Jacksonville, Uptown Club.

This will enable users to quickly see the geographical location of clubs for more concise referencing. This also brings order to what will likely become chaos as organizations and their affiliates become listed alphabetically rather than geographically.

Each club or district will also have a "hot link" reference back to the Civitan International home page for purposes of securing further information, brochures or assistance unrelated to the local club's home page.

0104 Electronic Communications

Adopted: 10/00

Electronic distribution of international, district, and club publications is encouraged as a cost saving measure. The subjects included in an electronically distributed publication must also be conveyed in a more traditional communication in order to allow members without electronic access an opportunity to request the details contained in such electronically distributed publication. (An electronically distributed publication does not currently meet

international bylaws or policy requirements for published notices.) Electronic mail is considered sufficient for satisfying mail notice requirements in international bylaws or policies, only if the originator has confirmation, within the previous 30 days, of prior successful electronic mail exchange with the intended recipient(s). (Electronic mail is not currently sufficient for satisfying certified mail notice requirements in international bylaws or policies.)

0105 The Civitan Creed

I Am Civitan: as old as life, as young as the rainbow, as endless as time.
My Hands do the work of the world and reach out in service to others.
My Ears hear the cry of children and the call throughout the world for peace, guidance, progress and unity.
My Eyes search for others to join in the fellowship and service of Civitan.
My Mouth utters the call to daily duty and speaks prayers in every tongue.
My Mind teaches me respect for law and the flag of my country.
My Heart beats for every friend, bleeds for every injury to humanity and throbs with joy at every triumph of truth.
My Soul knows no fear but its own unworthiness.
My Hope is for a better world through Civitan.
My Motto: builders of good citizenship.
My Belief: do unto others as you would have them do unto you.
My Pledge: to practice the Golden Rule and to build upon it a better and nobler citizenship.

0106 Membership Survey

Adopted: 3/08

The Executive Vice President shall cause to be developed a process with the purpose to collect data systematically from the Civitan membership. The data collection process should be accomplished on an as-needed basis with a maximum of three (3) years between surveys. The surveys shall utilize a random sampling methodology. The international board of directors shall be responsible for determining the timing as well as for identifying topics to be included in the survey. The international staff shall be responsible for administering and compiling the results. The results of the survey shall be published in the first issue of *Civitan Magazine* after completion, and also posted on the Civitan website.

Further, the Executive Vice President shall cause a non-random survey of the attendees at each international convention for the purpose of obtaining their feedback on subjects pertinent to the administration of the organization. Items on the survey shall include, but not be limited to, future convention sites, perceived value of Civitan products for clubs/members, and options for general feedback. The results of this survey shall be posted on the Civitan website.

0201 Policy Development and Distribution
Adopted: 6/72 Last Amended: 3/06

A. Policy Development

Adoption of new policies or changes to existing policies is solely the responsibility of the Civitan International board of directors.

Proposed new policies or changes to existing policies may be initiated (in writing) by any member of the international board or Civitan district board. The executive vice president may offer his comments and recommendations to the international board prior to their consideration.

B. Distribution

The executive vice president of Civitan International shall establish and maintain an orderly plan for preserving and making accessible the policies adopted by the international board.

All documents contained in the international board policy manual are proprietary. Any person receiving a copy of the manual shall be asked to hold the information in confidence. Any breach of this agreement shall result in forfeiture of the right to maintain current updates to the manual and other legal action suggested by general counsel and approved by the board.

The international board policy manual shall be maintained at www.civitan.org/policies.

0202 Administration in Policy Absence
Adopted: 9/72 Last Amended: 3/06

Where action must be taken within Civitan's organizational structure and the Civitan International governance documents provide no guides for administrative action, the executive vice president shall have the power to act.

The executive vice president's decisions, however, shall be subject to review by action of the international board at its next regular meeting. It shall be the duty of the executive vice president to inform the board promptly of such action and of the need for policy.

0204 Planning - International Level

Adopted: 7/82 Last Amended: 11/10

1. The international board recognizes the need and value of strategic planning for the accomplishment of specific goals and objectives along with the future and longevity of the international and local affiliates and shall, therefore, be the body with the primary responsibility for strategic planning.
2. To provide guidance, concepts, and strategies, the international board shall serve as the organization's Strategic Planning Committee for the express purpose of identifying and developing measurable goals and objectives for the furtherance of the organization. The organization's strategic plan shall be reviewed, expanded, and adjusted on a yearly basis.

Committee Composition:

The Strategic Planning Committee shall be comprised of the current members of the international board. With board approval, additional committee member(s) (outside of the board) may be appointed by the president should the occasion arise for the expertise of one (or more) person(s) with special or unique qualifications. Appointments (outside of the seated board) shall serve without remuneration and may or may not be Civitan members.

Chairperson/Facilitator of the Strategic Planning Session:

A chairperson (facilitator) may be appointed by the international president and shall be approved by the board.

3. At the first board meeting of the fiscal year, the board's planning session shall be designed to set the strategic course, review, expand, update, and evaluate plans.

The board (committee) will work collectively or individually (as assigned) following the first board meeting and will refine the proposal(s) with a goal to have a more comprehensive plan completed and available by the occasion of the convention board meeting.

4. Within the month prior to the convention board meeting, the board (committee) shall have completed all assignments and have its proposed plan available to be formally considered for adoption. These proposed goals and objectives shall be reviewed, revised, and considered at the convention board meeting.
5. During the annual international convention, all candidates for international office or newly elected directors shall have a preliminary orientation conducted by the executive vice president and the president-elect for an introduction to their roles, rights, and duties of office. This orientation may continue through

self-study ending in a second orientation session immediately prior to the first international board meeting of the fiscal year. The orientation should include the mission and vision of Civitan International and the most recent and proposed goals and objectives of the international board, designed to guide the entire organization.

Planning Role of the board (committee):

- Analyze the environment/stakeholders
 - Economic
 - Competitive
 - Technology
- Identify issues and strategic positioning
- Identify goals for issues
- Identify possible objectives derived from goals
- Update, revise, and expand plan yearly
- Review the plan's progress during each board meeting
- Provide direction to the headquarters staff
- Approve plan

Planning Role of Staff:

- Develop and implement action plans for the year

0205 Preparation and Distribution of International Board Meeting Agenda and Materials

Adopted: 7/76 Last Amended: 3/06

The agenda and materials for each meeting of the international board shall be prepared by the executive vice president in consultation with the international president. Members of the international board are invited to submit items of business for inclusion on the agenda. The executive vice president will also consult with staff department heads to determine if there are items requiring policy decisions or board actions which should be considered.

An agenda and available supporting materials shall be forwarded to all members of the international board no later than two weeks prior to the meeting. The international board meetings shall be recorded by audio cassette(s) and held until the minutes are officially approved at the next international board meeting. The intent of the recording is to capture the motions and motion makers along with the outcome decision and action if any.

The recording will be turned off during breaks, planning sessions, or whenever the board is in recess.

Tapes will be kept under the supervisory care of the office of the executive vice president. Any Civitan interested in hearing the contents of the current minutes

may do so through a request in writing to the executive vice president and a convenient time will be made available for any portion to be heard in the headquarters building. A staff member will be assigned to be present to play the requested recording and to monitor the session.

0205.1 Agenda - Board of Directors Meeting

Adopted: 4/85 Last Amended: 3/06

Matters of interest and concerns which are not resolved satisfactorily within a region (or district) shall be referred by the international director representing that region (or district) to the international board of directors, and matters so referred shall be placed on the agenda for the next meeting of the international board.

In cases where a club, district, district governor, or administrator for clubs-at-large desire that an item be considered by the international board, such item shall be submitted to the international director for the region wherein such club, district, district governor, or administrator for clubs-at-large is located. The international director shall determine whether the item is of sufficient importance to be submitted and shall in his or her discretion submit or not submit same. If the club, district, district governor, or administrator for clubs-at-large submitting an item which is not deemed appropriate by the international director involved believes the decision to be arbitrary, capricious, or otherwise improper, such club, district, district governor, or administrator for clubs-at-large may submit said item in writing to the president whose decision shall be final and binding.

It shall be the duty and responsibility of an international director to obtain, on issues of interest and concern, the opinions of his or her constituents and communicate same to the international board for its consideration and deliberation.

0205.2 Responsibility of the Executive Vice President to Advise Board Members of the Need for Board Action to Implement Requests

Adopted: 7/02

It shall be the responsibility of the executive vice president to advise all board members of the need for board action (e.g. a motion, policy, directive, etc.) in order to implement the request(s) of any board member. Should a board member make a request for information or other reports or data from the staff, auditors, or other vendors at a meeting of the board of directors, the executive vice president shall be responsible for advising the requester and other board members at the meeting if such request requires formal action by the full board.

0206 Distribution of International Board Minutes

Adopted: 6/72 Last Amended: 7/09

The minutes of each international board of directors meeting shall be prepared under the direction of the executive vice president and distributed within sixty (60) days of the close of each meeting to:

1. Members of the international board
2. Past members of the international board who served during the previous year
3. District governors
4. District governors-elect
5. All past international presidents
6. All endorsed and certified candidates for international office
7. Any Civitan, upon written request (and payment of postage and handling charges if paper copies are requested).

Current members of the international board and the past international presidents shall receive paper copies of the minutes. All others on the distribution list may review and download copies of the minutes through Civitan's homepage website.

The minutes shall never specify names associated with the division on a question unless an international director requests in writing that his or her name be recorded in the official publication of the meeting minutes. The minutes shall be considered the unofficial record of proceedings until corrected and/or approved by the international board at its next meeting.

0207 Board Meeting Representation for Past International Presidents

Adopted: 1/74 Last Amended: 2/09

The immediate past president of Civitan International shall be the representative of the past international presidents' organization on the international board of directors.

0208 Staff Attendance at International Board Meetings

Adopted: 3/75 Last Amended: 3/97

Attendance by staff members at meetings of the international board shall be limited to the executive vice president, who is an ex-officio member, and the administrative director. Department heads will be invited to participate only during portions of the business agenda which deal specifically with their assigned area of responsibility. Reports on the routine work of these departments will be made by the executive vice president. The executive vice president will consult with each department head twenty (20) days prior to each board meeting to determine whether there are policy recommendations, special reports, or other non-routine items which should be brought before the board. In the case of non-routine items, department heads may be invited to personally make presentations.

0209 Board Meeting Observers

Adopted: 10/80 Last Amended: 3/06

Civitan members are welcome as observers at any meeting of the international board. However, in order to ensure minimal disruption of proceedings, the international president may restrict the times for observers to enter or leave the meeting to scheduled break times only. This may be through use of a sergeant-at-arms to monitor those seeking admittance or through posting official notification outside the meeting regarding policy.

The president of Civitan International or the executive vice president shall have the authority to call an executive (closed) session of the board when discussing discretionary matters.

0211 Senior Director

Adopted: 10/84 Last Amended: 3/97

At the international board of directors meeting immediately preceding the annual convention, the voting members of the board shall elect a senior director for the following Civitan year from those directors with one year in office remaining.

Duties:

1. To serve as a member of the Executive Committee and present a written summary of the Executive Committee's actions to the international board of directors.

2. To select a “personal gift” for the international president and present all presidential gifts at the annual convention.
3. Perform other duties as may be assigned by the president of Civitan International or the international board of directors.

0212 Location and Times of International Board Meetings

Adopted: 7/76 Last Amended: 3/97

The international board of directors shall meet at such times and places as may be determined by action of the board, by call of the president, or by the request of five board members. There shall be at least three such meetings each Civitan year. The locations of these meetings shall be at the world headquarters, at the international convention site, or other locations if it is deemed desirable and feasible by the president or the Executive Committee.

The first meeting of the Civitan International board of directors each administrative year shall be held in the month of October, not to be in conflict with the Canadian Thanksgiving whenever possible.

0215 Responsibilities of International Directors

Adopted: 2/72 Last Amended: 3/06

Directors of Civitan International shall assume these responsibilities and any other charges that might be assigned to them by the board of directors and the international president. At the annual international directors orientation session these responsibilities shall be included in the training session.

1. To promote growth, leadership, and public relations of the organization.
2. To represent the board and international within his or her region via various forms of communication.
3. To represent those under his or her supervision at international board meetings.
4. To act as advisor to all district governors.
5. To educate members in his or her region on international policies and programs.
6. To represent fairly the board and the international adoptions regardless of their personal beliefs.

7. To develop policy at the international level.
8. To supervise (within policy limits) his or her districts.
9. To introduce legislation for the good of all Civitans.
10. To be well versed in Civitan history, policies and procedures, and financial practices of Civitan International.
11. To help develop an accepted public relations program for each district.
12. To use the administrative latitude and flexibility afforded to each international director by Civitan International governance documents and the international president.
13. To recognize problems before they become major issues.
14. To use the office of international director to further the Creed and ideals of Civitan.
15. To covenant to comply strictly during his or her term of office and to use his or her best efforts to ensure that all proprietary information, systems, trademarks, and other trade secrets concerning fund raising are kept confidential, except to the limited extent that their disclosure is necessary to the operation of the particular fund raising project.
16. To covenant to refuse during his or her term of office and thereafter to enter into business arrangements that use or are based directly or indirectly upon Civitan International's proprietary information, systems, trademarks, or other trade secrets concerning fund raising for the gain of any organization other than Civitan International, its regions, districts, or clubs or to assist any business using such information, systems, trademarks, or other trade secrets by providing financing for such or investing in such.

0215.1 Duties and Responsibilities of the International President, International President-Elect and Immediate Past President

Adopted: 3/90 Last Amended: 3/04

Duties and responsibilities of the international president, president-elect and immediate past president of the board are maintained by the executive vice president of Civitan International. Copies of these duties and responsibilities shall be made available in the official notice of vacancies in international offices each year.

If necessary, an annual review and amendment to these descriptions shall be made by the Civitan International Executive Committee during the first quarter of the fiscal year.

0216 Orientation and Training of International Directors

Adopted: 7/76 Last Amended: 10/01

All incoming international directors shall attend an orientation session to be held prior to the first international board meeting. The incoming international president shall develop a program and materials for such orientation and training.

0217 Regional Meetings

Adopted: 3/75 Last Amended: 3/97

If, in the view of the international director, a meeting of the governors whose districts comprise the region is necessary, he or she may arrange for such a meeting. Travel or other meeting expenses for the participants may be reimbursed by Civitan International from the international director's budget provided the international director receives advance authorization from the international president after outlining the objectives of said meeting.

0218 Travel by International Directors Within Their Regions

Adopted: 4/71 Last Amended: 3/06

Civitan International shall reimburse all international directors for approved travel expenses, lodging, and meals incurred in connection with such travel. Automobile allowance shall be set at the established international rate for officers. Where air travel is required, total charge shall be reimbursed at the economy airfare rate.

Travel, lodging, and meal expenses for the spouse of the international director shall also be reimbursed for those events and functions within the region at which the director has determined that spouses are invited and expected.

Request for reimbursement shall be submitted to the international office on the required form within sixty (60) days of each trip or event, or the amount forfeited. The totals for travel, lodging, and meals which include expenses for spouse should be clearly noted on the form.

0219 Travel by International Directors to Board Meetings and Conventions

Adopted: 4/71 Last Amended: 7/11

Civitan International shall reimburse international directors for approved travel expenses, lodging, and meals incurred in connection with participation at board meetings and the annual convention of Civitan. Should the officer elect to drive rather than fly, he or she shall be reimbursed for mileage plus meals, and lodging en route; except that should the total of said mileage, meals, and lodging exceed the cost of coach airfare, he or she shall be reimbursed no more than the cost of coach airfare, plus an additional twenty-five percent (25%) of the cost of airfare, (125% of coach airfare maximum.)

The cost of lodging (double occupancy) for the spouse of the international directors at the convention shall be reimbursed and also for those board meetings at which activities for spouses are planned and for which an invitation to spouses has been issued by the international president. Travel for spouses to such meetings shall not be paid by Civitan International. While spouses may be invited to participate in certain planned meal functions which are part of the agenda, the cost of other personal meals shall not be paid by Civitan International.

The international convention registration fee for the international director shall be paid by Civitan International. The registration fee for a spouse of an international director will be paid by Civitan International when he or she is registered as a "spouse" or a non-voting Civitan member. If the spouse plans to participate in the convention as a Civitan delegate, Civitan International will not pay the registration fee.

Requests for reimbursement shall be submitted to the Civitan International Office on the required form within sixty (60) days of each trip or event, or the amount shall be forfeited. The totals for travel, lodging, and meals which include expenses for spouse should be clearly noted on the form. Receipts shall accompany request for reimbursement.

0220 Travel by International Directors to District Meetings Outside Their Region

Adopted: 4/71 Last Amended: 3/97

It shall be the policy of Civitan International to reimburse all international directors' approved travel, lodging, and meal expenses connected with the visit. Prior approval must be received from the international president for the visitation if expense reimbursement is requested. These expenses shall be reimbursed from "Travel Authorized by the President."

0221 Assignment of International Officers to District Conventions

Adopted: 3/75

The international president may assign an International Officer to attend each district convention.

0222 Reimbursement for Expenses Incurred by International Directors

Adopted: 1/75 Last Amended: 3/06

1. Functions eligible for reimbursement of expenses shall include, but not be limited to:
 - International Conventions
 - International Board Meetings
 - District Meetings Outside Their Regions (if approved by the international president)
 - Approved Committee Meetings
 - Charter Nights Within Their Region
 - Area and Club Meetings
2. Included in the appropriate items for reimbursement are:
 - Transportation (auto at the established international rate for officers or airfare-economy class, whichever shall be less)
 - Registration
 - Food
 - Lodging
 - Gratuities
 - Postage
 - Long Distance Phone Calls
 - Other approved items that will enhance or assist the Region such as awards for outstanding district leadership, regional leadership, assistance with a region project, etc.
3. Should the officer elect to drive rather than fly, he or she shall be reimbursed for mileage plus meals, and lodging en route; except that should the total of said mileage, meals and lodging exceed the cost of coach airfare, he or she shall be reimbursed no more than the cost of coach airfare, plus an additional twenty-five percent (25%) of the cost of airfare, (125% of coach airfare maximum.)
4. Meal expense per day shall not exceed \$35.00 (per person). Meal receipts must be provided in requesting reimbursement. Unused portions of the daily maximum may not be carried forward to the next day.

5. Civitan International will not reimburse officers for alcoholic beverages consumed on official travel. Officers shall be responsible personally for payment on bar bills.

6. Methods of financing:

- * Advance Issue by the accounting department of Civitan International on authorization of the executive vice president or board action.
- * Statement of expenses or refund and reimbursement after returning from convention or meetings.
- * Receipts must accompany recap of expenses.

0223 Reimbursement for Expenses Incurred by the International President, President-Elect, and Immediate Past President

Adopted: 1/75 Last Amended: 11/12

Civitan International shall reimburse the above officers for transportation expenses, lodging expenses, and meals in connection with official visitation to district meetings and other travel related to the duties and responsibilities of their office.

Reimbursement will be made for:

- Auto travel at the established international rate for officers
- Coach or economy class airfare
(train, bus, taxi, or other public transportation)
- Meeting registration fees
- Lodging
- Food
- Gratuities

The cost of these other expenses directly related to the responsibilities of the officer shall also be reimbursed: postage and long distance phone calls.

Travel, lodging, and meal expenses for the traveling companion of the officer shall be reimbursed for the domestic events and functions to which they are invited and expected.

Travel expenditures for an international president residing in North America shall include up to two visits outside the continent. A traveling companion may accompany the president on overseas visits, but his or her airfare shall not be included in the budget.

Reimbursement shall be based on reporting and accounting procedures established by policy or the accounting department.

Should the officer elect to drive rather than fly, he or she shall be reimbursed for mileage plus meals and lodging en route, except that should the total of said mileage, meals, and lodging exceed the cost of coach airfare, he or she shall be reimbursed no more than the cost of coach airfare, plus an additional twenty-five percent (25%) of the cost of airfare. (125% of coach airfare maximum.)

Meal expense per day shall not exceed \$35.00 (per person). Meal receipts must be provided in requesting reimbursement. Unused portions of the daily maximum may not be carried forward to the next day.

Civitan International will not reimburse officers for alcoholic beverages consumed. Officers shall be responsible personally for payment on bar bills.

Methods of financing:

- * Advance Issue by accounting department of Civitan International on authorization of the executive vice president or board action.
- * Statement of expenses or refund and reimbursement after returning from convention or meetings.
- * Receipts must accompany recap of expenses.

0225 Past International Directors

Adopted: 6/76 Last Amended: 3/06

Immediate past international directors shall be retained on the international mailing list for a period of one year to receive the items listed below. This practice shall be undertaken to keep the past officer informed and available to assist districts in their region.

Minutes of the International Board
Current International Governance Documents
Current Civitan International Directory
Monthly International Membership Reports for their respective Region
Other items that the executive vice president deems of interest and value to the Immediate past international directors

0226 Accident Insurance for International Officers

Adopted: 10/82 Last Amended: 3/97

Civitan International shall provide travel accident death and dismemberment insurance coverage for international officers while such officers are traveling to and from Civitan functions and activities in connection with the responsibilities of their respective offices. The officers elected at the annual convention shall

also be afforded such coverage for the time period between their installation at the convention and the beginning of their term of office on the subsequent October 1. Such coverage will be as per the carrier's contract.

0227 Certification of Candidates for International President-Elect and International Director

Adopted: 2/72 Last Amended: 11/13

Within sixty (60) days of the adjournment of the first board meeting of the Civitan fiscal year, the executive vice president shall publish to each district governor a list of the vacancies to be filled at the next international convention and excerpts from the governance documents providing all pertinent information regarding candidate certification, and nomination and election procedures for such vacancies.

Included in the above notice will be a specific deadline date for president-elect candidates to submit an article to be included in the *Civitan Magazine*. It must be understood that this date may vary because of the convention schedule and the specific publication deadline. All other requirements for candidate certification and the article must be completed and submitted to the international office by the deadline before the article shall be published.

Certification forms shall be designed to reveal sufficient information about the candidate to determine if he or she meets all requirements for his or her candidacy as set forth in the governance documents of Civitan International. Such forms shall also contain a statement to be properly executed by the candidate indicating his or her availability and willingness to serve if elected to the office for which he or she is to be nominated. The executive vice president shall certify to the board of directors and the chair of the nominating committee the names of all qualified candidates for the offices sought.

0228 Candidate Requirements for International President-Elect and International Director

Adopted: 1/75 Last Amended: 11/13

1. A candidate for the office of international president-elect shall:
 - A. Be an active member in good standing of a Civitan club in-good-standing.
 - B. Have served as club president and a past district governor or international director.
 - C. Must be a Certified Club Builder.

D. Secure the endorsement of his or her club and have such endorsement forwarded to the international office by the club secretary in accordance with procedures set forth in these policies.

E. Be approved by the Civitan International board or nominating committee as a qualified candidate for the office in accordance with the organization's governance documents.

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

G. If currently serving as an ex officio or elected member of the international board, shall not announce candidacy prior to the elections business session of the convention, after which his or her vacancy has been filled for the following administrative year.

2. A candidate for the office of international director shall:

A. Be an active member in good standing of a Civitan club in-good-standing.

B. Have served as club president.

C. Must be trained as an Accredited Club Builder.

D. Secure the endorsement of his or her club and have such endorsement forwarded to the international office by the club secretary in accordance with procedures set forth in these policies.

E. Be approved by the Civitan International board or nominating committee as a qualified candidate for the office in accordance with the organization's governance documents.

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

3. No person shall be eligible for reelection as international president-elect or international director if he or she has previously held either position, and no past international president shall be eligible to serve as international director. Any individual holding an ex officio and/or non-voting position on the international board may run for international director or international president-elect if he or she meets all other qualifications for the position.

0229 Certification of Endorsement for International President-Elect and International Director Candidates

Adopted: 1/75 Last Amended: 11/13

Certification of endorsement of candidates for international president-elect and international director shall be made by the candidate's club secretary on forms provided for that purpose by the international office. Completed and properly executed Certification of Endorsement forms shall be addressed to the international office and arrive postmarked no later than May 1st for candidates seeking the office of international president-elect and international director. Any endorsement and certification thereof shall be valid only for the international convention immediately following the dates of filing thereof. No endorsement shall be valid until certification thereof is so made and received by the international office. Certification of endorsement forms postmarked after the deadline date shall not be accepted or acknowledged. Candidates failing to provide the certification of endorsement forms and requirements therein to the international office by the postmark deadline of May 1st shall seek certification as outlined in this policy, below, and Policy #0230, item 6 (b).

Certification of endorsement must specify the single office sought and no candidate may seek election for any office other than the office covered by this certification.

A candidate for international office may be nominated from the floor of a convention without prior approval of the nominating committee, or certified endorsement of his or her club, providing he meets all other requirements of Policy #0228 pertaining to the specific office sought. In lieu of the international board or nominating committee approval and certified endorsement by his or her club, a candidate so nominated shall first secure the endorsement of a majority of the delegates from his or her district in attendance at the convention. Such endorsement shall be certified to the presiding officer of the convention on a standard Certification of Endorsement form by the senior or next senior officer of his or her district in attendance at the convention.

All certified candidates for the offices of president-elect and director, not otherwise members of the international board of directors shall be invited to attend, at the candidates expense, the board meetings held prior to the international convention in order to become familiar with the operation of the board as well as the issues before it so that the successful candidates shall be better prepared to conduct the business of Civitan at the board meeting immediately following the international convention.

0230 Certification, Nomination, and Campaign Guidelines for International President-Elect and International Director

Adopted: 1/84 Last Amended: 11/13

1. Formal announcements of candidacy for an international president-elect or international director cannot be made sooner than the close of the final business session of the international convention immediately preceding the convention at which the individual shall stand for election.
2. Announced and/or certified candidates for president-elect shall restrict in-person campaigning to the site of the international convention at which they declare their candidacy (see paragraph 1 for timing) and the international convention in which they will stand for election. Further, announced and/or certified candidates shall be prohibited from attending any international event (i.e. fundraisers, Junior Civitan Conventions), including those held within their district or region/division. Candidates may promote their candidacies in-person within clubs and districts comprising their home region or division and by postal mail, email, telephone calls, text messages, videos, and Internet postings. They may also arrange for representatives to speak on their behalf and distribute campaign materials at any club, district, or regional/divisional meeting.
3. As a part of the candidate certification process established by the policies of Civitan International, each candidate shall affirm receipt of a copy of this policy and intent to comply with same.
4. Civitan International shall publish, in the *Civitan Magazine*, on behalf of each candidate for president-elect, a photograph, biographical data, and statement of 500 words or less. Words shall be defined as any word of two or more letters. Additionally, words which are shown hyphenated in the dictionary shall count as one word.

It is the responsibility of candidates to keep to this length. Articles longer than this shall be returned to the candidate for alteration.

The article must contain either a by-line stating who the author is or this disclaimer: "The preceding article was prepared by the committee to elect ##### and is not an endorsement of the candidate by Civitan International." The intent is to let Civitans know this is not editorial copy prepared by the editor or other magazine staff, but rather, material prepared by candidates and/or their committees.

5. A candidate may mail campaign material regarding his or her qualifications during the period of time from the close of the preceding convention and the opening of the convention at which he or she intends to run for office.

6. The nomination and election process at the convention shall take place as specified herein below:

A. At the first business session, the executive vice president shall announce to the convention the names of all properly certified and qualified candidates and the offices sought. He or she shall also inform that each such candidate has affirmed his or her intent to comply with this policy.

B. The presiding officer shall then open the floor for nominations for the office of president-elect. He or she shall ask for nominations in alphabetical order. He or she shall then ask for nominations in alphabetical order of any candidates who have been endorsed at the convention as per Civitan International policy. Each candidate must be nominated by a certified voting delegate to the convention, and said nomination must be seconded by one or more delegates to the convention. At least one delegate seconding the nomination must be certified as a voting delegate. A maximum of 10 minutes in the aggregate shall be allocated to each candidate for nomination and seconding speeches, and for remarks by the candidate. This time limitation shall be strictly enforced by the elections committee. Only those candidates who are nominated in the manner as set forth hereinabove shall be deemed qualified nominees.

C. Following the nomination of candidates for president-elect, the presiding officer shall then open the floor for nominations for the office of international director for each international Region in which the international director's term of office is expiring. The procedure for said nominations shall be identical to the procedure as set forth in above, except that a maximum of three (3) minutes in the aggregate shall be allocated to each candidate for nomination and seconding speeches, and for any remarks by the candidate. This time limitation shall be strictly enforced by the elections committee. Only those candidates who are nominated in such manner shall be deemed qualified nominees.

7. During the convention, each candidate for the office of president-elect shall be assigned space in the Civitan convention area at no cost to the candidate for the purpose of meeting delegates and distributing campaign materials. Assignments of space shall be determined by a drawing conducted by the convention director. A banner may be displayed in the assigned space provided hotel regulations permit such display. Full and open campaigning shall be permitted during the convention utilizing such materials and techniques as the candidates may desire. However, except for the first business session and regional caucuses (held at the discretion of the international director), posters and printed materials shall not be distributed in other convention sessions nor posted where prohibited by the policies of the hotel or convention hall.

8. Caucuses or gatherings on behalf of the candidates may take place in the hotel suites and at the candidate's (or candidate's supporters) expense.
9. Members of the Civitan International board of directors are prohibited from campaigning, nominating and seconding the nomination of any candidate for international office in the context of exercising the board members' official responsibilities.
10. An Elections Committee Chairperson shall be approved by the international board for a one-year term commencing on the first day of the fiscal year. The international president-elect shall present the name for the board's consideration no later than the convention board meeting (prior to the start of the new fiscal year).
11. Any questions or disputes concerning this policy or its interpretation shall be adjudicated by the elections committee chairperson.

0231 Regional Caucuses at Annual Convention

Adopted: 4/85 Last Amended: 3/06

Regional caucuses are held at the discretion of the international director representing a specific region or (if necessary) by the convention planning committee. If a caucus is deemed necessary it shall be conducted as follows:

1. A regional caucus shall be organized and directed by each international director of Civitan International for his or her region at each international convention. The purpose of such caucus shall be to encourage delegates from each region to become better acquainted, to generate enthusiasm, to promote togetherness among regional delegates, to recognize member, club, and district accomplishments, and to hear from candidates for president-elect of Civitan International and for international director (if such is applicable to the particular region).
2. Regional caucuses shall take place on the first business day of each international convention. They shall be limited, if possible, to ninety (90) minutes in length, and shall be staggered so that five (5) caucuses are conducted at one time, with the remaining five (5) caucuses to be conducted ninety (90) minutes later. Determination of the order of the caucuses shall be the responsibility of the Staff Director of Meetings & Conventions.
3. Each international director shall be responsible for the agenda of the caucus in his or her region, except that each caucus shall include presentations by candidates for president-elect and international director, and the presentation of awards, as is set forth herein below. In addition, each international director is encouraged to include in his or her agenda time for each district governor to

present information pertaining to the activities of his or her district during the current Civitan year.

4. Each regional caucus shall include the presentation of such awards as are determined and directed by Civitan International policy.

5. Each regional caucus shall allocate five (5) minutes to each candidate for president-elect of Civitan International, and each such candidate shall utilize this time period to speak, answer questions, or otherwise campaign as he or she sees fit. The scheduling of the appearance of each candidate for president-elect shall be determined by the elections committee, and shall take precedence over any other caucus business. It shall be within the discretion of the candidates as to how a presentation to the caucus is to be made by or for such candidate. Floor demonstrations and other campaign techniques for the candidates shall be permitted, provided that a candidate may not for his or her overall presentation exceed his or her allocated time.

6. Each regional caucus shall allocate five (5) minutes to each candidate for international director, if the current international director's term of office is expiring. Each such candidate shall utilize this time period to speak, answer questions, or otherwise campaign as he or she desires. The scheduling of the appearance of each candidate for international director shall be determined by the incumbent international director. It shall be within the discretion of the candidates as to how a presentation to the caucus is to be made by or for such candidate. Floor demonstrations and other campaign techniques for the candidates shall be permitted, provided that a candidate may not for his or her overall presentation exceed his or her allocated time.

7. Insofar as campaign literature is desired to be used by a candidate, there are no restrictions at the caucuses. The display of posters, banners, and similar such material shall be permitted pursuant to the policies of the hotel or convention hall.

8. Questions and disputes concerning this policy or its interpretation shall be adjudicated during the convention by the elections committee chair.

0233 Limitations on International Officer Candidates

Adopted: 2/09

Because of a possible conflict of interest or an implied conflict, announced or certified candidates for international office shall be restricted from:

- 1.) Attending the annual Governors-Elect Academy;
- 2.) Membership or participation in international committees;

- 3.) Employment by Civitan International whether on a salaried or contractual basis.

This policy does not prohibit attendance to the international board of directors meetings for the observation of board actions as any Civitan, at their own expense, may attend those meetings provided that all confidentiality documents are signed prior to the start of same.

Further, if a candidate is a district officer, he or she should follow the spirit of this policy and not display, distribute, or have with them campaign materials except as expressly outlined in policies governing campaign guidelines.

0234 Funeral Arrangements

Adopted: 6/83 Last Amended: 3/08

The death of any Civitan is of serious concern to the entire body of Civitan International, but the loss by death of an international officer, district governor, or past international president is of immediate concern to the international board.

1. The death of a current district governor requires fast and appropriate action by the executive vice president. Acting on behalf of the international board, the executive vice president shall:

- A. Secure adequate international representation at the funeral and the family should be advised of those in attendance.

- B. Purchase and send flowers or an appropriate memorial from Civitan International.

- C. Where time permits, send written notice to all international officers, governors, and past international presidents by the fastest means available.

2. The death of a past international president or a current international officer will require the following action by the executive vice president:

- A. Adequate international representation at the funeral should be secured and the family should be advised of those in attendance.

- B. Flowers or an appropriate memorial should be purchased and identified as a token of respect from Civitan International.

- C. Immediate notice shall be sent to all members of the international board, past international presidents, and current district governors.

D. Tribute should be given to the passing of this officer in the earliest issue of the *Civitan Magazine* following the death. This should include photograph and biographical information showing service rendered Civitan International, district, and clubs.

3. The death of a past international president's spouse shall be announced in the next issue of *Civitan Magazine* following notification to the world headquarters staff.

0235 Unexpired Terms

Adopted: 9/71 Last Amended: 3/06

In the event an international director should die in office, voluntarily resign, or is removed from his or her office, the president of Civitan International shall within sixty (60) days appoint a replacement to complete the unexpired term. Appointees shall meet all requirements for a candidate for such office as set forth in board policy. If the appointment is made during the first year of the vacated position, the appointee shall be ineligible for re-election as international director.

In the event of a vacancy in the position of international president, the president-elect shall immediately assume the responsibility of the international president.

In the event of a vacancy in the position of international president-elect, that position shall remain vacant until the next Civitan International convention.

0236 Orientation of International Committees

Adopted: 3/91 Last Amended: 10/01

Orientation is essential to ensure the success of each international committee's objectives as directed by the Civitan International board of directors. The executive vice president or designated staff, in consultation with the international president, shall be responsible for orientation of each committee immediately prior to the committee's first meeting each fiscal year.

The committee shall receive orientation to include, but not limited to, the following:

- * full explanation of duties and responsibilities
- * review of committee's objectives

- * review of Civitan International governance documents relative to committee function
- * review of scheduled meetings, location, and dates
- * review of bounds of committee activity, authority, and finances

0236.1 International Committee Reporting

Adopted: 7/76 Last Amended: 10/01

All international committees shall report to the executive vice president of Civitan International, where applicable, at least forty-five (45) days before each international board meeting. The executive vice president shall follow with a report to all members of the international board and other appropriate Civitans at least thirty (30) days before the regularly-scheduled international board meeting.

0237 Appointment of Senior Board Member to Junior Civitan International Board of Directors

Adopted: 7/87 Last Amended: 3/97

The international president-elect shall appoint a member of the Civitan International board of directors, from those directors with one year remaining in office, to serve as an ex officio member of the Junior Civitan International board of directors.

0238 Restriction on Board Member Positions

Adopted: 3/88 Last Amended: 3/03

Policies #1113, #0211, #0237 and #0204 relate respectively to members of the board of directors serving as chair of the Finance & Audit Committee, senior director, and ex officio member of the Junior Civitan International board of directors. No member of the Civitan International board of directors shall occupy more than two (2) of said positions during a particular Civitan year.

0239 Procedure for Petitioning International Board for Waiver Requests

Adopted: 3/90 Last Amended: 3/97

The international board of directors shall have the authority to grant waiver requests for any award funded through the Civitan International budget. The deadline for waiver requests shall be no later than March 1 each year (for any award relating to the fiscal year ended the previous calendar year).

In the case of individual or district awards, the request for waiver must be discussed and approved by the district board of directors with petition to the international director to place on the international board agenda. The international board shall reject any waiver request unless approval has been obtained by the district board.

Waiver requests for regional awards shall be brought to the international board by the international director. The international director shall have discussed the waiver request with each governor of the region prior to the board meeting for their input.

0240 General Secretary, Civitan International

Adopted: 10/91 Last Amended: 7/06

In developing nations, Civitan may use the services of a motivated national who either through prior Civitan experience or because of this person's position within the community is able to develop a Civitan program in his or her country or designated area. Ideally, the individual should be familiar with Civitan and should have club building experience. However, for new country development, it is unlikely an individual will be as familiar with Civitan and, therefore, he will be closely monitored and managed by the Civitan International staff administration until such time as the country in development is able to democratically elect officers to assume the traditional Civitan leadership and reporting responsibilities of forming a district. The general secretary, though appointed, shall be equivalent in position to a district governor.

The executive vice president of Civitan International and the administrative staff shall work closely with the general secretary to ensure adequate information and supplies are disseminated to prospective and new members. Specific programs and requirements shall be developed upon recommendation from the general secretary and administrative staff and approved by the Civitan International board. All actions taken by a general secretary shall be closely monitored by the administrative staff to ensure correct and appropriate procedures in the country's Civitan development process are being addressed.

A general secretary shall be appointed by the international board for a term of one year, renewable annually by the board. The Civitan International executive vice president shall make recommendations to the international board as to qualified individuals to serve in the position of general secretary. At the conclusion of the term, a review of progress and determination of status shall be made by the administrative staff and reviewed by the international board.

Depending on the location and after a strong base has been formed in the area, clubs shall either be placed under the direction of an established Civitan region or division or remain under the direction of the administrative staff and considered clubs-at-large. The general secretary shall be accorded full access to online proprietary Civitan training materials, governance documents, and membership directories.

Reporting

A general secretary shall make progress reports on membership and club growth as determined by the Civitan International executive vice president. The executive vice president, in turn, shall make periodic progress reports to the board.

Responsibilities and duties of a general secretary shall be to:

1. Serve as a representative of Civitan International in all relations with members and clubs in a developing Civitan area.
2. Exercise general supervision over the affairs of a developing area as directed by administrative staff.
3. Assist in the development of programs and projects.
4. Provide guidance to newly elected or appointed officers by utilizing materials from Civitan International specifically referencing:
 - * Training
 - * Growth & Retention
 - * Administration
 - * Finance
 - * Supplies
 - * Communications

(These materials may locally be adjusted for specific needs of the individual area when referencing new country development with approval from administrative staff and/or board depending on the issue.)

5. When necessary, translate literature and adjust same to meet the needs of the individuals when and where appropriate.
6. Assist with or coordinate the collection of dues for remission to international.

7. Under certain circumstances and where economic conditions warrant, Civitan may consider assistance with administrative costs in the start-up effort (to be reviewed annually by the international board).

8. If the developing area is part of a region or division, the international board director shall collaborate with staff in directing and managing the general secretary.

Nothing herein above prohibits staff from assigning additional responsibilities to a general secretary.

0241 Code of Ethics

Adopted: 10/91 Last Amended: 3/97

Civitan International officers and committee members shall be bound by the following set of guidelines upon assuming office. Any Civitan representing the international organization shall:

- * Maintain the confidentiality of all documents, programs, and projects at the club, district, and international levels and that such information shall not be used for personal, political, or financial gain.

- * Refrain from any discussion or written communication that might malign the character or good name of any Civitan member; nor engage in any activity designed to bring disfavor or public scorn upon another Civitan or the Civitan organization.

- * Respect the cultural, ethnic, social, and religious diversity within the organization and shall encourage tolerance and understanding of those differences among Civitan members.

- * Avoid any fiscal impropriety or potential conflict of interest and will disclose such conflicts promptly should they arise.

- * Uphold the tenets expressed in the Civitan Creed and endeavor to promote these ideals through the performance of his or her duties.

- * Conduct himself or herself and represent a standard of excellence in such a way as to bring credit to the organization.

Any violation or breach of these codes may result in disciplinary action, including dismissal from the international office held.

0242 Officer Residency Requirement

Last Amended: 3/06

The governor, governor-elect, and international director are all officers representing Civitan in their respective districts and/or regions. Therefore, it is required that these individuals be a resident of the district or region in which they were elected.

International policies point to specific duties and responsibilities to adequately represent Civitan International.

Should the international officer's primary residence change from within his or her district or region, the international officer's position will be declared vacant and the process of succession shall begin, allowing for the normal succession of leadership to occur. An exception, however, may be granted by the Civitan International board of directors.

The request for exemption must include a plan of how the international officer will carry on his or her duties in a manner that will not impair the well being of the district and/or region.

0243 Appointment of Legal Counsel

Adopted: 10/01 Last amended: 3/06

The incoming president shall recommend to the international board an individual to serve as legal counsel for the Civitan International organization.

0244 Approval of Minutes Requirement at Each Board Meeting

Adopted: 3/02

Following the determination of a quorum and the approval of the agenda at each international board of directors meeting, there shall be a call for the approval of the minutes of the previous board meeting as the first item of business.

0245 Conflict of Interest

Adopted: 3/04

Introduction

When volunteer leaders are acting in their official capacities for Civitan International, their actions and decisions should be based on what they honestly and reasonably believe to be in the best interests of the organization. Legally

and ethically, this is what is expected of each volunteer leader. It is also what is expected by Civitan members and other constituencies. If the judgment of a Civitan official is influenced by an outside interest, Civitan may suffer harm directly from an ill-advised decision. But Civitan can be harmed equally, if not more so, by the creation of a perception among members and others of inappropriate decision making. Especially for a nonprofit organization, reputation can be an invaluable asset. Therefore, even if a volunteer leader believes that he or she can exercise independent judgment despite a conflict, and even if the official in fact does so, the perception that another interest or relationship may inappropriately influence their judgment can be injurious to Civitan.

Definition of "Conflict of Interest"

A conflict of interest exists when a volunteer leader has a direct or indirect (e.g. through a close family member or a business associate) business, professional, or personal situation or relationship that might influence, or that might be perceived to influence, the judgment or actions of the leader when serving Civitan. Conflicts of interest may arise under numerous scenarios, including but not limited to:

1. Serving as an officer or director of another nonprofit organization in the general areas of interest to Civitan.
2. Receiving compensation (e.g. consulting fees, speaking, or writing honoraria, etc.) from a company offering products or services related to the interests of Civitan.
3. Doing business with Civitan or having a relationship with any company or organization doing business or wishing to do business with Civitan.

It should be emphasized that conflicts of interest are not inherently illegal or unethical, nor should they be interpreted as reflecting upon the integrity of any Civitan official. Further, it is not the purpose of a conflict of interest policy to prevent volunteer leaders from having business or other relationships. Rather, it is the manner in which a conflict is addressed which determines the propriety of the situation.

Disclosure

The most fundamental concept in the area of conflicts of interest is disclosure. Those Civitan officials subject to this Conflict of Interest policy must disclose all conflicts as defined above. It should be noted that the definition of conflict of interest adopted in this policy includes any relationship that might influence or that might be perceived to influence the actions or decisions of a Civitan official. Therefore, even if one believes that a relationship or other

circumstance will not affect one's judgment or conduct, if it could do so or if it reasonably could be perceived as having an improper influence, then it should be disclosed. Those covered by this policy will have the burden of defending any decision not to disclose and therefore should err on the side of disclosure.

Disclosure shall be made on at least an annual basis on forms provided by Civitan. Completed forms will be shared with the Civitan International board of directors, which may take such further action it deems appropriate. In addition, any relationship or circumstance that is created or arises in the interim should be disclosed to the president and executive vice president of Civitan International as soon as possible, who will then notify the board.

Finally, all those covered by this policy have an obligation to bring to the attention of Civitan any conflict or perceived conflict of any other Civitan official also subject to this policy.

Covered Officials

The following are subject to the Civitan Conflict of Interest policy:

- A. Board of directors
- B. Committee chairmen
- C. Committee members

Effect of a Conflict or Perceived Conflict

Once a conflict of interest arises, in addition to disclosure, the person with the conflict should use their best judgment as to whether and to what extent they should recuse themselves from deliberations, voting, decision making, and other participation with respect to the matter at issue, and whether they should resign from an office or position. In making this determination, the best interests of Civitan should be the sole criteria. The board of directors may require full or limited recusal or other measures, including resignation from a Civitan office or position.

Violation of this Policy

Violations of this policy may result in disciplinary action, up to and including removal from a Civitan office or position and expulsion from Civitan.

0246 Civitan International Grievance Committee

Adopted: 7/13

An ad hoc committee of the Civitan International Board will be established each year to receive claims relating to grievances between Civitans of the various levels of the organization to include but not be limited to club, district, region or division. The name of this committee shall be the Grievance Committee.

The Immediate Past President of Civitan International shall receive claims on behalf of the committee, correspond with the parties on behalf of the committee, as appropriate, and communicate the decisions of the committee.

This committee shall be comprised of six (6) persons not currently serving on the Civitan International Board of Directors. No member of the committee shall reside or hold membership in a club from the same Civitan district.

A panel of three (3) members of the committee shall be selected by the Civitan International President to review any grievance. The panel shall not consist of any member residing or holding membership in a club from the same Civitan district as any party involved in the grievance.

The Civitan International President shall appoint a chair among the three (3) members panel to schedule and record meetings, make procedural rulings regarding the grievance process and ensure the timely and orderly review of the grievance on behalf of the committee.

The procedures applicable to the Committee and to the Districts and Clubs will be outlined in Board Policy #0328.

0300 Planning - District and Club Level

Adopted: 7/82 Last Amended: 3/06

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

0300.1 Quality District Meetings

Adopted: 10/92 Last Amended: 7/12

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 by Civitan International for district governors to use in developing district-wide meeting and convention agendas.
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. Civitan International shall develop and maintain all training programs and related resources.
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, district-wide meetings shall not be scheduled to conflict with the first international board meeting of the fiscal year when at all possible.

Meeting Structure

The following meeting structure is provided as a guideline and should not be viewed as definitive or limiting. As each district values different activities, the intent is not to remove the individuality of a district but to offer stronger guidelines to increase the focus on the business of the members and growth and development of the district. (Modules 3, 4, and 5 are presented as suggestions

with the recognition that time may not all for all three modules to be included in the schedule.)

Module 1: Getting Started (10 to 15 minutes)

- * Pledge
- * Welcome by governor, club president, city official, etc.
- * Review the “take-aways,” I.e. what will Civitans know/understand/be able to do at the end of the meeting
- * Creed (could be at end)
- * Devotions
- * Introductions/recognitions of past governors, etc.
- * Roll Call

Module 2: Health of the District/Civitan (45 minutes maximum)

Reports

- * Treasurer
- * Secretary/Minutes
- * Governor’s Update
- * Governor’s-Elect Update
- * Foundation District Liaison
- * Committee Reports
- * International Officer, if present

Module 3: Strengthening Your Club (2 to 3 hours)

- * Club Fundraisers – complete information on the “how-to” for each
 - ... Candy Box
 - ... Coin Box
 - ... Fruitcake
 - ... Miscellaneous
- * Club Programs – focusing on speakers for meetings
 - ... Contacting speakers for club meetings
 - ... Planning for at least a quarter in advance
 - ... Having a back-up plan in case speaker cancels
- * Club Projects
 - ... Assessing your projects annually
 - ... Identifying new projects annually
 - Be open to new ideas
 - Engage new members in identifying projects
- * Engaging Your Members
 - ... Engage NEW members by welcoming them and encouraging their involvement in club activities
 - ... Identifying committee members
 - ... Switch things around, i.e. don’t re-appoint the same committee chairs year after Year

Module 4: Building New Clubs (use Club-in-a-Box or similar seminar option) (3 to 4 hours)

- * Site Identification
- * Contact Identification
- * Club Building Team
- * Club Building Training

Module 5: Getting New Members – Discussions, role plays, small group/club activities;
Make it interactive and not “handing out of pamphlets” (2 to 3 hours)

- * Recruitment Strategies
- * Sources of New Members
- * Membership Recruitment Meetings, aka “SEEK” Meetings
- * Orienting New Members
- * Engaging New Members
- * V.I.P. Program

Module 6: Concluding the Meeting (15 to 20 minutes)

- * Mystery Greeter
- * Door Prizes
- * Raffle Winners
- * Club Travel Award
- * Creed (it omitted earlier)

Module 7: District Conventions

- * Business
 - ... District Elections
 - ... Amendments to District Policy Manual
- * Officer Installation

0301 Candidate Requirements for District Officers

Adopted: 6/72 Last Amended: 10/11

No more than one (1) individual may be elected to any officer position.

1. A candidate for the office of district governor or district 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 area.

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

D. Have served as a club president for a full year or major portion thereof and have served as area director, district 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 sub-section (c and d) above if no other qualified person is willing to run. In the event of waiver as aforesaid, the subsequent emergence of a qualified candidate or candidates shall not 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 policies, 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 a standing committee in 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 three years.

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 other qualified person willing to run.

0302 Responsibilities of District Officers and Leaders

Adopted: 10/81 Last Amended: 7/12

It is strongly encouraged that this policy be disseminated to all districts and 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.

Term: One Year

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

- A. Implement, supervise, and lead the district in growth and member retention and comply with the requirements as set out in international board policy.
- B. Preside at all district-wide meetings, district conventions, and meetings of the district board.
- C. Serve as ex officio member of all district committees.
- D. Appoint district officers, project chairs, and district committees as provided in the policies and governance documents of Civitan International and in district policies. Recommend ad hoc committees as needed.
- 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 annual convention of Civitan International, plus any special meetings for governors held prior to or after the international convention, and any meetings or conferences conducted by Civitan International or the international director for district governors.

J. Attend all the 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 a parliamentarian for district-wide meetings and district conventions.

M. 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 member retention program on the district level and shall operate under the direction of the district board of directors.

Term: One Year

Duties: It shall be the duty of the district 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 before the annual convention. Submit the names to the district board for review and approval. Announce names of appointees during the annual convention.

K. Present the names of up to three individuals (for consideration by the Civitan International board of directors) to serve as the International District Liaison to represent the organization's charitable revenue-generating programs. The names should be available for the spring board meeting to allow sufficient time to contact the individual selected and ensure that person receives the necessary material and training for the upcoming fiscal year. (Item #13 of this policy provides the job description.)

L. Provide for training of district officers for the next fiscal year and ensure that all clubs officers attend training certification programs offered through Civitan International.

M. 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, and any other conferences conducted by Civitan International or the international director for governors-elect.

N. Attend all district-wide meetings, district conventions, and meetings of the district board.

O. Perform any other responsibilities or duties assigned by the district board or the governor.

P. 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 and assigned.

Term: One Year

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

A. Coordinate and manage the international awards 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 application process.

B. Execute such other 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 a district's option, area directors shall take the place of lieutenant governors and district directors, thus having the combined responsibilities and duties of both positions. In no instance shall a district have both area directors along with lieutenant governors and district directors.

Term: Two years recommended (with option to serve another two-year consecutive term at the district board's discretion)

Election: In addition to election of area directors at the annual convention, area directors may be elected at a special 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.

Term: Two years recommended (with option to serve another two-year consecutive term at the district board's discretion)

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

A. Conduct a minimum of two conferences/visitations with his or her assigned clubs.

B. Visit each newly affiliated club in the assigned area within thirty days of chartering and thereafter as often as directed by district board or governor.

C. Report to the governor and Civitan International on the prescribed form for each conference/visitation.

D. Conduct area meetings as may be directed by the district governor.

E. Provide liaison between clubs, club presidents, and the district governor with reference to policies and standards for clubs established by Civitan International and the district.

F. Assist the governor and/or governor-elect to ensure 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 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. 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.

Term: One Year

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.

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 such other duties as usually pertain to the functions of a secretary. The secretary may be designated as the agent for an incorporated district.

Term: One year (with option to serve up to two additional consecutive terms)

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 others designated by the board within thirty days of the close of each meeting.
- C. Preserve and have accessible 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 the 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 such other duties as usually pertain to the function of a treasurer.

Term: One year (with option to serve up to two additional consecutive terms)

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 governance documents 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 limitations of the district budget or by specific instructions of the district board or the delegates to the district convention.

E. Furnish a 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 governance documents 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, and 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

Term: One year (with option to serve up to two additional consecutive terms)

The district judge advocate shall be the advisor and counselor 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 governance documents of Civitan International. He or she shall advise and assist the clubs of his or her district in complying with the terms and provisions 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 at meetings of the district board of directors and, to this end, shall acquaint himself or herself with parliamentary procedure 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

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

Term: One year (with option to serve up to two additional consecutive terms)

General Responsibilities:

The primary responsibility of the DTC is to assist the governor-elect in the planning, preparation, and implementation of the district officer training program. The DTC shall also assist by ensuring that the club officers receive the necessary training arranged by Civitan International. Therefore, the DTC shall work with the Staff Director of Leadership Training to coordinate club president and president-elect attendance at geographical training sessions. Club secretaries and treasurers are trained exclusively online.

Specific Duties:

Assist the governor-elect in providing resources to all district officers for the next fiscal year. If necessary, training may be provided to the following district officers:

- A. Area Directors
- B. Lieutenant Governors
- C. Secretary
- D. Treasurer
- E. Fundraising Chair for District Projects
- F. Fruit Cake Chair (Individual works with Headquarters Staff)
- G. Candy and Coin Box Chair (Individual works with Headquarters Staff)
- H. District Liaison for Promotion of International Fundraisers (trained by Headquarters Staff at the Civitan International Convention)

Assist throughout the year as a 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 shall be appointed by the district governor-elect and shall report to and be directly accountable to the district governor-elect.

Term: One year (with option to serve up to two additional consecutive terms)

Responsibilities: The following are general performance objectives:

- A. To increase the number of clubs participating in the candy/coin box project(s).
- B. To increase the productivity of clubs.
- C. To compile and analyze 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 the local participating businesses.
- F. To develop a district awards program to properly recognize individual and club achievements.
- G. To work with the staff of Civitan International and the club 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/coin 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 the proscriptions set forth in paragraph 12 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.

Term: One year (with option to serve up to two additional consecutive terms)

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 —to effectively communicate to all of Civitan’s publics.
- B. Manage the public relations programs of Civitan International on the district level.
- C. Develop and implement public relations plans specific to the district.
- D. Encourage public relations programs at the club level, serving as a resource person throughout the year.
- E. Serve as a district resource for communications throughout the Civitan organization via the *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 public relations/communications plans, both internal and external, to assist them with their specific job functions, i.e. growth managers, training coordinators, candy/coin box chairs, etc.
- H. Visit clubs and attend district meetings as opportunities arise to fully understand public relations needs and opportunities of the district.

13. International District Liaison

Purpose: To assist district in fostering awareness and revenue development of programs at the club and district levels. In cooperation with the Civitan

International Research Center and the Planned Giving committees, the International District liaisons shall promote awareness of and financial interest in the Civitan International Research Center. They shall also promote involvement in the President's Council, Civitans at the Helm, candy box, and coin box programs, which all serve to fund Civitan International.

Term: One year (with option to serve up to two additional consecutive terms)

Qualifications: The candidate(s) for this position must be a member(s) in-good-standing of the President's Council. Appointments are for one year.

Training: The International District Liaisons shall attend a special orientation session provided by Civitan International at the annual international convention, coordinated by the Civitan International secretary-treasurer. The Liaison, committee chair(s), and the administrator of the Civitan International Research Center shall work directly with the Liaisons as needed for continuing education. Make-up training shall be provided through materials mailed from the World Headquarters.

Budget: The International District Liaisons may be reimbursed up to \$200 (U.S.) per year. Expense vouchers with documentation are sent to the Civitan International Revenue Office for payment.

Specific duties and activities, and recognition:

A. When attending district, area, and club meetings, Liaisons shall be given time to speak on Civitan International activities.

B. To review appropriate background materials and regular reports regarding the Civitan International Research Center, Planned Giving, and Civitans at the Helm provided by the Civitan International Staff in order to communicate information about these programs to district Civitans.

C. To become involved with the Candy Box Project, in support of the District Candy Box Chair, as a cornerstone of the Research Center support base.

D. To serve as a district source of planning giving opportunities in cooperation with the Planning Giving Committee/Department.

E. To receive special recognition during select events at the annual international convention.

0302.1 Resources for Districts Unable to Secure a Governor

Adopted: 3/03 Last Amended: 2/09

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 include direct correspondence and other support, coordinated internally with the staff director of leadership training and the 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 Last Amended: 3/12

The composition of the district board of directors shall include the

- Governor (to serve as chair)
- Governor-Elect
- Immediate Past Governor
- Past Governor Director
- Secretary (appointed position)
- Treasurer (or secretary/treasurer, if position is combined) (appointed position)
- Area Directors (or Lieutenant Governors and District Directors)
- Judge Advocate (appointed position)

Voting members of the district board shall be delineated through district policy, provided that they have been elected by the delegates assembled and duly certified to vote at the district's annual convention (or meeting). The district shall operate under the general direction of this policy as outlined herein below.

1. Responsibilities: The business of the district shall be administered and managed by the district board in accordance with the governance documents of Civitan International.
2. Duties: The general duties of the district board shall be to:
 - A. Monitor and give general supervision and 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 of the district board to:
 - A. Adopt new district policies or make changes in existing policies.
 - B. Establish and change 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 for 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 checks.

R. Establish and provide effective control of and review budgets for existing and future district 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.

0304 Civitan Club In Good Standing

Adopted: 9/74 Last Amended: 11/13

Cross reference policy: #0404

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

1. Is current in its financial obligations to Civitan International with no outstanding balance older than 90 days.
2. Has an approved club governance document as required by and in conformity with the international governance documents. U.S. clubs chartered must also become incorporated prior to the end of their first year of operation.
3. Is not delinquent in filing reports to Civitan International.
4. Is in compliance with the Internal Revenue Service annual filing requirements for non-profit organizations. (United States clubs only.) Clubs that have had their tax exempt status revoked (and not reinstated) by the Internal Revenue Service shall not be considered 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 by the published deadline.

0304.1 Civitan Member In Good Standing

Adopted: 7/88 Last Amended: 3/97

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.

0305 Civitan District In Good Standing

Adopted: 7/76 Last Amended: 2/09

The international board shall monitor all activities of a district. Only the international board has the authority to place a district on probation. If a 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 policies.

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 governance documents of Civitan International.
3. Have the following trained officers, as required by Civitan International: governor and governor-elect.
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 Last Amended: 3/97

1. First year not in good standing:
 - A. District will be placed on probation
 - B. District activities will be monitored by international board
 - C. District will lose district votes at international convention

2. District that is not in good standing for two consecutive years:

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 in good standing.

3. District that is not in good standing for three consecutive years:

The district shall be dissolved and the clubs shall be assigned to other districts. The international board of directors may grant the club an at-large statue 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 meets the qualifications for a club in-good-standing.

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 Last Amended: 2/09

Districts 90 days delinquent in the 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 90 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 past due amounts.

0308 Establishing New Civitan Clubs Beyond District Boundaries

Adopted: 2/77 Last Amended: 3/97

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 a 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 district boundaries changed by the international board.

0309 Change in District Boundaries

Adopted: 3/75 Last Amended: 3/06

Proposals to change district boundaries shall be brought to the international board of directors by the executive vice president or by the international director of the district(s) affected.

If initiated by the executive vice president, he or she 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 voting 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 change of district boundaries by the international board, notice shall be given in accordance with the terms and provisions of the governance documents of Civitan International.

0309.1 Chartering Supplies for Newly Formed Districts

Adopted: 7/85

A newly chartered Civitan district shall receive as part 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 be purchased with funds from the district treasury.

0312 Make-Up Attendance

Adopted: 3/75 Last Amended: 10/84

A member shall not be counted absent at 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 Last Amended: 3/06

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 Article I, Section 1.01 of the Bylaws of Civitan International, and who is current in membership fees and dues as prescribed by their club, district, and Civitan International.
2. Honorary: Honorary membership may be conferred upon any individual who is not now nor ever has been a Civitan member and who shall have distinguished himself or herself in some unusual and praiseworthy manner. Such selection shall be by the unanimous vote of the club membership in attendance, provided such person's name has been proposed for such membership at a previous regular meeting. Honorary members shall have the privilege of attending all meetings of the club but shall not be required to pay club dues or be permitted to vote or hold elective office, and they shall have no interest in any of the funds or property of the club. Clubs shall purchase a subscription of the *Civitan Magazine* for each honorary member.
3. Member-In-Military: Member-in-military membership may be conferred automatically upon any member in-good-standing in any club who is on active duty in the armed forces of his country, unless such member is a career member

of the armed forces. Upon such classification, the club secretary shall forthwith report same to Civitan International, and such member's dues shall be waived for his period of military service. All rights and privileges of an active Civitan, except holding office, shall, whenever possible, be extended to such member. Such classification shall cease upon such member's release from active duty, and such member shall be reinstated, if he or she so desires, as an active member in his club.

4. Life: Life membership may be conferred on a member of a club for distinguished service to Civitan by affirmative vote of 75 percent of the members of such club. A life member shall have all the rights and privileges of an active member but shall not be required to pay dues. The club shall thereafter pay all international, district and club dues on behalf of such member.

5. Support Member. Support membership may be conferred on any individual wishing to offer financial support to help further the goals, programs, and projects of a Civitan club. Support members will be included on the club, district, and international roster with annual membership dues billed at the same rate as those established for active club members.

6. Project Member. Project membership status may be conferred on any individual wishing to participate in local club projects but unable to attend club meetings. Project members shall pay an annual fee to the Civitan club and pay the same district and international dues billed to an active member of the organization.

7. Corporate Member. Corporate membership shall be conferred upon a specified number of individuals of a corporation making a substantial financial contribution to a local Civitan club. The amount of the financial gift and number of corporate employees eligible for membership shall be determined by the aforementioned club. Corporate members shall be included on the club, district, and international roster and shall be billed at the same rate and with the same privileges as an active Civitan member.

8. Associate: Associate member status may be conferred upon any person actively seeking to be a member of Civitan International, but unable, because of geographic distance or other limiting circumstances to realistically belong to any particular Civitan club.

An associate member shall pay international membership dues but shall have no voting rights at any district or international meeting. An associate member will be sent a Civitan lapel pin upon joining and will receive the *Civitan Magazine* as long as the status is maintained.

Associate members shall be contacted on a periodic basis and encouraged to affiliate with an active club or to help start a new club.

9. Transfer Member: A Civitan who, while an active member, transfers from an established club to another established club or to a new club. A transfer member pays no initiation fee or processing fee to Civitan International.

A. Junior Civitan: If a Junior Civitan or a 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 fee. 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 fee. It shall be the responsibility of the club secretary to so note this previous affiliation on the Additions Report Form.

10. Reinstated Member: A Civitan who has previously terminated active club membership, but wishes to re-affiliate 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 club or an 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 continuous for the purpose of recognition for 25 more years of continuous membership and the original entry date shall be recorded on the master computer file.

11. 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 to each club he or she is a member.

0316

1. Clubs on Customized Billing When Needing Assistance

2. Clubs Not Meeting Financial Obligations to Civitan International

Adopted: 10/82 Last Amended: 3/06

1. At the request of the district governor or club, a club may be placed on customized billing by Civitan International, allowing time for club to rebuild and/or reorganize with the assistance of the Civitan International staff and the district. Club may be placed on customized billing for one quarter or may remain on customized billing for six months, provided a financial statement

accompanies the written request, indicating monies are not available for payment of dues.

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 customized billing status.

To keep communication open between Civitan International and clubs on customized billing, a club will continue to receive magazines and officer mailings. A club may not receive the benefits offered by the Civitan supply house during customized billing status.

Clubs on customized 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 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 has 30 days in which to pay all debts or the club will be placed on inactive status. At the end of 210 days, if such debts have not been paid by the club or district and all communications have failed, the club's charter 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 Last Amended: 3/06

In the event a club, by unanimous vote of the active membership, deems it necessary to surrender its charter, written notice of such intention shall be given the executive vice president.

The executive vice president shall notify the district board of the club's intention to surrender its charter upon the concurrence of the surrendering club's officers/members, and the club shall formally be removed from Civitan International's official club records and become inactive.

The district board shall have 90 days for the purpose of discussion with the club of its action. If the club reverses its decision in that 90 day period, the executive vice president shall formally activate the charter with the original charter date retained.

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.

Final disposition of funds will be in the following order: (1) payment of all local obligations; (2) payment of district obligations; and (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 be 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 budget.

0317.1 Deviation for Canadian Clubs - Surrender of Charter Requests

Adopted 10/88

Upon receipt of written notice of a club's intent to surrender 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. Every effort should be made to save the club, but if the report includes a recommendation to disband the club, and if the international director concurs, the director shall report 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 shall be returned to the international headquarters.

Final disposition of funds will be in the following order: (1) payment of all local obligations; (2) payment of district obligations; and (3) payment of international obligations. The balance shall be retained by the district in an escrow account for 24 months and returned to any Civitan club which may be 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 Last Amended: 7/87

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 Last Amended: 3/97

The following steps should be taken when a district is dissolved and 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 Civitan International convention and retain voting privileges
- (3) Continue to participate in Civitan International fund raising projects
- (4) To enjoy any other rights and privileges granted to clubs by the governance documents of Civitan International

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.

0323 Disposition of Property by Clubs Disbanded

Adopted: 10/85 Last Amended: 3/97

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 presently is 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 Global Sponsor Program

Adopted: 3/92 Last Amended: 11/12

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

The Global Sponsor Program is designed to create a communications link between the new club and a strong, established club. A bilateral exchange 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 Global Sponsor Program requires a financial commitment to cover the charter supplies for the new club, including a 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 sponsoring club. The sponsoring club is encouraged to budget \$100 to \$200 annually to cover 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.

The sponsoring club is recognized with a banner patch for its Global Sponsorship of a club in an emerging Civitan area.

(*) If two clubs wish to co-sponsor a new club in an emerging Civitan area, the fee is \$200 per sponsoring club. Each of the co-sponsors will be recognized with a Global Sponsor banner patch.

0325 Campus Civitan Clubs

Adopted: 3/92 Last Amended: 7/13

Civitan International shall provide for the growth and expansion of Campus Civitan clubs. Membership in such clubs shall consist primarily of students at such a college/university. Such clubs shall function under the governance documents 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 shall have at least two (2) meetings per month during the regular school year, the fall semester/quarter through the spring semester/quarter.
4. Annual international fees shall be \$15.00 per member. The initiation fee is \$5.00 per member. This fee is waived for former Junior Civitans. Annual club

dues will be optional in accordance with each clubs bylaws. An annual fee of \$5.00 for each member shall be recommended.

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 clubs and fee payment sent to Civitan International with the updated roster. The 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 membership card, member pin, a certificate, a club banner, training, and operational materials.

8. Campus members will receive a newsletter two to four times a year.

9. The 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.

0326 Incorporation of Clubs and Districts

Adopted: 1/75 Last Amended: 3/97

Civitan International recommends all Civitan clubs become incorporated. 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 the world headquarters for inclusion in the permanent file.

0327 District Mission

Adopted: 9/10

The mission of Civitan districts and district officers is to promote the long term health and vitality of its clubs through implementing growth strategies for building new clubs and recruiting members into existing clubs, serving as a conduit of ideals between clubs and Civitan International.

0328 Conflict Resolution/Grievance Committee

Adopted: 7/13

When a Club or District has a conflict (as defined below) which cannot be resolved at the local level, the conflict may be resolved by Civitan International's Grievance Committee.

A "grievance" shall be a claim upon an event or circumstance arising from alleged arbitrary or capricious action, violation, misinterpretation or inequitable application of the Civitan International Bylaws or Policies established by the Civitan International Board of Directors, or which otherwise fail to accord fair and equitable treatment to any Civitan member.

A grievance must be filed in writing on a form acceptable to the committee. The grievant must set forth the exact nature of the grievance, the identity of all parties against whom the grievance is filed and the redress sought. The respondent shall be provided a copy of the grievance and shall be provided the opportunity to respond in writing to the grievance. Both parties must grant permission for the grievance committee to review and resolve the grievance.

If the panel shall determine that any grievance is without merit or if it involves matters beyond the scope or powers of the committee, it may decline review. No action, taken by the committee in this respect, however, shall prejudice the right of any person(s) alleging a grievance to seek other remedies through other channels.

Once impaneled and review of the grievance begins, all panel members must vote and cannot abstain. All decisions of the panel shall be by majority vote and shall be the decision of the committee as a whole. All deliberations shall be kept confidential.

In certain cases, the panel may decide that it needs additional information in their review of the grievance. In such an event, the Chair may request in writing through the Immediate Past International President, additional information from the parties.

The panel's responsibility is to make findings of fact and resolve the grievance based solely on the information presented to them in the filings of the parties

and any additional information requested and received by the panel through the Immediate Past International President from the parties. The panel may not gather their own evidence or speak to a party or other persons regarding the grievance outside the panel. All filings by the parties and communications by the committee shall be published to all parties.

The chair shall prepare a written report of the committee's findings and recommendations and transmit same to the Immediate Past President of Civitan International noting the vote of the committee. Decisions of the committee shall be binding on the parties.

The committee shall keep and maintain records and files relating to all grievances to include and not be limited to the grievance forms, any statements by the parties, any documentary evidence and copies of decisions of the committee and its recommendations. These records shall be kept confidential by the committee.

The decision of the committee may be appealed to the Civitan International Board of Directors.

0329 Young Professionals (YP) Civitan Clubs

Adopted: 4/14 Effective: October 1, 2014

Civitan International shall provide for the growth and expansion of the Young Professionals (YP) Civitan clubs. Membership in such clubs shall consist of young professionals in urban areas. Such clubs shall function under the governance documents of Civitan International with the exception that separate policy or policies for YP Civitan clubs shall be developed and approved by the Civitan International board of directors. Outlined below are areas of exception for the YP club program:

1. YP clubs shall be members of Civitan International, an Alabama non-profit corporation, and shall be classified as "other classes" of membership with Civitan International pursuant to Section 1.02(b) of the Civitan International Bylaws.
2. All YP clubs located within the territorial boundaries of a district shall be members of that district pursuant to Section 2.02 of the Civitan International Bylaws.
3. YP clubs shall consist of members 21 to 35 years of age.
4. The YP program will have the same logo and Creed as the Civitan organization. The name "YP" will not be added to any supplies.
5. Clubs must use "Young Professionals" or "YP" in their name.

6. Clubs must be co-ed.
7. YP clubs shall have at least two (2) meetings each month.
8. Annual international fees shall be two-thirds (2/3) Civitan International dues per member, which shall include any and all initiation and liability insurance fees. Annual club dues will be optional in accordance with each clubs' bylaws.
9. YP clubs shall pay an annual dues fee of no more than \$100 per club to their respective districts and be exempt from all other district fees and assessments. They shall be afforded full membership and club privileges including voting at a district meetings and/or conventions.
10. Sponsoring clubs shall have at least one person to act as the club liaison for their respective YP club(s).
11. Charter membership supplies shall include a framed charter certificate, member pins, officer pins, an electronic charter member certificate, a club banner, and training and operational materials. All new member kits and welcome mailings shall be sent electronically.
12. YP members shall only receive electronic copies of *Civitan Magazine*.
13. All Civitan International awards shall be available for YP clubs. An application specific to YP clubs shall be used for Honor Club recognition.
14. Officers shall be elected in the same manner as Civitan clubs. Officers shall be trained no later than September 30th.
15. All YP clubs must charter with a minimum of twenty (20) members.
16. Clubs shall adopt the standard YP format Club Bylaws and Certificate of Formation/Articles of Incorporation, and shall incorporate in the state of the clubs' residence.
17. YP clubs shall receive Golden Circle fund charter incentives at 50% of that offered to standard Civitan clubs. Membership and sponsorship incentives shall be honored at 100%.

0400 International Training Site

Adopted: 10/89

Birmingham, Alabama, shall be the premier training site for all conferences and/or meetings.

Departure from this policy may be granted by the international board of directors. However, a complete cost analysis must be provided to the board no later than 30 days in advance of a regularly scheduled board meeting for consideration. The cost analysis must include cost comparison of holding the event in Birmingham versus the alternate site.

0401 Civitan Leadership Academy for Governors-Elect

Adopted: 6/72 Last Amended: 2/09

Civitan International shall annually conduct a training academy for governors-elect. Participation in this training academy shall be required of all governors-elect and this fact made known to all districts.

The curriculum for the governors-elect academy shall include a course of study to include (but not be limited to) the following:

1. Management principles as they apply to (and are applied within) the Civitan organization.
2. Selecting, recruiting, developing, and directing the district leadership team.
3. Managing district programs and activities.
4. Working effectively with the district board of directors.
5. Developing personal leadership goals and goals for the district.
6. Internal and external communications; effective communications among all levels of the organization.
7. Review of all international projects and programs.
8. Designing quality district meetings to meet district and international goals.
9. Developing and adhering to a long-range district action plan.
10. Civitan as an "international" service entity.
11. Development of "internal" team goals and objectives.

12. Working effectively with international staff and other human and physical resources.

13. All training as required by Civitan International's governance documents.

Transportation and Meeting Expenses:

Civitan International shall pay the transportation cost to the governors-elect academy for one representative from each district in North America.

Reimbursement 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.

0401.1 Suggested Criteria for Selecting Governors-Elect Academy Instructors

Adopted: 10/93 Last Amended: 10/01

The primary seminar instructors for the annual governors-elect academy shall consist of the president-elect of Civitan International along with Civitan International staff department heads and appropriate support personnel.

Under some circumstances and budget permitting, it may be feasible to include additional seminar leaders. Such selection must be approved by the president-elect in consultation with international staff and may include volunteer leaders with specific subject matter expertise or individuals with professional or training expertise.

0402 Governors Mid-Year Update

Adopted: 7/09

Civitan International shall annually conduct a mid-year update for governors. Participation of all North American governors is encouraged and this fact shall be made known to all districts. District governors outside North America may attend, however, the curriculum shall be principally focused on North American programs.

The purpose of the update shall be to review district growth goals and objectives year-to-date, reevaluate targets, and consider course corrections with a view to having all governors achieve Honor District status. Recognizing that the task of serving as a district governor is critical to the success of Civitan International's growth efforts, the Update shall also include fellowship, encouragement, and teambuilding -- all considered critical elements for a successful year.

Venue and Date:

Birmingham, Alabama is the default venue for training and other Civitan meetings. However, other sites may be selected (such as the upcoming convention) including hub cities that are convenient for economical air travel, pending approval by the international board.

The conference will generally occur mid-year on a two or three-day weekend with arrival and reception on Thursday, the conference conducted all day on Friday and half a day on Saturday with departures on Sunday.

Curriculum:

Areas of focus will include but not be limited to:

- a.) Review of current and pending board directives
- b.) Status of funding activities for Civitan charities and fundraising
- c.) Update on public relations and communications initiatives
- d.) International convention review
- e.) Second half of year growth programs
- f.) Personal leadership development
- g.) Managing district programs and activities
- h.) Review of personal leadership goals for the district
- i.) Review of all international projects and programs
- j.) Update on Civitan global activities

Staffing:

The primary seminar instructors for the annual governors update shall consist of the president of Civitan International along with the Executive Vice President and appropriate Civitan International staff department head(s).

Transportation and Meeting Expenses:

Civitan International shall arrange for the appropriate venue and provide the support personnel for the Update. In addition, Civitan international shall provide for a welcome reception/dinner on the first night, lunch on the second day, an evening dinner, all faculty expenses, and other program costs including materials and audio visual.

There will be no materials or conference fees assessed to the participants. Districts are responsible for transportation and hotel costs.

0404 Club Officer Training

Adopted: 1/84 Last Amended: 4/10

Civitan International shall develop and provide all training materials and modules for club officer training. In areas where geographical training sites/locations are offered, training will be conducted by instructors certified by Civitan International. The geographical training program shall be offered to all clubs in North America. *(Each district shall budget and plan for district and/or club officer training in those areas yet to be handled through the geographic training program.)*

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.

Unless the training curriculum has substantially changed, a club president, president-elect, secretary or treasurer continuing in office for a second successive term it is strongly suggested, but not required, to 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 president or president-elect continue in office for a third successive term, attendance at the training academy scheduled 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.

Club secretaries and treasurers may utilize on-line training provided by Civitan International. All training requirements will be specified on-line at Civitan's home page (www.civitan.org).

0405 Certification of Officer Training of New Clubs

Adopted: 1/84 Last Amended: 3/06

Each Civitan district shall certify to Civitan International that the officers of a new Civitan club have been trained within 30 days of the charter presentation.

New club officers trained for a partial term, then continuing in that office for a full term, shall attend the next scheduled geographical training (if available said training program is available in the district).

0406 Leadership Training and Development

Adopted: 7/85

A comprehensive leadership training and development program shall be established, administered, and periodically evaluated at all levels of the international organization.

The goals of such program shall be as follows:

- a. To provide opportunities for personal growth and development which benefit the member and the organization.
- b. To maximize the ability of clubs to attract new members, establish new clubs, and retain existing membership.
- c. To improve the management of the club, district, and international.
- d. To provide leadership support essential to accomplish the mission of the program on the club, district, and international levels.
- e. To identify, cultivate, and monitor the development of future leaders for clubs, districts, and international.
- f. To educate new members as to the history, structure, internationality, and opportunities for leadership and development in the organization.

g. To increase the involvement of new and existing club members in the activities and in the leadership of clubs, districts, and international.

h. To develop a leadership training resource tool for use in districts and Civitan International.

0501 Junior Civitan International Constitution

Adopted: 3/88 Last Amended: 3/06

The Civitan International board of directors supports an integral subsidiary known as Junior Civitan International. The purpose and membership of Junior Civitan International is outlined in the Civitan International governance documents.

Junior Civitan International will outline its own rules and regulations through a Junior Civitan International constitution. As stated in the Junior Civitan International constitution, the organization maintains its own board of directors which administrates, organizes, and leads the organization. The Junior Civitan International board will propose amendments to the Junior Civitan constitution and each will be brought before the Civitan International board for approval. Once both boards have approved the amendment, the voting delegates at the business session of a Junior Civitan International convention will give final approval for adoption.

All Junior Civitan International constitutional amendments not approved by the Civitan International board will be returned to the Junior Civitan International board with suggestions and recommendations.

0502 Junior Civitan International Board Policies

Adopted: 3/88 Last Amended: 3/97

The Junior Civitan International board of directors shall develop written policies to serve as guidelines for the successful and efficient functioning of Junior Civitan International.

The Junior Civitan International board shall consider policy develop as one of its chief functions, along with administration, application, and execution of its policies.

The Junior Civitan International board policies shall serve as information and guidance for all Junior Civitans, Civitans, club advisor volunteers, and staff.

The Civitan International board will receive reports concerning Junior Civitan policies where the headquarters staff deems necessary.

The Civitan International board is not mandated to approve or disapprove Junior Civitan International board policy. However, the Civitan International board may make suggested additions or deletions to the Junior Civitan International Board policies through the Civitan International director appointed as an *ex officio* member to the Junior Civitan International board.

Copies of the Junior Civitan International board policies are available by written request to the headquarters staff.

0503 Consumption of Alcoholic Beverages at Junior Civitan Sponsored Functions

Adopted: 3/91

Civitan International strongly discourages consumption of alcoholic beverages while in the presence of Junior Civitans, when attending Junior Civitan sponsored projects, conventions, meetings, and banquets at club, district, and international functions.

0504 Annual Junior Civitan Appointments to District Board

Adopted: 10/99

A chair of the Junior Civitan district shall be appointed annually by the Civitan district governor-elect to serve as a nonvoting *ex officio* member of the district board of directors. This person shall be responsible for properly carrying out the district's administrative functions in accordance with the Junior Civitan and Civitan district board of director's approval. The chair shall be accountable for the collection of district dues and all district funds as well as providing financial reports annually or as stated by the Civitan district policies.

A sponsoring Civitan district board representative shall be appointed annually by the Civitan district governor-elect to serve as a nonvoting *ex officio* member of the Junior Civitan district board of directors. This person shall assist the district Junior chair with the duties and responsibilities of administering district activities. This position shall be filled only as required by the district's governance documents.

0600 Civitan Magazine

Adopted: 6/72 Last Amended: 2/09

Civitan International shall publish a publication to be known as *Civitan Magazine*. It shall be published at least six times yearly and contain up to 24 pages of content.

Civitan Magazine shall be a member benefit and enhancement tool. The magazine shall offer articles with a wide range of topics. Every effort will be made to produce a publication which will, at all times, emphasize high ideals for greater service.

The magazine shall publish a disclaimer to the effect that Civitan International does not endorse or imply endorsement of any product and/or company, by selling advertising space in its official publication. It shall further state that editorial opinions expressed in the magazine are those of the authors and do not necessarily reflect the official opinions of Civitan International, its officers, or staff.

Civitan reserves the right to reject any advertisement.

0600.1 Distribution of Civitan Magazine Outside North America

Adopted: 3/93 Last Amended: 3/06

Due to the inability of Civitan International to provide commensurate services to the clubs outside North America, the following provisions shall be made for the distribution of the *Civitan Magazine* via air bulk service:

Europe

- Two to each club president
- Two to each district officer
- Five to the current international board member
- Ten to the European Branch Office

Korea

- 100 to the General Secretary
- Five to the Governor

Japan

- 30 to each club president (if known)
- 40 to the General Secretary

Hungary

Five to the General Secretary
Two to each club president (if known)
Five to the governor

Romania

Two to each club president (if known)
10 to the general secretary

Ukraine

Two to each club president (if known)

Other Areas

Two to each club president (if known)
Five to the General Secretary (if applicable)

0601 The Junior Civitan Insider Magazine

Adopted: 4/71 Last Amended: 11/10

Civitan International shall publish each year three issues of the *Junior Civitan Insider*, the magazine for Junior Civitan. The department of youth development will be responsible for editing the magazine and the editor of *Civitan Magazine* will furnish technical assistance as requested.

0603 District Bulletin/Newsletter

Adopted: 2/72 Last Amended: 10/84

The board of directors of Civitan International strongly encourages each district governor to publish and disseminate a district bulletin/newsletter on a regular basis.

A copy of each published edition should be forwarded to Civitan International, to the international director of the region and to other district governors as a means of improving communications.

For international awards purposes, district bulletins/newsletters must be published a minimum of quarterly.

0605 Informational Literature - Brochures - Kits

Adopted: 2/72 Last Amended: 10/84

Civitan International shall make available to each club upon request, through periodic mailings and through the club and district officer training materials,

certain “project or guidance” manuals, kits, and literature to assist club chairpersons to understand and perform their responsibilities.

Where necessity mandates and budget permits, these manuals, kits, and literature may be made available at no charge. Staff shall maintain a schedule of those manuals, kits, and literature which may be available at no charge with maximum quantities listed. A fee shall be charged for those amounts shipped above the free maximum.

A “sample number” of educational and membership solicitation brochures may be made available to clubs at no cost. However, Civitan International shall recover the cost of producing and printing these brochures through a regular schedule of fees and charges. These fees shall be kept as low as possible so as to encourage use of these materials.

0606 Use of TV/Radio Tapes

Adopted: 8/84 Last Amended: 3/97

The following guidelines shall be used in the utilization of TV/radio tapes produced by Civitan International for use by clubs, districts, and the international level.

1. Those tapes which refer to all clubs (generic) may be used by any club or district and the international level without restrictions as to market areas.
2. Those tapes which refer to clubs composed of both men and women may be used in the following ways with the restrictions noted:
 - A. Where new areas are being developed where no Civitan clubs have been built.
 - B. Where a new club composed of both men and women is being built in an area where Civitan clubs exist with the restriction that the tape must be altered to state that the references to men and women specifically apply to the club being built.
 - C. Where all the clubs in a major market area or region concur in the use of the tapes with the restriction that each club must stipulate their approval in some written legal form and that the international director for their specific region must notify the world headquarters in writing of the concurrence and file written documentation of same with the world headquarters.

0607 Civitan Magazine Advertising

Adopted: 4/85 Last Amended: 3/06

The *Civitan Magazine* business office shall accept proposed advertising for publication in each issue of the magazine, which conforms to the established general rate policy and the mechanical requirements, which meets the closing dates, and for which a contract is executed obligating the advertiser to the fees as printed in the published *Civitan Magazine* rate card.

All advertising in the Civitan Magazine is accepted on a space available basis.

Civitan International reserves the right to reject any advertisement.

0608 Civitan Communications Projects

Adopted: 3/87 Last Amended: 3/88

Our internal image as well as the one projected to the public at-large is one of Civitan's chief assets and must not be used haphazardly or in a fashion that is not in keeping with the goals and objectives of Civitan International.

To ensure that the organization is acting consistent to its mission and objectives, all print materials and projects, whether generated from staff, international committees, or other international groups, will be funneled through the public relations/communications department at Civitan International for review and approval. This will ultimately ensure that the image, graphics, unity of style, and message of Civitan is consistent.

0700 Convention Manuals

Adopted: 3/75 Last Amended: 10/01

The professional staff shall prepare and maintain the following convention manuals to serve as guides for the persons or committees planning the applicable conventions.

1. International Convention Manual - A detailed manual designed to assist the convention advisory committee in the planning and execution of the annual international convention.
2. Junior Civitan Convention Manual - A guide designed for the Junior Civitan convention committee, enabling them to plan, and execute their annual Junior Civitan international convention.
3. District Meeting and Convention Manual - A complete manual with suggestions and guidelines to assist officers and committees in planning and executing successful district meetings and conventions.

These convention manuals shall be reviewed by the international board of directors.

0701 Planning and Operation of International Convention

Adopted: 6/72 Last Amended: 2/09

The planning and execution of the international convention shall conform as nearly as possible to the convention manual that has been approved by the international board.

The convention advisory committee shall meet as soon as feasible after the annual international convention to plan the program and schedule for the next such convention. The members of the committee shall be:

- The President-Elect
- The President-Elect Designate
- The Governor-Elect of the district in which the convention will be held
- The Executive Vice President
- The Vice President of Conventions
- The Host District Chair

Due to space limitations and in fairness to all, display space may be made available to individual clubs or districts on a first-come basis. The selling of any Civitan emblematic items by individuals, clubs, or districts during the Civitan International convention is prohibited. Exceptions may be authorized by the headquarters staff with advance notification and review.

However, the host district may - at its option - provide a hospitality room for visiting Civitans near the convention registration area and may conduct a fund raising social event (theater or theme party, barbecue, tour or trip, etc.) or may offer souvenirs or other memorabilia (tee-shirts, grab bags, etc.) for purchase. Any item sold by the host district containing the Civitan logo must first be approved by the headquarters staff.

Civitan International shall not be responsible for any expenditure authorized by the host district, nor shall Civitan International underwrite any financial losses incurred by the host district.

No gifts, articles, or printed materials shall be distributed in the business meeting rooms or meal function rooms without the expressed prior written approval of the vice president of conventions as to specific time and manner of distribution.

0702 Site Selection for Annual International Convention

Adopted: 10/83 Last Amended: 9/10

Civitan International shall hold its annual convention meeting in a location suitable to the needs, requirements, and dictates of the majority of those attending. The objective for each such convention shall be to carry out the business of Civitan International in accordance with its governance documents.

Towards that end, it is important to attract the largest segment of the Civitan organization that can avail itself to the annual convention. It is recommended that each club earmark funds to send no less than its president-elect to each international convention. It is further encouraged that other delegates and club members attend the convention to learn more of the organization and make a difference in service, knowledge, and fellowship in their communities through motivation, fellowship, and knowledge secured at an international convention.

The international staff shall recommend locations suitable to host an international convention, with a view towards transportation to the site, sufficient rooms in a central location, adequate meeting facilities, and reasonable costs for accommodations and meals. Staff shall recommend resort type facilities that can also serve the member as a de facto vacation, further complementing the attractiveness of the convention.

The international board of directors shall annually select an area or region for the next open convention at its first meeting of the year. Although it may result in somewhat higher costs, it is recommended that the international convention be held no earlier than June 15th of each year and no later than the end of July

each year unless four years advance notice is provided, requesting an international convention be held in August or September.

At the spring board meeting each year, the board will review staff research of sites in each region/area to determine their suitability for a convention. The board will then narrow potential convention cities to no fewer than three (3) and no more than five (5) locations for further investigation and/or site visits.

At the summer board meeting, the board will receive reports on potential convention cities and/or properties with a recommendation from staff as to preferred site and possible alternatives. The board will then select a site for the succeeding convention and direct staff to negotiate suitable contracts. The board may, as it determines, select locations outside of North America (including cruises). Staff shall have the authority to negotiate with hotels and convention centers as needed to secure the best possible arrangements and accommodations for a pending convention.

Guidelines for evaluating potential host locations may be secured by obtaining a copy of the "Request for Proposal" from the Civitan World Headquarters.

0703 Selection of Convention Headquarters

Adopted: 10/79 Last Amended: 3/89

It shall be the usual policy of Civitan International to select a headquarters facility for the annual convention which provides delegate lodging and meeting space under "one roof." However, exceptions to this policy will be allowed by the international board of directors when it determines that such an exception is reasonable and proper.

0704 Convention Pre-Registration Discount and Cancellation Fees

Adopted: 10/78 Last Amended: 3/96

Because prior knowledge of the number of delegates planning to attend the annual convention is required to reserve adequate sized meeting rooms and prepare materials, Civitan International shall offer a reduced fee (pre-registration discount) to those who register early.

Discount

To earn the DISCOUNT on the convention registration fees established by the international board, the registration MUST be postmarked by the deadline date published on the registration form. Registrations postmarked after the deadline will pay the regular convention fees.

Because administrative costs are incurred in the processing of cancellations, Civitan International shall apply cancellation fees as follows:

1. Requests postmarked prior to and including the deadline date for the pre-registration discount shall be subject to a \$15.00 processing charge. The entire amount paid, less the \$15.00 processing charge, shall be refunded.
2. Requests postmarked after the pre-registration discount deadline date, up to seven days prior to the opening date of the convention, shall be subject to a cancellation charge of 50% to cover costs of tickets, badges, programs, and other materials and preparations for which non-recoverable expenditures have been made.
3. Requests postmarked during the six days prior to the convention will be eligible for a 50% refund. "No shows" who pre-registered, but fail to claim their registration packet, will receive a 50% refund if the request is made in writing no later than 30 days following the close of the convention. Civitan International will be required to pay for meals ordered for "no shows" but not consumed.
4. Cancellations due to a bona fide emergency (death, emergency illness) shall be honored, if the request is made in writing no later than 30 days following the close of convention, and a full refund provided less the \$15.00 processing charge.

0705 Travel to Convention by Committee Chairs/Convention Participants

Adopted: 3/75 Last Amended: 10/87

Committee chairs and other persons who participate in the official convention program may be reimbursed for expenses provided they are invited by the international president or president-elect from funds budgeted for "Travel Authorized by President" or "Travel Authorized by President-Elect."

It is expected that the president and/or president-elect will assign convention chair ship responsibilities or activities to volunteers who have already expressed an interest in attending the international convention. Unless directed by the international president and/or president-elect, chairs who have been assigned specific duties prior to the first day of the convention will only be reimbursed for lodging to cover the additional time required.

The registration fee will be paid to those chairs assisting in the programs and/or functions of the convention.

At the discretion of the president, written reports to the board of directors shall be requested from a committee chair in lieu of a presentation at board meetings.

0706.1 Distinguished Governor Recognition

Adopted: 7/87 Last Amended: 4/11

Civitan International will officially recognize one distinguished governor from each district that qualifies, based on the Quality Achievement Award program, at the next annual Civitan International convention following completion of his or her term of office. Each distinguished governor shall receive:

- a. A ring or specially-designed pin to signify distinguished governor achievement (with cost not to exceed \$350.00 U.S.) or a contribution of \$350.00 U.S. to a designated Civitan International program(s).
- b. A specially designed award (i.e. plaque, trophy).
- c. A quality achievement banner patch.
- d. Recognition during the international convention.
- e. Reimbursement for a portion of convention expenses as outlined below.

If the convention is held on the continent of the individual recognized, reimbursement shall be no more than \$250.00. However, expenses shall be reimbursed up to \$500.00 if the convention is held on another continent. Requests for reimbursement shall be submitted to the international office within 60 days following the convention. Reimbursable expenses include travel, lodging, meals, and/or registration fee for any immediate past distinguished governor choosing to attend the annual convention. Receipts shall accompany any request for reimbursement.

0707 Alcoholic Beverages - International Conventions

Adopted: 9/72 Last Amended: 3/06

Alcoholic beverages may be made available in connection with selected convention functions if, in the opinion of the convention advisory committee, it is customary according to local usage and custom for the type of event scheduled.

Civitan International prohibits the use of convention registration fees to purchase alcoholic beverages. These beverages shall be made available only on an optional, no-host, basis to be purchased by those who consume them.

0708 Convention Procedures and Rules

Adopted: 6/78 Last Amended: 11/13

1. Nominations for International Office

A. All candidates must be properly certified prior to the first business session of the convention in accordance with the governance documents of Civitan International.

B. Nominations shall be made during the first business session.

C. At the first business session, the executive vice president or the Elections Committee chairperson shall announce to the convention the names of all properly certified candidates and the offices sought. In the event that the Nominating Committee (governors-elect) shall have met to identify a candidate for a position vacancy, the president shall report to the convention the names of candidates recommended by the Nominating Committee.

D. The presiding officer shall conduct nominations during the first business session. At the conclusion of this procedure, the presiding officer shall announce the time and place of each international region caucus (held at the discretion of the international director).

2. Accreditation and Certification

A. Each Civitan club in good standing with Civitan International shall be entitled to voting delegates as prescribed in the Civitan International governance documents.

B. Each district in good standing shall be entitled to two certified voting delegates.

C. Except for the executive vice president, the officers of Civitan International and the past international presidents shall be entitled to one vote each.

D. The executive vice president shall furnish the district governors a current list of clubs showing the number of votes to which each is entitled. The list shall be determined by club rosters on file in Birmingham 15 days prior to the convention. No updating of club rosters for voting purposes is permitted after the list is prepared.

E. Voting delegates-to-be must seek certification before they will be permitted to vote in the proceedings.

F. All delegates must first pay the convention registration fee. It is important that all registration fees are received no less than 15 days prior to the convention. Fees charged to clubs or districts must be paid prior to the convention before voting delegates are certified in advance of the meeting. Voting delegates will not be certified and will be unable to vote if registration fees are unpaid. Although any Civitan in good standing may be certified as a voting delegate, club presidents, working through their district governors, may be required to confirm that a delegate is a member of the club he or she represents. Hence, positive identification of delegates may be requested.

G. Certification of voting delegates shall be on a first-come basis. In the event a dispute arises over who is to be certified, the district governor settles the controversy.

H. A certified voting delegate will receive identification that will permit him or her to vote during the international convention.

I. An alternate delegate may be appointed to take the place of a delegate who may become incapacitated. If both the delegate and his or her alternate are unable to function, a third choice may be certified by the committee if the action is taken prior to ballot voting or the elections business session.

3. Resolutions

A. Proposed resolutions should be mailed to the office of the administrative director at the world headquarters no later than 15 days prior to the convention.

B. A resolutions committee's may be appointed by the international president on an as-needed basis.

C. The resolutions committee, if appointed, will present its report to the certified voting delegates during the elections business session.

4. Motions

A. All motions must be made and seconded by certified voting delegates of the accredited voting body.

B. To make a motion, a delegate must proceed to the nearest microphone and ask recognition from the chair by stating name and club.

C. For clarification, the presiding officer may require that a written motion be furnished to the chair before action is taken.

D. A delegate making the motion is permitted no more than three minutes of speaking time.

5. Discussion on Motions

A. Floor microphones shall be available for discussion on motions.

B. To be recognized by the chair, a certified voting delegate shall proceed to the nearest microphone and state name and club.

C. Discussion on a motion shall be limited to one minute for each speaker. The elections committee shall serve as time-keeper.

D. General consent shall be required if the speaker requests a second minute. If there is an objection, a formal vote must be taken and a two-thirds vote shall be required to grant the additional time. No speaker shall be allowed more than two minutes total on each motion.

E. No delegates shall be allowed the floor a second time until all others who wish to speak on the motion have had the opportunity to do so.

F. Discussion shall continue until (in the discretion of the presiding officer) both affirmative and negative views have been adequately presented or until the question is called from the floor.

6. Elections and Voting

A. Admission to the balloting location and to the convention floor shall be restricted during the hours of operation and official business voting sessions.

B. Voting is by certified voting delegate only.

C. Voting on motions shall be by voice vote. The presiding officer will rule the results. If the voice vote is unclear as determined by the presiding officer, or if a voting delegate requests a rising (division) vote, the Elections Committee will be required to count the delegates in the rising (division) voting format and report the “ayes” and “noes.” The results of the rising (division) vote shall be reported to the parliamentarian and presiding officer. The presiding officer shall announce the results, including the total number of votes cast.

If a rising (division) vote is inconclusive, a ballot vote may be utilized with the Elections Committee distributing, collecting, and counting same. The results of a ballot vote shall then be reported to the parliamentarian and presiding officer. The results shall be announced by the presiding officer.

D. Election of officers shall be by written ballot except that election by a voice vote of acclamation shall be permitted if a candidate is unopposed. Balloting will be conducted during the international convention at a specified location. In the event a determination cannot be made from the results of balloting, additional procedures will be in place for balloting during the elections business session. Procedures for election of international officers shall be conducted as outlined in the Elections Committee Procedures manual.

E. The presiding officer shall announce the winner of the election during the Final (Elections) Business Session and shall further announce that a report of the number of votes cast for each candidate is available to any delegate from the elections committee chair.

7. Parliamentary Authority

A. The international president shall appoint a convention parliamentarian.

B. *Robert's Rules of Order Newly Revised 10th Edition* is the parliamentary authority.

C. A two-thirds vote of the delegates voting is required to suspend or amend these convention procedures and rules.

0709 Travel Agencies/Airlines for Convention Travel

Adopted: 4/85 Last amended: 4/85

1. Depending on the site selected for the annual convention, the executive vice president may designate an airline as the official airline for the convention based on incentive programs such as discounts to passengers, complimentary tickets to Civitan International, and any such other arrangements as may be commonplace and traditional in the meeting planning industry. The selection shall be made based on air service to the site, comparison of airline incentives, and any other criteria judged to ensure the best savings for the membership and Civitan International.

2. When the convention site makes it advisable to consider designating an official travel agency for the convention, the staff shall develop criteria, contact travel agencies which specialize in convention travel and develop comparative data for consideration by the international board of directors. The international board shall designate the official travel agency.

0710 Civitan International Elections Procedures

Adopted: 7/88

The elections committee procedure manual is hereby incorporated into the convention procedures manual, a copy of which shall be provided to the elections committee chair as soon as he or she is selected, but in any event, not later than 60 days prior to the opening of each annual convention of Civitan International. The elections committee shall be required to conduct each annual election in full compliance with the elections procedures manual.

0800 Growth Management Structure

Adopted: 3/89 Last Amended: 3/05

1. Structure

The success of Civitan International depends on every member of the organization promoting positive growth. Every Civitan shall fulfill the role of recruiter and promoter for membership growth and retention.

Leadership at all levels of the organization shall be responsible to promote positive growth and establish growth and retention goals for each fiscal year. This shall include all officers at the club, district, and international levels. These goals shall include measurable accountability.

Civitan International shall provide professional staff to lead, train, motivate, and assist in the promotion of growth at all levels of the organization.

2. Annual Responsibilities and Timelines

A. Responsibility — Every club president-elect, district governor-elect, and the international president-elect, upon being elected to said office shall be responsible to become familiar with the current and long-range growth plan of their respective club, district, and international organization. They shall formulate a growth plan for their year in office incorporating continuity of long-range plans and teamwork with current leadership, which shall be submitted and approved by their respective boards, prior to taking the offices of club president, district governor, or international president. Long-range plans shall be reviewed and updated annually by officers and boards.

Staff shall be responsible to train and/or assist these future officers in preparing these continuing growth plans.

B. Timelines

March/May - Election of club president-elect at annual club meeting.

June/July - Election of international president-elect at international convention.

August/September - Election of governors-elect at district conventions.

October - International president-elect meets with international board to evaluate current and long-range growth plans.

January/February - Governors-elect shall be trained at the academy on selection of a District Development Team, club expansion into new communities, existing club's growth and retention, and the importance of positive growth. (See sec. 4)

February/May - Governors-elect appoint District Development Team. This team shall meet with the current team to review current and long-range plans and develop a plan for the next year. This plan shall be submitted to Civitan International by May 15.

June/July - At the international convention, the international president-elect shall present the membership growth plan to the international board incorporating the summary of the districts' growth plans. International president-elect and each international director will review and evaluate plans with governors-elect.

July/August - Club presidents-elect and club directors evaluate current and long-range plans and formulate a growth plan for the next year. This plan shall be submitted to the district governor-elect by September 1.

September - Governor-elect and District Development Team summarizes club presidents' reports, makes necessary revisions to District plan with board approval and submits those to International by September 15.

October Through Fiscal Year - Actions are implemented to carry out respective club, district, and international plans, including regular communication through all levels (club president, governor, international director, international president, staff) as to the progress of growth plans.

3. Growth and Retention Awards Program

An awards program shall be established to recognize the most successful growth districts and regions in Civitan International. Each Civitan year, a first place, second place, and third place district and region shall be selected, based upon the criteria established herein, with appropriate recognition established by the international staff, said awards to be made at the international convention following the completion of the Civitan awards year.

All districts with nine (9) clubs or less will compete in a separate competition using the same criteria as above. All districts shall be included in region competition.

New Growth (most net new members)

- 1st Place - 50 points
- 2nd Place - 40 points
- 3rd Place - 30 points
- 4th Place - 20 points
- 5th Place - 10 points

Net % Growth (highest % of net new members)

Same point system.

Most New Clubs

Same point system.

Most Net New Clubs (new clubs less lost clubs)

Same point system.

Net % Retention (based upon October 1 membership base)

Same point system.

Net % New Clubs Chartered

Same point system.

All ties shall be handled by combining points/places divided by the number of districts/regions involved in the tie.

4. Growth and Training Procedures for Governor-Elect.

Civitan International recognizes the district governor-elect as the key leader for organizational growth, and shall properly prepare the governor-elect for the responsibilities of positive growth through training. Growth and retention training shall be conducted at the Governors-Elect Academy and updated at the international convention prior to their assumption of office, and conducted by professional staff as described below:

(Note: Any international director that has not served as governor should also receive the following training. International directors should receive update training on how to assist and support district governors in implementing their growth plans.)

- A. How to locate and select new club builders who are already accredited club builders;
- B. How to schedule a new club building seminar for the district, thereby establishing additional potential club builders;
- C. How to implement the District Development Team concept;

- D. How to target potential club builders with new club sites, and gain their commitment to build new clubs there;
- E. How to manage a new club building program with a district to ensure new club building success;
- F. How to ensure that each club in the district has a viable recruitment and retention program in place to ensure growth in each club. How to manage that program to maximize potential for positive growth for each club in each district;
- G. How to properly utilize the District Development Teams and club growth and retention managers, as assistants and resource personnel, to expand the opportunities for growth in each club and district;
- H. How to recognize “clubs in trouble” and what to do about them;
- I. How to cure poor leadership problems which impact growth;
- J. How to convince club leaders to maintain or reach Golden Circle status for long-term success;
- K. How to schedule and conduct successful membership meetings;
- L. How to develop a consistent, long-range plan for membership growth in each Civitan club.

0800.1 Planning for Growth

Adopted: 7/90 Last Amended: 3/05

It shall be the responsibility of the international board of directors to develop a five-year plan to direct the growth and expansion of Civitan International as specified by the long range mission plan. The plan shall include objectives for numerical increases in clubs and members as well as locations for development of new clubs in areas where Civitan does not exist.

The board of directors, in its annual planning activities, shall develop, review, and modify the five-year growth plan. The five-year planning horizon shall be maintained each year by developing an additional year of growth objectives.

Responsibility for implementation of the growth plan shall be delegated to the international president and the professional staff of Civitan International. Each

year they shall prepare an annual implementation plan (AIP) to incorporate specific growth objectives and strategies for the coming year. The AIP shall be presented to the board of directors for review and approval no later than the final board meeting of the year.

The board of directors and the professional staff should, together, review the progress toward achieving the targets of the AIP at each board meeting and make any necessary modifications at that time.

0801 Expansion of Civitan International

Adopted: 7/75 Last Amended: 3/05

Civitan International shall provide for the growth and expansion of the organization as follows:

1. A charter signed by the president, district governor, and executive vice president, with the seal of Civitan International affixed thereon, shall be issued to each club requesting same providing the club is located in a nation which has been open to extension by the international board of directors, has a minimum of (*) 15 members and has met all the obligations and requirements set by the governance documents of Civitan International.

* All North American clubs chartered must have a minimum of 20 members and meet all the obligations and requirements set by the governance documents of Civitan International. It is highly recommended that all Civitan clubs throughout the world also consider chartering clubs with a minimum of 20 members.

2. A plan shall be developed by the professional staff, approved by the board of directors, which shall be designed to educate, motivate, and encourage clubs to establish and sponsor new Civitan clubs as a service project. The plan shall include, but not be limited to: a guidance manual, supply of materials, and forms to be used by the sponsoring club in the establishment of the new club and an educational audiovisual presentation on “why and how” to build a new club.

3. The general responsibility for planning of the charter presentation for a new club will be that of the sponsoring club using guidelines established by Civitan International. The charter should be presented to the new club by the district governor or his or her designee. The sponsoring club, through the governor, may invite the international director or other international officers. In the interest of economy, it is urged that past district and international officers who reside in the area be invited to participate in the charter presentation program.

4. The awards program of Civitan International shall include recognition of those clubs which sponsor a new club during any administrative year. All clubs chartered in, and credited to, any particular administrative year must have the charter issued by the close of the administrative year. (Refer to item 8 of this policy for definition of "issued.") The charter presentation and charter celebration must be held prior to the end of the month following the close of the administrative year (October 31). Failure to hold the presentation/celebration by this deadline will result in the new club being removed from the prior administration's records for awards purposes, and the new club awarded to the incoming (new) administration at the time the charter presentation/celebration is held. The awards program of Civitan International shall also include recognition of those clubs which sponsored a new club the previous year provided the new club earns honor club status during the first year.

5. Any Civitan club desiring to sponsor a new club in a nation which does not yet have a Civitan district shall forward such request to "Civitan International, attention Mentor/Sponsor Program," for additional information and guidelines.

6. (This section is for North American club building only.) The district governor and/or District Development Team shall assign a new club building team to the new club. Upon receipt of the request for organizational authority and certification that five or more members have been obtained, the headquarters staff in cooperation with the district governor and the District Development Team shall assigned a certified club builder or district officer to the new club. He or she shall:

- A. Contact the sponsoring club to arrange a date for the Official Organizational Meeting.
- B. Conduct the Official Organizational Meeting.
- C. Assist with the organization and development of the new club.
- D. Assist with the publication for charter and plans for Charter Night Presentation Banquet.

7. Each new Civitan club, before receiving its charter, shall pay to Civitan International an initiatory membership fee of \$15.00 per member which shall be retained by Civitan International to defray the cost of supplies provided to the new club.

8. A charter shall be issued to a new club only after the following items have been received at the world headquarters office:

- A. Approved request for organizational authority.

- B. A roster of membership giving each member's name and preferred mailing address and designating the officers of the club.
 - C. A check to cover charter members initiatory fees of \$15.00 for each new member and \$5.00 for each reinstated member. No fee is required for an active member who is transferring from an active club to the new club.
9. The district governor and the District Development Team will assign a new club development team to the new club with the mission to assist it during the first year.
10. The international staff shall develop and maintain a program of communication and guidance with each new club for a period of two years from the date of its official organization. This shall include, but not be limited to:
- A. Sending project ideas and program suggestions to the new club.
 - B. Charting its membership additions and deletions.
 - C. Reviewing the area director's/lieutenant governor's visitation reports.

Obvious problems and/or suggestions for improvement shall be brought to the attention of the new club, its sponsoring club, new club development team, area director/lieutenant governor, and governor.

11. The growth objective for the expansion of Civitan International shall encompass the establishment of new clubs, the retention of members in existing clubs, and the recruitment of new members into existing clubs. The objectives in these areas are as follows:
- A. To have a sufficient number of new clubs built in each district for a net increase of at least one club per year per district.
 - B. To have each club in Civitan International sponsor two membership recruitment meetings per year.
 - C. To have each club in Civitan International attain a net increase of at least one new member per year.
 - D. To have 100% of existing clubs in Civitan International earn one of the four levels of honor club recognition.

12. The international president, international board of directors, district governors, District Development Teams, and international staff shall communicate the objectives regularly to clubs, report progress, work to provide motivation and guidance, and recognize achievement.

0801.1 New Member Country Guidelines

Adopted: 10/05

Policy guidelines for maintaining member countries in Civitan

1. Membership must be reported periodically but not less than bi-annually
2. Dues or other payments to Civitan International are all payable in US dollars and may be paid through electronic banking or credit card.
3. Annual membership goals and plans for club development must be submitted to the international headquarters by September 30.
4. Published materials on the Civitan International web site shall be available from headquarters at no charge to all members. Print material will be provided on a per club basis at no cost every year to include five magazines per club, two to the general secretary. Two copies of each published manual, catalogue, and brochure will be available annually to the general secretary. All additional materials will be available for purchase from headquarters.
5. Although English is the official language of Civitan International, free web translation is available on the Civitan International site for 15 of the current languages available. However, all correspondence to and from as well as published material emanating from the world headquarters is to be in English. Translation, if necessary, is to be secured and paid for locally. Copies of all translated brochures, newsletters, and manuals should be sent to the headquarters as evidence of local initiative.
6. Each club in a new country will be assigned a sponsor/mentor. This will provide the start up materials for the club including pins for members and officers, banner, certificates of membership, charter, and president's gavel. A bell is not provided. All other or replacement material is available to be purchased from the Supply House.
7. Civitan International will issue any necessary letters of invitation at no cost for use by members in securing visas to visit the international convention, or the headquarters and Civitan International Research Center in Alabama.

8. Civitan International will provide the general secretary or his or her delegate a complimentary convention registration and club vote at the international convention and the opportunity to join the board of directors at the annual president's leadership recognition banquet.

Policy guidelines for accepting new member countries in Civitan

1. English being the official language of Civitan and its headquarters operations therefore necessitates communication with key contact(s) in English.
2. International travel, though easier and in part less expensive than a decade ago is still cost prohibitive for routine on site visits from international leaders or staff. Civitan therefore must rely on dependable local contacts for communication. Criteria for this individual is included in guidelines for the position of country General Secretary.
3. Electronic communication is becoming the "lingua franca" of modern business communication. Therefore, regular and consistent online access to the Internet is required.
4. Possibilities must exist for the building of multiple clubs in a given geographical area. This must be possible with local funding and networking.
5. Countries where class distinction, religious conflicts and intolerance are readily in evidence if adopted by Civitan should be regularly monitored in view of our creed.
6. The economic stability of the country or region must be such that the club can operate independent of subsidies from Civitan International.
7. Currency restrictions may restrict the free flow of international dues or other fees that are payable however, they should be available for use by Civitan international at its discretion whether used locally or to be repatriated.
8. Though not required, ideally, members should have the ability to secure travel documents and visas to visit international conventions, the CIRC and training seminars in North America.
9. Local or national governmental ordinances must not be a hindrance to the freedom of assembly and ability of individual members or the clubs to carry out the Civitan principles of service, knowledge, and fellowship.
10. Local leadership must demonstrate an understanding and a willingness to provide appropriate orientation and training materials in an acceptable language and format within a reasonable period of time.

0802 Certified Club Builder Program

Adopted: 10/83 Last Amended: 10/11

Civitan International shall have a certified club builder program as follows:

1. Accredited Club Builder

A. A Civitan who has completed a club building seminar is automatically on the list of accredited club builders. These Civitans, so designated, are eligible to qualify for the certified club builder program.

B. A roster of these Civitans shall be available on computer.

C. Accredited club builders shall be removed from this mailing list if no activity is shown in club building within five years of training.

2. Certified Club Builder

A certified club builder is a Civitan who has built a Civitan club by the methods taught in the club building seminar and the new club building manual. To earn this recognition, the person must have attended at least one club building seminar. Under unusual circumstances, attendance at the seminar may occur after the actual chartering of the new club.

A. Blue blazer with insignia awarded at:

(1) District meeting or convention, by highest-ranking international officer present.

B. Framed certificate awarded with jacket

(1) Signed by the international president.

C. Recognition in an official publication of Civitan.

D. Recognized in all district meetings as long as the club built remains in-good-standing.

E. Recognized at Civitan International convention

(1) Special club builder's function (for those completing a new club during the most recently completed administrative year).

(2) Special seating and recognition at growth session before entire convention assembly (for all Certified Club Builders).

F. For each additional club completed by a Certified Club Builder, a "star" is issued to be worn on the breast pocket of the blue blazer.

G. Only ONE Civitan may be “honored” with a blue blazer at the expense of Civitan International for each club chartering with a minimum of 25 members. At the request of the district board, and at the district or sponsoring club’s expense, up to four additional blue blazers may be awarded, depending on new club's charter strength.

H. No more than five awards in total, in any combination of blazers and stars, may be given for any one club built. Three awards will be given when the club charters at the minimum of 20 to 29 members. Four awards when the club charters at 30 to 39 members. Five awards when the club charters at 40 or more members.

I. Any paid field staff representative shall be eligible to earn and wear the blue blazer.

J. Suggested list of events at which Certified Club Builder is urged to wear his or her blue blazer:

- (1) All new club charter ceremonies
- (2) All area meetings
- (3) District-wide meetings
- (4) Growth sessions of district conventions
- (5) Growth sessions of international conventions

K. Officially encourage all districts to have their own club builders’ function at district conventions or meetings.

L. Officially urge districts to encourage, recognize, and promote this program of Civitan International.

3. Master Club Builder

A Master Club Builder is a Civitan who has successfully completed at least five new Civitan clubs under the certified club builder program, as begun October 1, 1980. For those clubs built prior to 1980, documentation should be submitted with a request to the Civitan International board of directors to be considered on a case-by-case basis.

To receive this award, each of the five clubs built by a Certified Club Builder shall be in-good-standing at the time of recognition or each club must have been in existence for a minimum of five (5) years.

A. Gray blazer awarded at Civitan International convention, or other suitable function.

B. Specially designed pocket patch.

C. Plaque awarded.

D. International recognition:

(1) Regular coverage in an official Civitan publication on the Civitans to earn the Master Club Builder award with a story on the Master Club Builders and their five clubs.

(2) Special seating at convention opening and closing sessions.

4. Master Club Builder – Executive Level

A Master Club Builder – Executive Level is a Civitan who has successfully completed at least ten new Civitan clubs under the certified club builder program, as begun October 1, 1980. To receive this recognition, the Master Club Builder must be an active member of a Civitan club. To receive this designation, each of the ten clubs built by a Master Club Builder shall be in good-standing at the time of recognition or each club must have been in existence for a minimum of five (5) years.

A. A specially designed chevron to be sewn to the gray Master Club Builder blazer above the Master Club Builder patch awarded at Civitan International convention or other suitable function.

B. Plaque awarded.

C. Waived international convention registration fees as long as he or she is an active member of a Civitan club.

D. International recognition:

(1) Regular coverage in an official Civitan publication of Master Club Builders-Executive Level with a story featuring each Master Club Builder that was recognized at the previous international convention for earning the Master Club Builder – Executive Level award and his or her five additional clubs.

(2) Special seating at convention opening and closing sessions.

0802.1 Junior Civitan International New Club Building Program

Adopted: 10/86 Last Amended: 11/10

Both Junior Civitan International and Civitan International shall have a Junior Civitan club building program effective September 1, 1986, for all senior and Junior Civitan members in good standing as follows:

1. Club Building Program

A. Club builder pin awarded by the highest ranking Junior or senior international or district officer present at:

- (1) New club's charter ceremonies, or
- (2) District meeting or convention of either the seniors or Juniors.

B. Framed certificate awarded with pin

- (1) Lettered and signed by international Junior president and staff director of youth development.

C. Recognized in *Civitan Magazine* and the *Junior Civitan Insider Magazine*

D. Recognized at senior and Junior Civitan International conventions

- (1) Special club builders function
- (2) Special seating and recognition at different sessions during the conventions.

E. For each additional club completed by a Junior Civitan club builder, a "star" is issued to be worn above the club builder pin.

F. Only one Civitan (senior or Junior) may be "honored" with a club builder pin at the expense of Civitan International for each club. At the request of the district Junior Civitan chairperson and at the district's or sponsoring club's expense, one additional club builder pin may be awarded.

G. No more than two awards in total, in any combination of pins and "stars," may be awarded for any one club built. The Junior governor and Junior chairperson will decide which two Junior or senior Civitans will receive credit for building the new club.

H. Suggested list of events at which Junior Civitan club builder is urged to wear his or her club builder pin:

- (1) All new club charter ceremonies (senior or Junior)
- (2) Any senior/junior district-wide meeting, area meeting, and/or convention
- (3) Certain specified functions of senior or Junior International convention.

I. Officially urge districts to encourage, recognize, and promote this program of Junior Civitan International.

J. All certified club builders may receive a patch for their (senior) club building blazer in addition to their Junior club builder pin.

K. All members who become Junior Civitan Club Builders will receive the Civitan International club builders newsletter.

2. Junior Civitan Master Club Builder

A senior or Junior Civitan who has successfully completed at least five new Junior Civitan clubs under the Junior Civitan club builders programs, as begun September 1, 1986.

A minimum of five new Junior clubs built by this member must be in-good-standing at the time this award is earned.

A. Black master club builder blazer awarded at either the senior or Junior Civitan International convention, or other suitable function.

B. Specially designed pocket patch to be applied to blazer.

C. Plaque awarded to Junior Civitan Master Club Builder.

0805 Criteria for Selection of Faculty for Club Building Seminars and Reimbursement of Faculty Travel Expenses

Adopted: 10/84 Last Amended: 7/90

It is recommended that the following criteria be met for an individual to qualify as an instructor for the Certified Club Builders seminar:

1. A Certified Club Builder with not less than one new club to his or her credit, preferably two or more, still in good standing.
2. A recognized "recruiter" with credit for recruiting a reasonable number of members into Civitan, through new clubs or existing clubs.
3. Recognized skills in public speaking, motivation, etc.

It is further recommended that the following guidelines apply for reimbursement of faculty travel expenses:

1. Full reimbursement for expenses for club building seminars, except

2. No reimbursement for expenses of instructors when the seminar is held in conjunction with an international convention, other than those expenses incurred as a direct result of early arrival to instruct the seminar. These expenses would be limited to the extra night's lodging and meals. No airfares would be covered.

Candidates for international office should not be used as instructors in the Region they are seeking to represent. Additionally, candidates for international president-elect shall not be used as instructors in any region or division.

0806 Provision for Reduced Dues and Initiation Fees for Full-Time Students

Adopted: 3/86 Last Amended: 3/06

As an exclusion to the standard dues structure for individual members in a Civitan club, full-time college students, in undergraduate programs, will be required to pay one-half the standard dues to Civitan International.

The international staff is required to bill Civitan clubs at this half dues rate on the regular quarterly billing, provided that the club has provided a list of its members who qualify as full-time undergraduate students.

Further, Civitan International provides for a reduced international initiation fee of \$5.00, plus fees for any liability insurance programs that are considered mandatory for said club.

The Civitan International board of directors encourages individual districts and clubs to follow suit in charging these student members one-half the standard rate for dues and a reduced initiation fee, but does not mandate such.

This policy is considered only for students in "senior" Civitan clubs. Provisions referencing "campus" Civitan clubs may be referred to in other governance documents of the organization.

0806.1 International Dues for Persons with Developmental Disabilities

Adopted: 7/87 Last Amended: 3/06

Persons with developmental disabilities shall pay the standard initiation fees but may be considered for one-half the regular international dues. A request for one-half dues for individuals with some form of developmental disability shall be submitted by the club president to the international staff for approval. The request shall contain specifics regarding the recognized developmental program in which the individual is participating. If approved, this request shall be recognized and implemented by the international staff.

0808 “Grid” or County Definitions of Districts (in North America)

Adopted: 7/86 Last Amended: 10/11

To promote growth in areas where there are no Civitan clubs, the Civitan International board has the right to recognize areas within district boundaries as “gray areas” and to reassign these areas to other districts, to newly formed districts, districts-in-development, or to otherwise take areas away from their existing district structure, to promote growth through new club development.

Where practical, areas will be referred to as counties or parishes within the United States, provinces within the boundaries of Canada, or other local “political” boundaries that may be widely recognized. Under rare circumstances, the boundaries of these areas may be dictated by other natural boundaries.

The following areas are assigned to districts at the present time:

Region One

Alabama Central Civitan District (01)

The Alabama Central District shall be bound on the north along the south boundary of Alabama North District, on the west by the Mississippi state line, on the east by the Georgia state line, and on the south as follows: from the Georgia state line along Highway 80/8 to where it intersects Highway 186, to where it intersects Interstate 85, to the intersection of Highway 229, then north to where it intersects with Highway 14 west to where it intersects with Highway 80, west to the Mississippi state line, including the statistical marketing sales area of the cities of Phoenix City, Tallassee, and Selma. It will not include the statistical marketing sales area of the cities of Wetumpka or Prattville, which will be part of the Alabama-West Florida District, nor will it include the cities of Talladega or Jasper in Alabama North District.

Alabama North Civitan District (02)

The Alabama North District shall consist of 25 counties north of, and including, the Alabama counties of Lamar, Fayette, Walker, Blount, St. Clair, Talladega, Clay and Randolph.

Alabama-West Florida Civitan District (03)

The Alabama-West Florida District shall be bound on the north along the south boundary of Alabama Central District and include the statistical marketing sales areas of the cities of Wetumpka and Prattville, on the west by the

Mississippi state line, on the east by the state of Georgia, and continue south along the Apalachicola River (eastern standard time line) to the Gulf of Mexico and continue west along the Gulf Coast to the Mississippi state line.

Magnolia Civitan District (24)

The Magnolia District shall consist of the entire state of Louisiana and the following counties of the state of Mississippi: Kemper, Neshoba, Leake, Madison, Yazoo, Sharkey, and the 35 counties to the south of the aforementioned counties.

Mississippi North Civitan District (29)

The Mississippi North District shall consist of all counties in the State of Mississippi north of the following counties: Kemper, Neshoba, Leake, Madison, Yazoo, and Sharkey, and excluding the county of Desoto.

Region Two

Florida Civitan District (17)

The Florida District shall include the entire state of Florida except the northern most state boundary continuing north along the Apalachicola River (Eastern Standard Time line) including the Gulf of Mexico to the Mississippi state line.

Georgia Civitan District (18)

The Civitan International Georgia District, Inc. shall consist of the state of Georgia with the exclusion of the northwest counties of Dade, Walker, and Catoosa.

South Carolina Civitan District (38)

The South Carolina District shall include the entire state of South Carolina.

Region Three

North Carolina East Civitan District (32)

The North Carolina East District shall include the North Carolina counties of east of and including Rockingham, Guilford, Alamance, Chatham, Moore, Hoke, and Robeson.

North Carolina West Civitan District (33)

The North Carolina West District shall include the North Carolina counties west of and including Stokes, Forsyth, Davidson, Randolph, Montgomery, Richmond, and Scotland.

Region Four

Chesapeake Civitan District (10)

The Chesapeake District shall consist of the entire states of Pennsylvania, Delaware, New Jersey, Maryland, and the District of Columbia. Also included are three counties of the State of West Virginia (Morgan, Berkeley, and Jefferson). The State of Virginia except for the southwestern counties of Lee, Scott, Wise, Dickenson, Buchanan, Russell, Washington, Tazewell, Smyth, Grayson, Bland, Wythe, Carroll, Giles, Pulaski, Montgomery, Floyd, Patrick, Henry, Pittsylvania, and Halifax.

New England Civitan District (31)

The New England District shall consist of the entire states of Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, and Vermont.

Cardinal Civitan District (34)

The Cardinal District shall consist of the entire state of Ohio and the State of West Virginia except for the West Virginia counties of McDowell, Wyoming, Raleigh, Summers, Mercer, Monroe, Fayette, Greenbriar, Morgan, Berkeley, and Jefferson.

Region Five

Canadian East Civitan District (08)

The Canadian East District shall consist of all territory within the provinces of Ontario and Quebec to the east of and including a line between the western limits of the Ontario cities of Trenton and Mattawa.

Canadian West Civitan District (09)

The Canadian West District shall consist of all territory within the province of Ontario to the west of a line between the western limits of the cities of Trenton, and Mattawa, these cities not being included in the Canadian West District

Region Six

Appalachian Civitan District (04)

The Appalachian District shall consist of

- * All Tennessee counties east of and including Hamilton, Rhea, Cumberland, Roane, Anderson, and Campbell.
- * The following counties located in southwest Virginia: Lee, Scott, Wise, Dickenson, Buchanan, Russell, Washington, Tazewell, Smyth, Grayson, Bland, Wythe, Carroll, Giles, Pulaski, Montgomery, Floyd, Patrick, Henry, Pittsylvania, and Halifax.
- * The northwest Georgia counties of Dade, Walker, and Catoosa.
- * All Kentucky counties east of and including Wayne, Pulaski, Casey, Taylor, Larue, Hardin, and Meade.
- * The West Virginia counties of McDowell, Wyoming, Raleigh, Summers, Mercer, Monroe, Fayette, and Greenbrair.

North Central Civitan District (25)

The North Central District shall consist of the entire states of Michigan, Indiana, Illinois, Wisconsin, Minnesota, and Iowa.

Valley Civitan District (41)

The Valley District shall consist of all Tennessee counties west of and including Marion, Sequatchie, Bledsoe, Van Buren, White, Putnam, Fentress, Morgan, and Scott, all Kentucky counties west of and including Clinton, Russell, Adair, Green, Hart, Grayson, and Breckinridge; and Desoto County in the State of Mississippi.

Region Seven

Great Southwest Civitan District (19)

The Great Southwest Civitan District, Inc. shall consist of the entire states of New Mexico and Colorado, and the west Texas county of El Paso.

Heartland Civitan District (35)

The Heartland District shall consist of the entire states of Oklahoma, Kansas, Arkansas, Missouri, and Texas except for the county of El Paso, Texas.

Region Eight

California Civitan District (07)

The California District shall consist of the entire state of California.

Heart of the West Civitan District (05)

The Heart of the West District shall consist of the entire states of Arizona, Nevada, Idaho, Montana, Wyoming, Utah, Oregon, and Washington.

0809 Civitan International Growth & Retention Committee

Adopted: 7/07 Last Amended: 4/10

This committee is to conduct an annual meeting for planning, evaluating, and amending the growth and retention programs and policies for Civitan International with a view to long term strategic growth.

The Civitan International Growth & Retention Committee shall consist of up to five international president-elect appointed members, plus the international president-elect. Each member shall serve a one-year term to begin on March 1 and conclude on February 28. No committee member shall serve more than two consecutive years and no more than four years in a seven year period.

The committee shall conduct its annual meeting in the third quarter of each fiscal year to present proposals and budget line items to the board of directors during its summer meeting. Approved items shall take effect at the beginning of the new fiscal year. The staff vice president of the membership-leadership department shall conduct the meeting. Additional staff shall be included in the meeting as deemed necessary. Any additional meetings must have prior approval by the international board of directors.

0810 Dues Exemption for Unemployed Civitans

Adopted: 3/92

Civitan members, who may become unemployed while currently involved in a club, may retain their membership at no charge for up to two years.

To meet the criteria, the member must have lost his or her job due to lay-off, company closing, or dismissal. One who leaves their job voluntarily does not qualify. This specifically includes those who retire, those who leave to open their own business or consulting firm, or those who leave because of moving away.

It will be the responsibility of the club secretary (or treasurer) to inform Civitan International when a member is unemployed and meets the above criteria. It will be his or her responsibility to appropriately mark the persons name on the billing roster for the club and return a copy, so marked, with the club's dues check.

There is a limit of two years of dues relief for each unemployed member. After the two years, the member will be billed dues or must be dropped from the roster. This program is not to be repeated for any individual in any five year period.

0810.1 Dues Exemption for Extreme Hardships

Adopted: 3/01

Civitan members, who may experience hardship while currently involved in a club, may retain their membership at one-half dues for one year.

To meet the criteria, the member must have extenuating circumstances that prevent club attendance and involvement. This specifically includes any member who becomes terminally ill, bed-ridden, or involved in short-term medical care for a family member.

A request for reduced dues shall be submitted by the club secretary or treasurer to the headquarters staff for approval. The request shall contain specifics regarding the circumstances as to why full dues payment would constitute a hardship. This request, if approved, will be implemented immediately. This program may not be repeated for any individual in any five-year period.

0811 Clubs Rebuilding

Adopted: 6/93 Last Amended: 7/12

In recognition of outstanding efforts of Civitan members who have strengthened an existing club that is considering turning in its charter, the following shall be the criteria set forth for attaining recognition:

I. Training:

a. A Certified Club Mentor or a Civitan who has completed a club mentor seminar is automatically on the list of accredited club builders for rebuilding clubs.

b. A Certified Club Builder or a Civitan who has completed a club building seminar is automatically on the list of accredited club builders for

rebuilding clubs. These Civitans, so designated, shall qualify for the Certified Club Building program via “rebuilding clubs.”

II. Identification Process:

a. The area director/lieutenant governor report form shall serve as official identification of a club with agreement from the district governor, district board of directors, and international staff. Once identified, the district growth and retention manager and governor shall approve the assignment of a Civitan to rebuild the cited club. The individual shall have 12 months from the date assigned to achieve recognition.

b. Up to three individuals shall have the opportunity to earn recognition for rebuilding a club.

III. Recognition Process:

a. To achieve recognition, a “Rebuilt Club” is defined as a club which, after being identified pursuant to Section II (of this policy), increases its membership numbers by twenty (20) or more and verifies (in writing) that those members have paid for at least one quarter dues.

b. When 20 or more members are added to the identified club, only one Civitan may be "honored" with a blue blazer (or star) at the expense of Civitan International (for each club). At the request of the district board and at the district's expense, up to two (2) additional blue blazers (or stars) may be awarded.

0900 Awards Program

Adopted: 6/72 Last Amended: 3/06

Civitan International shall maintain an awards program designed to recognize individuals, clubs, and districts for outstanding achievement in growth and community service. The basic program shall be adopted by the international board. Applications shall be maintained by the international staff and copies shall be available upon request from the World Headquarters. The program shall be reviewed biannually by a committee or staff (appointed by the international president) with major changes in categories to be made by recommendation to the international board. All suggestions for changes received shall be acknowledged and kept on file for consideration at the time of the review. Administration of this program and selection of the items (plaques, etc.) shall be handled by staff with selection to be based on appeal, attractiveness, and economy.

0901 Waiver of Honor/Distinguished Governor Award Requirements

Adopted: 1/83 Last Amended: 3/06

1. Should a past district governor hold the opinion that a club charter retired during “his or her” administrative year should have been retired during the previous administrative year, he or she must take these steps before the international board will consider granting a waiver of the net-gain-in-clubs requirements:

a. The past district governor must discuss the issue at a meeting of the district board of directors.

b. The district board must agree that the club was indeed inactive during the previous administrative year and that there was no hope of reactivating the club during the year in question.

c. The district board must petition the international board within 90 days of the close of the administrative year.

2. Should the international board grant said waiver and should said action “subtract” retroactively a club considered active during the administration of the previous governor, and should the loss of that club place that district below the requirement for Honor District for the previous year, then the district must forfeit the Honor District and Distinguished Governor Awards for the previous year and the district must reimburse Civitan International for the amount paid to the previous district governor for his or her travel to the international convention to receive the Distinguished Governor Award.

0902 Civitan International Honor Key

Adopted: 6/72 Last Amended: 3/92

In recognition of outstanding service to Civitan International, honor keys of solid gold, set with twelve choice pearls, may be presented to not more than five Civitans at the annual convention each year. Not more than two honor keys may be awarded members from any one district, in any one year. The preceding statement is for limitation only, and in no way suggests to the committee that five international honor keys must be given each year.

An individual, club, or district must submit names and detailed information on the prescribed application form, to the executive vice president before May 1 of each year. Four copies of the application and each supporting item are to be submitted. The executive vice president shall forward one copy of each nominee's information to the members of a selection committee on or before May 10. Neither the executive vice president nor the members of the committee shall divulge the name of any nominee to any person.

The international president shall appoint the international Honor Key Selection Committee by April 1. The committee shall be comprised of two Civitans and one non-Civitan. The two Civitans serving on the committee must be holders of the international honor key. The non-Civitan may not be appointed to chair the committee. No person shall be permitted to serve more than two consecutive years on the committee. The names of the committee members are to be known only to the president and executive vice president until the honor keys are awarded. Before June 1, the committee chair shall arrange a telephone conference with the members of the committee to make the selections. No honor key shall be awarded unless the nominee receives at least two votes of the selection committee. The names of the recipients are to be forwarded to the executive vice president and shall remain confidential until announced at the international convention.

A report of the work of the committee is to be prepared by the chair and is to be available upon request to Civitan members.

The honor key shall never be given for service based solely on an individual's service to his or her own club, although outstanding service to one's club may be considered when coupled with outstanding service to Civitan International under the criteria set forth herein below. The criteria for the honor key shall be outstanding service to Civitan International, and may include, but not be limited to, the following:

1. Service on the international board;
2. Service on international committees;

3. Service in the formation of new clubs;
4. Service in the significant increase in membership of a group of clubs;
5. Unusual service to Civitan International as in the creation and formation of international projects, or in the development of procedures greatly affecting the growth of the organization;
6. Service to international through significant activities at the district level including serving as governor, deputy governor, lieutenant governor, committee chair, committee member, or other district officer.

No Civitan shall be selected to receive the international honor key unless he or she has a minimum of five years dedicated service to Civitan.

No Civitan shall be entitled to receive more than one international honor key, other than the president of Civitan who shall be awarded the presidential honor key for his or her year's service as president of Civitan International.

Staff members shall not be eligible for the Civitan International honor key award. If staff members terminate their employment with Civitan International and they are subsequently nominated for the international honor key award, their activities while a member of the paid staff shall not be considered.

0902.1 District Honor Key

Adopted: 4/85 Last Amended: 3/97

In recognition of outstanding service to a district of Civitan International, the governor may award district honor keys to individuals who have rendered this superior service.

The district board of directors shall establish a policy setting forth the criteria which may include the minimum and maximum number to be given each year. The number may include one honor key to be automatically given to the outgoing governor.

The district honor key shall be restricted to members of Civitan.

0902.2 Civitan International Club Honor Key

Adopted: 4/85

In recognition of outstanding service to a club of Civitan International, the club president may award club honor keys to individuals who have rendered this superior service.

The club board of directors shall establish a policy setting forth the criteria for attaining the award, which may include the minimum and maximum number to be given each year.

The club honor key shall be restricted to members of Civitan.

0903 Civitan International Presidential Honor Key

Adopted: 10/84

In recognition of outstanding service to Civitan International, one presidential honor key shall be presented each year to the outgoing president of Civitan International.

The presidential honor key shall be of solid gold, set with twelve diamonds.

The president of Civitan International shall be presented the presidential honor key for his or her year's service as president of Civitan International, regardless of whether they have been a past recipient of the international honor key.

0904 Presidential Gifts

Adopted: 10/84 Last amended: 3/06

Civitan International shall present each president of Civitan International with these gifts upon his or her retirement from office:

1. Presidential honor key
2. Engraved plaque
3. Engraved gavel
4. An appropriate personal gift

The "personal gift" shall be selected by the Senior Director, in collaborating with headquarters staff and the outgoing international president.

The expenditure for the personal gift shall be a line item in the annual budget approved by the board of directors.

0904.1 Board Member Employer Recognition

Adopted: 3/88 Last amended: 10/01

Civitan International, at the request of the board member, shall recognize the employer of each board member for permitting him or her to miss time away from work to carry out his or her responsibilities as a Civitan officer. Directors

shall be reminded at the March board meeting of their opportunity to request such recognition.

At the completion of his or her term of office as international president, a specially-designed wall plaque may be presented to the executive officer of that person's business or company by a designated official of Civitan International. Employers of international directors may be presented a certificate suitable for framing, in recognition of their support for the organization.

For purposes of definition, any employer shall be considered a business or corporation of which a member of the Civitan international board of directors is not considered a proprietor, partner, or associate, and from which permission is customarily obtained for its employees to engage in volunteer or non-business related activities.

0905 Special Courtesies to Past International Presidents

Adopted: 6/72 Last Amended: 3/06

Civitan International shall:

1. Prominently display a photograph of each past international president at the international office.
2. List each past international president in the annual directory of Civitan International.
3. Encourage the president-elect of Civitan International to consider the appointment of a representative number of past international presidents to international committees.
4. Send to past international presidents copies of international board meeting minutes, monthly financial reports, and monthly membership comparison reports.
5. Introduce the past international presidents in attendance at each annual convention to the assembled delegates.
6. Pay the registration fee for all past international presidents attending the annual international convention and provide a special name badge.
7. Civitan International shall provide reimbursement for lodging expense at international conventions covering up to four nights accommodations under the following criteria: The sum of money available for this expenditure is an approved budget line item in the international budget. After the other financial items are dispersed as allocated in this policy, the remaining money will be

divided by the number of past international presidents in attendance up to the total cost of four nights with local taxes.

8. Provide special seating for the past international presidents and their spouses at the closing banquet of the annual international convention.
9. Arrange for an informal, no-host, meal function of past international presidents at each annual international convention.
10. Each past international president shall be made a lifetime member of Civitan International.
11. Provide each past international president with an appropriate banner, indicating the president's name and term of office, for use and display where appropriate.
12. Provide each past international president with imprinted letterhead stationery and envelopes upon request.
14. Provide complimentary *Civitan Magazine* subscription to surviving spouses of past international presidents.

Spouse Survivor Benefits

Upon the death of a past international president, the widow or widower shall be given lifetime membership in Civitan International and receive a complimentary membership directory. The surviving spouse shall also be granted free registration at the Civitan International convention. In addition, up to four nights reimbursement for lodging expense at the international convention shall also be provided. The surviving spouse shall also be recognized where appropriate with the past international presidents at the international convention. "Surviving spouse" as referred to hereinabove shall only refer to the spouse of an international president while he or she held the office.

0906 Waiver for Honor Club Requirement Adopted: 4/85 Last Amended: 3/97

The Civitan International honor club award is based upon a number of criteria, including a net increase in membership for the administrative year.

To meet this requirement, some clubs find it necessary to add members as late as the final day of the year. Such additions, while reflected on club records, may not be reflected on the October (year-end) membership comparison report,

if received at World Headquarters after the stated cut-off date for receipt of additions.

Any Civitan club requesting a waiver of the membership requirement due to extenuating circumstances must comply with the following:

1. A formal request for waiver must be made to the district board of directors no later than their second meeting of the year. If the waiver request is upheld, the district board may then petition the Civitan International board of directors to approve the waiver at their next regularly scheduling meeting.
2. Copies of all supporting documentation must be submitted to the district board and to Civitan International at the time of the waiver request.
3. The club must also demonstrate that additions reports for the year in question had been postmarked no later than September 30. A club may not request a waiver for additions mailed after this date.

Any approved adjustment of members to the prior or subsequent year shall also be considered in computing the district's eligibility for the honor district award.

1000 Staff Structure

Adopted: 9/72 Last Amended: 03/06

The staff of Civitan International is managed by the executive vice president who is employed by the international board of directors as the chief executive officer of the world headquarters building.

The executive vice president, within budget limitations, employs the staff necessary to carry out all world headquarters functions and services and allocates responsibilities in such a way as to achieve the greatest efficiency and effectiveness.

1001 Civitan International Staff Mission

Adopted: 3/88

The mission and purpose of the world headquarters staff is to provide the technical, operational, and professional resources to support the Civitan International volunteer structure worldwide through the management and development of services to enhance the individual's membership.

1002 Administrative Rules and Their Review

Adopted: 3/75 Last Amended: 3/97

The executive vice president shall develop and disseminate administrative rules and regulations for implementing international board policy. These rules and regulations shall constitute Civitan International's regulations for the headquarters staff (personnel policies).

The executive vice president shall evaluate recommendations offered by officers, employees, and the general membership when establishing personnel policies.

The international board reserves the right to review and veto any personnel policy should it, in the board's judgment, be inconsistent with the policies adopted by the international board. The international board may also direct that certain personnel policies be added, modified, or removed.

1010 Region Travel Notification

Adopted: 4/72 Last Amended: 3/88

International directors shall be notified in advance when a department head or international representative will be working in his or her region on Civitan business.

1011 Employment and Evaluation of Executive Vice President

Adopted: 6/71 Last Amended: 7/11

The board of directors shall employ the executive vice president. If it is mutually agreeable between the executive vice president and the board of directors, a multi-year contract and salary arrangement may be considered. All board members shall be informed of the content and terms of the agreement in effect with the executive vice president.

1. The yearly goals and objectives of the executive vice president shall be based on the incoming president's goals for the upcoming year and the board of directors' direction on goals and strategic planning.
2. At the summer board meeting, the executive vice president will present a report of the year-to-date accomplishments of the staff and the committees where staff participates.
3. Along with strategic planning, fiscal responsibility, and policy creation, one of the most important roles of the board of directors is to evaluate the executive vice president. Each board member must make the response to this evaluation a priority. The international directors, the immediate past president, and president-elect shall receive (from the president), the approved assessment/evaluation instrument for the executive vice president at the conclusion of the summer convention. These shall be returned to the president within a period of thirty (30) days.
4. The executive vice president shall receive (from the president) the approved self-assessment/evaluation instrument at the conclusion of the summer convention and return the same to the president within a period of thirty (30) days.
5. The president shall provide a written summary to the board of both the self-assessment/evaluation from the executive vice president and the international board members' assessment/evaluation within thirty (30) days after receiving them. This written summary should include the total number of possible responses and the number of directors who participated in the evaluation.
6. The Executive Committee shall meet privately with the executive vice president within two weeks after receiving the written summaries of assessment for the express purpose of discussing the results of same. This occasion is designed specifically to clarify areas of the partnership between the board and the executive vice president that are both in agreement and disagreement.

7. The final summary results of all assessment/evaluations, including the private meeting between the Executive Committee and the executive vice president, shall be provided to the entire international board within thirty (30) days following said meeting.

This summary shall conclude with one of the following sentences:

A. We recommend the unconditional continuing or renewal of the agreement with the executive vice president.

B. We recommend adjustments or specific changes in the continuing performance of the executive vice president; namely: _____

C. We recommend non-renewal of the agreement with the executive vice president or termination within ninety (90) days, according to terms that are provided in the legally binding agreement.

8. Should either the executive vice president or any combination of three (3) members of the international board choose to challenge or appeal the final summary and conclusion of all assessment/evaluations, said appeal or challenge shall be formally presented to the board as the first agenda item at the regularly scheduled October meeting for final determination (keeping in mind that agenda items must be submitted three weeks prior to the meeting).

9. Should neither the executive vice president nor any combination of three (3) international board members choose to challenge or appeal the final conclusions of the assessment/evaluations, said conclusions shall stand approved with no further action required by the board.

1012 Travel by the Executive Vice President

Adopted: 10/72 Last Amended: 3/06

Civitan International shall reimburse the executive vice president for travel expenses, lodging, and meals incurred in connection with his or her duties and responsibilities.

Travel, lodging, and meal expenses for the spouse of the executive vice president shall be reimbursed for those events and functions at which the executive vice president and the international president determine the executive vice president's spouse is invited and expected.

Requests for reimbursement shall be submitted to the international office on the required form within 60 days of each trip or event, or the amount forfeited. The totals for travel, lodging, and meals which include expenses for spouse should be clearly noted on the form.

Meal expense per day should not exceed \$35.00 (per person). Meal receipts must be provided in requesting reimbursement. Unused portions of the daily maximum **may not** be carried forward to the next day.

Civitan International will not reimburse costs for alcoholic beverages consumed on official travel. All staff shall be responsible personally for payment on bar bills.

1012.1 Request for Department Head Visit

Adopted: 3/88

The presence of a department head from the Civitan International staff is often requested for participation in functions hosted by various districts throughout the year. Frequently, several department heads receive invitations to the same event. Without coordination, there can be costly duplication of travel and talent.

Requests for staff visits must be reviewed and approved by the executive vice president. A form is available from the world headquarters for making such requests.

Efforts will be made to plan staff travel in a manner which will make efficient, effective, and economical use of manpower and financial resources. All requests should be received no later than 60 days in advance of scheduled event.

1014 Salary Raises

Adopted: 10/78 Last Amended: 3/97

The executive vice president's salary shall be determined by the international board. He or she shall be presented a written contract. Said contract will be a multi-year contract, renewal at the option and approval of the international board. All other employee salaries shall be established by the executive vice president in an amount not to exceed the total salary amount approved by the board in the yearly budget or the schedule of basic salary ranges.

1015 Review and Classification of Employees

Adopted: 10/78 Last Amended: 3/97

The executive vice president shall initiate a program of position classification and/or reclassification of all personnel. The purpose of such a program is to provide a framework for periodic review of positions with respect to duties and responsibilities of each position; and to maintain a consistent relationship between policies within the existing system of classification.

The executive vice president shall establish and classify new positions and reclassify existing positions using criteria developed from past practice within limitation of the international board's approved budgetary allotments.

The executive vice president shall prepare and maintain (1) a schedule of employee positions with minimum qualifications listed and (2) a schedule of basic salary ranges with annual increments. Said schedules shall be reviewed and approved by the international board annually.

1017 Medical Insurance

Adopted: 10/78 Last Amended: 10/01

Civitan International shall make available a group medical insurance program to all employees who desire such coverage. Civitan International shall pay 50 percent of this insurance premium for an employee during the first year of employment. After one full year of employment and/or one full year of enrollment on the insurance program, Civitan International shall make partial payment of said insurance premium on behalf of the employee as approved by the international board of directors upon recommendation of the Finance & Audit Committee.

Employees shall have the option of enrolling a spouse and/or dependents in the group insurance plan through payroll deduction per month, with a portion of the premium for such coverage to be paid by Civitan International.

1018 Confidentiality

Adopted: 7/90

All employees shall be required to enter into an agreement with Civitan International that they will keep all proprietary information, systems, trademarks, and other trade secrets of Civitan International concerning fund raising coming into their possession confidential, except to the limited extent that its disclosure is necessary for the operation of a particular fund raising activity and that they will not use any such information, systems, trademarks, or other trade secrets during or after their employment by Civitan International for their own personal gain or for the gain of any other organization.

1101 Internal Accounts

Adopted: 3/75 Last Amended: 3/08

Civitan International shall operate under a standardized internal accounting system. The executive vice president shall establish rules and regulations as necessary to assure conformity with approved accounting procedures and shall arrange for an annual audit. The auditor's report shall be distributed to the international board members.

The board of directors shall interpret "oral" presentation of the annual audit report as stipulated in the organization's bylaws to include the option of a telephone conference or other electronic means of communication with the auditing firm representative(s). However, an in-person presentation by the auditing firm shall be arranged upon the request of three or more members of the board.

1102 Transfer Between Budget Accounts

Adopted: 3/73 Last Amended: 10/01

The international president and/or executive vice president may transfer amounts up to \$2,000.00 between budget accounts without prior permission of the international board provided the transaction is reported in a memorandum to the board of directors at their next meeting.

1103 Expenditures

Adopted: 6/71

The board of directors of Civitan International authorizes the executive vice president to approve expenditures to cover any single purchase order which may be required to conduct efficient operations. Expenditures for items not covered by the budget shall be brought to the board of directors or Executive Committee for prior approval.

1104 Control of Expenditures

Adopted: 6/84 Last Amended: 3/97

It is the intent of the board of directors and administration in the expenditure of Civitan funds to stay within amounts budgeted for the specific items listed in the annual budget. To accomplish this intent:

1. The executive vice president may not exceed the total amount budgeted for any single department or the total amount budgeted for administration without prior consent from the board of directors or Executive Committee.

2. A staff director may not exceed the amount budgeted for any line item in his or her departmental budget without prior authorization from the executive vice president.
3. An International officer may not exceed the amount budgeted for his or her travel and expenses or any budget item requiring his or her authorization without the prior consent of the Executive Committee or board of directors.
4. The director of finance shall add to the monthly financial statement a cover page when deemed necessary to alert the board of directors of trends and projections which in the opinion of the director of finance shall cause expenditures to exceed budgeted amounts.
5. The Executive Committee shall be authorized to adjust the budget between meetings of the board of directors provided that said adjustments are reported to the board of directors for ratification.

1105 Preparation of the Annual Budget

Adopted: 10/78 Last Amended: 3/05

The executive vice president will receive written departmental budget requests from each staff department head in February. Budgetary discussion meetings will be held with each department head. The international president-elect, executive vice president, staff director of finance, Finance & Audit Committee chair, and a newly appointed committee member shall meet to develop a budget for the following fiscal year. The budget shall then be presented to the board of directors for adoption not later than the month of July.

1106 Investment Guidelines

Adopted: 7/85 Last Amended: 7/05

1. Objective

The Civitan investment objective is to maximize earnings on its reserve funds consistent with the preservation and conservation of capital. The investment guidelines of the board shall be reviewed annually and may be amended in accordance with its economic philosophy. Given the possibility of changing economic conditions, the investment philosophy may change with the monitored assessment of our Risk Tolerance level, and a review of our income objective, coupled with growth and performance measures.

2. Reporting

The investment managers (previously approved) shall provide to the Finance & Audit Committee, at least quarterly, a list of individual investments and a summary of the performance of those investments as compared to other recognized performance measures.

3. Function

The board and staff shall maximize cash balances through timely billing procedures for dues and supplies, fair and effective collection policies, daily deposits, and payment of vendor invoices with careful attention to discounts and due dates. Surplus funds, as determined by cash flow projections, should be invested for periods of time contingent to future cash requirements.

4. Types and Terms of Instruments

Guidelines from qualified investment consultants should be maintained on a long-term basis. The consultants should manage a diversified portfolio independent of the Finance & Audit Committee.

5. Finance & Audit Committee - Input

Each consultant's diversified portfolio should be managed in accordance with an allocation model that corresponds with a risk level pre-determined by the committee. The risk level is determined annually for each fund of the organization through a Finance & Audit Committee conference call.

6. Procedures - Finance & Audit Committee

Recommendations for the investing of funds should be submitted to the committee. The committee should agree unanimously as to specific actions. This would be done by conference telephone calls as prudent opportunities develop.

7. Committee Approval

In the event that one of the committee members cannot be contacted and a decision is needed, the following officers may act as temporary members of the committee, substituting for any member including the finance chair, the executive vice president, and the director of finance in the following order:

First alternate contact - international president

Second alternate contact - immediate past international president

Third alternate contact - international president-elect

All good faith efforts will be made at ensuring that contact with the original committee member(s) is made which will immediately be followed-up with a circulated memorandum to the committee and any substitutes that were involved in the decision to ensure proper communication and follow-up.

1107 Steps Necessary for Granting Any Deviation in Existing Accounting Policies

Adopted: 10/90 Last Amended: 3/97

If a request is received for a deviation from standard procedures used by the accounting department of Civitan International regarding disposition of International dues monies, etc., the following steps should be followed:

1. The district, region, or division submitting the request must first present the issue to delegates of their convention and gain approval to petition international board action on the request. A request for deviation shall also be accompanied by clear guidelines of activities to be covered by each party involved, i.e. who will fund what activity/program, currency, and length of deviation.
2. The Civitan Finance & Audit Committee must develop a reporting method for the district, region, or division making the request. A written summary of the Finance & Audit Committee's suggestions shall accompany the request of the district, region, or division.
3. The board of directors shall not take action on any request without input from the Finance & Audit Committee as to a reporting method.
4. If the board of directors approves the request, the district, region, or division leadership must agree to properly operate in accordance with the guidelines approved by the board in regard to reporting.
5. Any deviation from action approved by the board shall result in forfeiture of the request granted.
6. Deviation guidelines shall be reviewed no less than every three years by the international board.

1108 Special Arrangements on Back Dues for Inactive Clubs

Adopted: 6/83 Last Amended: 3/97

In an effort to assist in retention of a club, the executive vice president, or his or her designee, may offer to "write off" back dues if it has been determined the club

has no funds with which to pay the delinquent dues. Unpaid back dues may not, however, be “written off” a second time.

Before qualifying for this special concession, a club must pay Civitan International for any supply items purchased by the club in the past.

The decision to “write off” back dues shall not be made without discussion with the club and district governor directly concerned. Upon compliance, the club will be placed on active status again.

1109 Bonding and Insurance from Vendors

Adopted: 6/72 Last Amended: 3/06

Civitan International shall require that major suppliers of fund raising products or plans to Civitan clubs provide a certificate of insurance to Civitan International, certifying liability coverage and protection for clubs, districts, and International in amounts satisfactory to the executive vice president.

The official convention photographer shall provide evidence of bonding to the staff convention director, guaranteeing that convention delegates will receive photographs ordered and paid for at the convention.

1110 Procedure for Billing North American Clubs for Quarterly International Dues

Adopted: 5/80 Last Amended: 10/11 (Administrative)
(Reference Bylaws, Article VIII – Dues)

Presently each Civitan club, which is active as of the billing date of each quarter, is billed for that quarter’s dues based on the schedule of quarterly dues for each country. The dues for U.S. clubs and clubs-at-large are set with a minimum charter billing per quarter of \$150.00 or an amount equal to \$15.00 per member, per quarter (whichever is greater). The Canadian dues deviations are outlined in another policy.

The purpose of this policy is to set-up a procedure for billing clubs which are (1) chartered during a quarter or (2) reactivated during a quarter.

1. Procedures for billing clubs chartered during a quarter:

In keeping with the policy that a club does not pay International dues on a new member for the quarter in which he or she becomes a member, then any new club which is chartered during any quarter shall not pay International dues for that quarter.

Newly chartered clubs would be billed for International dues for the quarter following the club charter date.

2. Procedure for accepting charter fees:

A charter member is one who joined and paid one-time charter fees on or before charter date of the new club. Charter members will be added to the membership roster at Civitan International for the charter fee \$15.00 (U.S. funds) plus the charge for insurance, provided they are reported to Civitan International within 14 days after the official charter date. Beginning 15 days after the charter date, any and all members added to the club roster must be reported on the Additions Forms as new members with the \$15.00 (U.S. funds) initiatory fee, plus the charge for insurance.

3. Procedure for billing clubs which are reactivated during a quarter:

A club which has been put on stop billing status for non-payment of dues and/or invoices will not receive a dues billing until active status is achieved.

For a club to be put back on active status, the amount in question must be paid in full, agreement reached on payment plan, or written off by the executive vice president (or his or her designee).

1110.1 Deviation for European and Asian Civitan Clubs

Adopted: 3/88 Last Amended: 3/08

Certain services provided by Civitan International to North American districts and clubs are not fully available in like manner or degree to Asian and European districts and clubs. These services include governor-elect training, Civitan Magazine in appropriate languages, usable training modules, fund raising guidance, and other services usually provided to Civitan by the international staff.

The following country deviations shall be placed in effect and shall be reviewed every two years.

Europe:

40,000 NOK for the fiscal year 2008-2009 (due January 31, 2009)

45,000 NOK for the fiscal year 2009-2010 (due January 31, 2010)

50,000 NOK for the fiscal year 2010-2011 (due January 31, 2011)

The above amount includes any charter and/or initiation fees and is deposited into the organization's Norwegian bank account and payable no later than January 31st of each year.

Korea:
 \$4.50 per member per quarter.
 (Payable in U.S. Dollars)

Japan:
 \$7.50 per member per quarter.
 (Payable in U.S. Dollars)

Charter fees and initiation fees are \$15.00 per member.

1110.2 European Transportation and Meeting Expenses

Adopted: 3/88 Last Amended: 3/96

Due to the retention of dues for on-site management expenses for divisional activities, guidelines/deviations for European expenses are:

<u>Position/Activity</u>	<u>Function</u>	<u># People</u>	<u>Funded By</u>
Divisional Director	Board Meeting	1	Board Meeting Account
Divisional Director	Travel in Europe	1	Europe
European Liaison	Travel in Europe	1	Europe
Governors	Governors Update	4-6	*
Governors-Elect	Governors-Elect Academy Travel	4-6	Europe
	Governors-Elect Academy On-Site Expenses	4-6	General Fund
DTC	Training	4-6	Provided in Europe
Growth and Retention Managers	Training	4-6	Provided in Europe
European Office	Administration	1	Europe
Office Manager	Training/Updating	1	General Fund
International Administrative Expenses (includes visits to Europe)			General Fund

* (No funds are currently allocated for European participation at the mid-year governors update. European governors are, however, welcome to participate at their own travel expense to enhance the fellowship and internationality of the organization.)

1110.3 Deviations for Canadian Civitan Clubs

Adopted: 7/88 Last Amended: 3/08

In keeping with the Civitan International governance documents, the following shall be placed in effect and shall be monitored and reviewed by the board of directors every year:

Annual Canadian dues shall be payable in Canadian funds at a rate of one U.S. dollar equals one Canadian dollar (\$1 U.S. = \$1 Canadian). Canadian clubs shall be billed based on the same quarterly dues structure as the clubs in the United States and outlined in the organization's bylaws. Canadian Civitan initiation fees shall be payable in Canadian funds based on the same rate.

The Canadian Civitans shall still be entitled to all programs available from Civitan International on an equal basis. However, where fund or expense monies are sent to Canada, they shall be in Canadian funds.

For any contests from Civitan International, these too shall be paid in the same Canadian funds. However, all expenses such as blue coat payments, expenses for Governor-Elect training, etc. will be on an actual cost basis for reimbursement.

Civitan maintains an active bank account in Canada. Therefore, all payments to Civitan International, though billed in U.S. dollars, may be made in Canadian funds. The exchange rate to be used is based on a rate that is pegged on the first business day of October and March each year as published in the *Wall Street Journal*. This rate shall be rounded to the nearest whole cent. If the rate fluctuates +/- 3% in the interim, the rate will automatically be adjusted to reflect this. For example, the March rate shall serve as the official convention registration/supply rate and for summer district conventions and supplies.

1111 International Rate for Automobile Allowance

Adopted: 10/81 Last Amended: 3/07

Civitan International will reimburse officers and staff for automobile travel at 40 cents per mile.

1112 Fund Raising Project Expenses

Adopted: 7/86 Last Amended: 3/06

Fund raising projects of Civitan International which involve the activity of the international staff for their day-to-day operations are covered by this policy. Expenses of providing operational management shall be borne by the various fund raising projects, calculated in proportion to the time spent on the projects. Additionally, this shall include a proportionate charge for utilities, depreciation, maintenance, telephone equipment, and office supplies.

The annual charge to the fund raising projects shall be determined by the board of directors during the budgeting process by using the following guideline:

A percentage of time spent by Civitan staff shall be recorded weekly. The percentage of payroll, as developed, will be applied to the various expense categories. The director of finance is responsible for administering the procedure of time capturing. The amount may fluctuate annually depending on the results of the percentage of time spent by the staff on fund raising activities.

This procedure should comply with suggested audit recommendations and shall be performed no less than every three years.

1113 Finance & Audit Committee

Adopted: 3/88 Last Amended: 3/05

The duties of the Finance & Audit Committee are:

1. Budget planning and preparation
2. Administering investments according to the guidelines established by the board of directors

The composition of the Finance & Audit Committee shall consist of:

1. The international president.
2. The executive vice president.
3. The staff director of finance.
4. Two members, each appointed for a two-year term.
 - a.) A second-year member who shall be the chair of the committee.
 - b.) A first-year member.

For budget preparation purposes only the committee shall consist of:

1. The international president-elect.
2. The executive vice president.
3. The staff director of finance.
4. The first year member (see 4B above) who shall serve as chair in the coming year.
5. A new member appointed by the international board on the recommendation of the president-elect at the spring meeting of the board. The member appointed shall have experience in finance and budgetary matters.

The staff director of finance shall provide all necessary information to enable the formulation of a workable budget for the ensuing fiscal year. Said proposed budget shall be presented confidentially to the board of directors in written form no later than two weeks prior to the convention meeting of the international board for its consideration and approval.

1113.1 Referral of all Fiscal Matters to the Finance & Audit Committee for Review Prior to Implementation

Adopted: 7/02

All unbudgeted international committee matters related to income and expenditures of Civitan shall be referred to the Finance & Audit Committee for review and recommendation before being considered by the board of directors or being implemented by the committee.

1114 Past Due Balances

Adopted: 7/96 Last Amended: 3/97

A two-percent (2%) penalty shall be imposed and compounded monthly on all accounts with Civitan International that reach 90 days past due until such balance(s) are paid in full. This two-percent (2%) fee shall be added to statements mailed to clubs and districts on a monthly basis.

1115 Reporting of Candy Box Financial Data

Adopted: 7/03

The candy box income and expenses should be calculated in the following format:

<u>Total Revenue</u> (including club and international directed)		xxx,xxx(a)
Cost of Candy	xxx,xxx(b)	
Cost of Freight	xxx,xxx(c)	
Total Cost of Goods Sold	xxx,xxx(d=b+c)	
Gross Profits		xxx,xxx(e=a-d)
<u>Less Cost of Sales</u>		
Salaries Attributable to Project	xxx,xxx(f)	
Project Overhead	xx,xxx(g)	
Supplies, Printing, Postage	xx,xxx(h)	
Promotions, etc.	xx,xxx(i)	
Total Operating Costs	xxx,xxx(j=f+g+h+i)	
Project Net Profit		xxx,xxx(k=e-j)
<u>Net Profit Directed to Cause</u>		
Civitan International		xxx,xxx(l)
Civitan Clubs (retained revenues)	xxx,xxx(m)	
District Rebate	xx,xxx(n)	
Total Profit Directed to Cause		xxx,xxx(o=l+m+n)
Percentage of Gross Profits Directed to Cause (Total Profit Directed to Cause Divided by Gross Profits)		xx%(p=o/e)

1116 Reporting of International Program Data

Adopted: 7/03 Last Amended: 3/04

The Civitan International program income and expenses should be calculated in the following format:

<u>Restricted and Endowed</u>		
Tommy McNulty Endowment		
Received	xxx,xxx(a)	
Net Tommy McNulty Endowment		xxx,xxx(b=a)
President's Council Endowment		
Received	xxx,xxx(c)	
Net President's Council		xxx,xxx(d=c)

Restricted (club and district pass-through)			
Received	xxx,xxx(e)		
Disbursed		xxx,xxx(f)	
Net Restricted			xxx,xxx(g=e-f)
Shropshire Fellows			
Income	xxx,xxx(h)		
Return	+/- xxx,xxx(i)		
Expenses		xxx,xxx(j)	
Net Shropshire Fellows			xxx,xxx(k=h+i-j)
Total Restricted and Endowed			
Income	xxx,xxx(l=total income)		
Disbursed		xxx,xxx(m=total disbursed)	
Net Restricted and Endowed			xxx,xxx(n=l-m)
<u>Unrestricted and Program Revenues</u>			
Net Candy Box			
	xxx,xxx(a)		xxx,xxx(b)
Breakthru Golf Tournament			
Income	xxx,xxx(c)		
Expenses		xxx,xxx(d)	
Net Breakthru Golf			xxx,xxx(e=c-d)
Civitans at the Helm			
Income	xxx,xxx(f)		
Expenses		xxx,xxx(g)	
Net Civitans at the Helm			xxx,xxx(h=f-g)
Junior Civitan Projects			
Income	xxx,xxx(i)		
Expenses		xxx,xxx(j)	
Net Junior Civitan Projects			xxx,xxx(k=i-j)
Legacy Society			
Income	xxx,xxx(l)		
Expenses		xxx,xxx(m)	
Net Legacy Society			xxx,xxx(n=l-m)
President's Council			
Income	xxx,xxx(o)		
Expenses		xxx,xxx(p)	
Net President's Council			xxx,xxx(q=o-p)
Unrestricted Contributions			
Income	xxx,xxx(r)		
Return	+/- xxx,xxx(s)		
Expenses		xxx,xxx(t)	
Net Unrestricted Contributions			xxx,xxx(u=r+s-t)

Other Direct			
Income	xxx,xxx(v)		
Expenses		xxx,xxx(w)	
Net Other Direct			xxx,xxx(x=v-w)
<u>Subtotal: Total Unrestricted/Program Before Administrative Costs</u>			
Income	xxx,xxx(y=total expenses)		
Expenses		xxx,xxx(z=total expenses)	
Net Unrestricted/Program			xxx,xxx(1=y-z)
<u>Less Administrative Costs (Allocated)</u>			
Salary		xxx,xxx(2)	
Taxes, Ins., Dep., Utilities		xxx,xxx(3)	
Total Administrative Costs		xxx,xxx(4=2+3)	xxx,xxx(-4)
<u>Total Unrestricted/Program Including Administrative Costs</u>			
Income	xxx,xxx(5)		
Expenses		xxx,xxx(6)	
Available to Disburse to Cause			xxx,xxx(7=5-6)
<u>Actual Grants Disbursed to Cause</u>			
Civitan International Research Center			xxx,xxx(8)
Shropshire Scholarships			xxx,xxx(9)
Membership Growth Grant			xxx,xxx(10)
Total Disbursed to Cause			xxx,xxx(11=8+9+10)
Percentage of Total Unrestricted/Program to Cause		xx%(12=11/5)	

1200 Civitan International Supply House
Adopted: 10/90 Last Amended: 3/97

The Civitan International supply house is a revenue producing operation recognized by the international board of directors as the “official” supplier of Civitan International emblematic items. Such items will be made available for purchase by Civitan clubs and members, and sufficient inventory for sale shall be maintained at all times.

The supply house will provide guidance for clubs and members in the development of award, gift, and promotional ideas and will monitor compliance with restrictions placed upon the use of the Civitan emblem. Violations of same shall be referred to the Executive Committee of Civitan International for action.

1300 Civitan International Fruit Cake Project (North American Clubs Only)

Adopted: 10/89 Last Amended: 10/11

1. Civitan's Fruit Cake Project

Sales of Claxton Fruit Cake are recognized as a major fund raising project for Civitan clubs.

A long-standing relationship between Civitan International and Claxton Bakery shall continue in effect until both parties agree to end it.

Each year, as early as possible, but not later than September 1, details of the program for the next year will be formulated, including sales goals, cost (f.o.b. Claxton Bakery), incentive programs, etc. This information will be communicated to clubs by mail, through district officers, and by other media.

Civitan International will coordinate all fruit cake sales and serve as direct liaison between clubs, districts, Claxton Bakery, and store chains. The international president may also appoint an international fruit cake chair, who will coordinate club sales activity with the headquarters staff and help resolve disputes.

Each district is requested to appoint a fruit cake chair and develop a sales program to promote the project for all clubs. Because planning for fruit cake sales must take place before the beginning of the Civitan fiscal year, this appointment should be made immediately following the election of the district governor-elect.

It is strongly recommended that each district set a uniform pricing structure for individual, wholesale, and retail prices throughout the district. This prevents price inequities between various purchasers of Claxton Fruit Cake sold by Civitans. Once district-wide prices are determined, district officers shall enforce compliance with those decisions by all clubs.

Clubs normally order fruit cake directly from Claxton Bakery. Clubs within districts may pool orders, or districts may make single orders for all their clubs, to reduce shipping costs. Fruit Cake Chairs must report how poundage is distributed among clubs to Claxton Bakery so the clubs get accurate sales credit.

Clubs/districts will be invoiced by Claxton Bakery, with discounts offered for meeting established payment dates determined by Claxton.

Civitan International and Civitan districts will receive rebates from Claxton Bakery, according to formulas agreed to by Civitan and Claxton. These

international and district rebate amounts will be based on the amount of fruit cake sold by Civitans, with incentives for achieving negotiated levels of sales.

2. Wholesale Sales

Over the years, Civitan's fruit cake project has evolved from sales by and to individuals to wholesale sales through supermarkets and other sales outlets. As this trend increased, many stores expressed a preference for a single purchase of fruit cake to be distributed through their warehouse systems or warehouses, rather than dealing with a multitude of different clubs. This section establishes policies for sharing the income from such sales among those responsible or affected.

A. Wholesale Sales by Civitan International

When Civitan International agrees to provide Claxton Fruit Cake in bulk to a chain of stores, terms of the sale shall be negotiated by representatives of Civitan International. Profits from such sales shall be distributed to clubs in the communities where the company's stores are located. The rights of clubs that have serviced stores prior to such an agreement in accordance with international policy shall be protected, subject to paragraph 3 below. Where sales in individual stores can be determined, payments will be based on a dollar amount per pound for sales in those stores. When such determination is not possible, profits will be prorated to affected clubs and districts in the most reasonable manner possible based on the information available.

To share such profits, clubs must participate in the Claxton Fruit Cake project by purchasing fruit cake directly from the Claxton Bakery. Clubs that buy more than zero to 249 pounds will receive no share of profits. In areas where there are wholesale sales in more than one chain, profit share will be added to the club's own sales (up to a matching amount for each chain) to determine the level of sharing, but each club must have some sales of its own to qualify. The matching amounts will not be counted when determining whether the clubs meet the 250-pound requirement for receiving full profit shares. Stores that were "grandfathered" to clubs in 1997 are subject to these conditions.

Additionally, clubs will be expected to visit their stores and comply with other actions that may be required.

"Profit" from these sales shall be the net of selling price, less purchase price from Claxton, less any additional direct costs, such as shipping. "Overhead" expenses, such as time expending by international staff members, shall not be deducted, although a minimal "service charge" may be imposed to cover the program's administrative costs.

B. Wholesale Sales by Clubs or Districts

Clubs or districts will obtain approval from Civitan International prior to attempting to sell fruit cake wholesale to a chain with outlets outside that district. Any agreement subsequently negotiated shall be forwarded to international for approval before it can become effective.

After receiving such approval, 15 percent of the net profits shall be retained by that club or district as a "finder's fee" for the first year's sales and 7 1/2 percent of profits the second year. This finder's fee shall be discontinued after the second year. The remaining profits shall be shared with other clubs in the same manner described in paragraph 2. A. above.

Any special requirements for club services in stores, negotiated with the chains, shall be fulfilled by clubs as a condition for receiving profits from stores assigned to them.

C. Wholesale Sales by Brokers

Some sales to chain stores have been made by food brokers with approval from Civitan International and Claxton Bakery. Some examples of these chains are Sam's Wholesale Clubs, Wal-Mart, Rose's Eckert's, and the Department of Defense Commissary System. Rebates for sales to these chains, and others that may be added later, shall be made by Claxton Bakery, with specific terms determined by negotiations and the sales information the chains provide. Details of the rebate determination can be obtained from Claxton Bakery.

To receive these rebates, clubs must participate in the fruit cake project and sell at least a specified minimum amount of fruit cake that year (currently 250 pounds for all except Sam's Clubs, which requires 2,000 pounds).

3. Club Service Areas

Normally, a club's fund raising area is defined as a 50-mile radius around its meeting place, within the club's district boundaries. When there is more than one Civitan club in a community, stores may be claimed by any of them, normally on a first-come, first-served basis. Once a club has begun servicing a particular store, it normally has the right to continue servicing that store until it chooses not to. However, when new clubs are chartered, existing clubs are strongly encouraged to give up some locations to them so fund raising opportunities are shared by all clubs in the area.

In districts where there are no Civitan clubs within 50 miles, other clubs may claim stores as long as they can provide appropriate service and obtain approval from the district. If a new club charters within the 50-mile range, it shall have the right to claim stores in its area once its members decide to participate in the

Claxton Fruit Cake project. Districts may impose a three-year transition period for this transfer if the clubs cannot agree on the timing: the club previously servicing the store shall continue that servicing for one selling season; the two clubs shall share profits equally the second season with the new club assuming responsibility for servicing the store (the older club shall be encouraged to assist in introducing members of the new club to store management); all responsibility and profits shall transfer to the new club for the third selling season.

Clubs must also comply with district policies on assignment of sales outlets.

Disputes between clubs concerning locations shall be resolved by the district governor, district fruit cake chair, or district board of directors, depending on the district's policies.

District boundaries are defined by the international board of directors. Disputes between districts or between clubs in different districts shall be resolved by the governors of the affected districts, if possible. Unresolved disputes shall be referred to the appropriate international director(s). Appeals may be presented to the international board of directors by international directors. Governors and international directors may call upon the Civitan International revenue development manager for assistance in investigating and resolving conflicts.

In the interest of maximizing fruit cake sales, service-area restriction described above and in other international policies are waived to permit club members to place fruit cake in stores outside their normal club and district service areas, under the following conditions:

- Clubs must obtain confirmation in writing from the affected district governor that no other club is serving those stores and obtain approval to enter that district.
- Districts will not deny approval to service stores for the sole reason of prohibiting clubs from other districts from claiming them. They may deny such approval, however, in order to permit their own clubs to service the stores.
- Clubs claiming stores must agree to fully service those stores, including meeting with store managers, restocking racks if needed, picking up unsold cake in a timely manner if required and other similar merchandising or administrative activities.
- In the event a club mistakenly places fruit cake into a store previously claimed by another club, the clubs shall work out a transfer of profits, sales credit, and district rebates without removing cake from the stores or arguing the issue in the presence of store personnel. Sale of fruit cake and presenting a

professional demeanor in the stores is the highest priority; disputes can be resolved and finance adjustments can be made later, in the spirit of Civitan.

1301 Solicitation of Funds

Adopted: 9/74 Last Amended: 3/97

1. No Civitan individual, club, or district shall solicit monies to finance any project of said individual, club, or district at any international convention, except by approval of the international board of directors and as outlined in board policy.
2. No Civitan district, club, or individual shall make, manufacture, or publish any article, picture, book, or other object for sale to or on behalf of Civitan or look for help of financing by Civitan International, except by approval of the international board of Civitan.
3. No individual, group, or committee shall solicit funds from the international board or appointed officers of Civitan International in any manner different from the manner of the solicitation of the general membership of Civitan International.
4. This policy forbids clubs and districts from soliciting contributions from other Civitan clubs and districts for a disaster relief fund, or any other fund, to be administered by a Civitan club or district unless the request is approved by the international board. This policy does not preclude any local Civitan club from making a contribution for any fund, but recognizes that disbursing funds and materials to aid disaster victims requires expertise and further recognizes that the Red Cross, Salvation Army, and other agencies have facilities, staff, and expertise in disaster relief.
5. No individual or corporate entity within or outside of Civitan International may solicit contributions from Civitan members, clubs, or districts. The International Directory (membership) is a record that is held in trust, whose use for commercial or solicitation purposes shall be denied to all. Exceptions may be granted by the international board of Civitan.

Within districts, the district board of directors and the governor may give permission for district-wide solicitations within clubs and individual clubs may authorize individual solicitation within the club if approved by the club board of directors.

6. An appropriate legend to indicate compliance with this policy shall be printed in the International Directory and other mailing list publications.

1302 Fund Raising Beyond District Boundaries

Adopted: 3/74 Last Amended: 7/97

No district of Civitan International and no club within a district shall initiate, conduct, sponsor, or otherwise engage in any income or revenue producing project of any kind whatsoever if such project shall extend in any way outside of or beyond the boundaries of said district as such boundaries are established by the board of directors of Civitan International; provided, however, that a district or club within a district may request permission from the international board of directors, in unusual circumstances, to engage in such a project outside that district's boundaries.

The international board of directors shall evaluate such a request, grant, or deny the same or affirm such request subject to appropriate conditions and restrictions, and all districts and/or clubs involved shall be governed accordingly.

In circumstances involving sales by clubs beyond district boundaries, the following allocations of profits shall apply:

1. Said club initiating sales in locations outside its district boundaries shall retain 15 percent of the profits.
2. The remaining 85 percent shall be distributed as follows:
 - A. In locations where Civitan clubs already exist, the profit shall be allocated among said clubs by the Civitan district.
 - B. In locations where no Civitan clubs exist, one-half of the remaining 85 percent of the profit shall accrue to the Civitan district. One-half of the remaining 85 percent shall accrue to Civitan International to use for growth funds.

An exception to this policy for fruit cake sales is included under separate board policy.

1302.1 Disputes Between Clubs Within the Same District

Adopted: 3/86

In the event a dispute shall arise between clubs of Civitan International as to the infringement of an income or revenue producing project of one club upon the operating area of another club, such dispute shall be resolved by the district board of directors of which the clubs involved are members. Such resolution by the district board of directors shall be final and binding on the member clubs.

1303 Use of Professional Fund Raising Solicitors

Adopted: 2/77 Last Amended: 10/84

Civitan International cautions its clubs against the indiscriminate use of professional fund raising solicitors who employ agents to sell admission tickets to shows via telephone calls or solicit contributions by use of a telephone “boiler room” operation.

Clubs are advised to be especially wary of promotions which professional fund raising agents solicit funds using the name of the local Civitan club, but resulting in the majority of the funds remaining with the promoters rather than accruing to the charitable project(s) of the club.

Contracts should be carefully read to ascertain if the amounts accruing to the promoter can be justified to the general public as the legitimate cost of producing and presenting the event for which tickets are sold.....bearing in mind that some events such as a circus or ice show do involve substantial overhead, travel, and other expenses.

Civitan clubs are urged to demand and check references such as banks, Better Business Bureaus, and other clubs prior to signing a contract with a traveling show or professional fund raising solicitor.

1304 Civitan International Coin Box Project

Adopted: 7/97 Last Amended: 11/13

Civitan clubs participating in the coin box project shall sign an agreement with Civitan International. The agreement shall be valid for a period of one year and must be renewed annually, with signature of an authorized club officer and name and address for sending boxes, materials, and information.

The agreement obligates a club to use sound and accepted business practices in regard to its project operation. Civitan International staff shall coordinate the promotion of prudent business practices in this regard, including interaction between Civitan International staff, district officers, and participating clubs.

Civitan International shall monitor and control the procurement and distribution of supplies to clubs. Clubs shall agree to and act in compliance with the operating terms of the project as established by Civitan International.

The operating terms of the agreement shall include, but not be limited to:

- Remittance to the Civitan International coin box project of no less than 50 percent of all gross proceeds collected as specified in the agreement. These remittances shall keep a club current in its obligations.
- Funds collected from coin boxes may be co-mingled with candy box funds, but must be accounted for separately. Remittance to Civitan International shall clearly indicate the amounts of coin box and candy box funds being sent.
- Clubs will use only display materials and literature provided or approved by Civitan International on or with its coin boxes.

Failure to fulfill obligations of the agreement may result in notices to the club. After sufficient notice has been given, the international staff may remove the club from the coin box project, direct it to stop collecting money in Civitan coin boxes, and request that all boxes be returned to Civitan International.

1308 Clergy Appreciation Week

Adopted: 6/83 Last Amended: 10/84

Each Civitan club located in the U.S.A. shall be encouraged to plan and execute activities during the Clergy Appreciation Week to show respect and honor to contemporary clergy of all faiths and to honor the memory of the four U.S. Armed Service chaplains who died in 1943 aboard the U.S.S. Troop Transport Dorchester. Clergy Week shall be observed each year during the week containing the date of February 3.

The professional staff shall maintain and distribute a “Clergy Appreciation Week Kit” of suggestions and materials designed to guide and assist clubs with their participation in this major emphasis project.

The *Civitan Magazine* shall encourage clubs to participate in this project and shall report details of successful Clergy Appreciation Week celebrations.

1309 Confidential Materials

Adopted: 7/86 Last Amended: 3/97

All matters pertaining to the operation of Civitan’s fund raising projects shall be considered confidential (including, without limitation, all information, systems, trademarks, and trade secrets relating thereto), except to the limited extent that their disclosure is necessary to the operation of the fund raising project. All matters pertaining to the operation of Civitan itself shall also be considered confidential if they have any bearing on revenue for Civitan International, districts, and/or clubs. Material of this nature shall not be disclosed to anyone unless its disclosure is necessary for the operation of the

fund raising project or for the operation of Civitan itself or unless its disclosure has been authorized by the Executive Committee.

This material that relates to the well being of the Civitan International fund raising projects is to be considered a trust of the organization. Its use is strictly limited to Civitan purposes and may not be shared with any outside individuals or organizations without prior approval of the Executive Committee.

1310 Civitan International Candy Box Project

Adopted: 10/91 Last Amended: 11/13

All Civitan clubs participating in the candy box project shall sign an agreement (contract) with Civitan International. The agreement shall be valid for a period of one year, with signatures of authorized club officers and the name and address candy supplies will be shipped required to execute the agreement. The agreement will automatically renew for successive fiscal year terms unless a notification by the club is given that they wish to discontinue the project. Civitan International may terminate a club's operation at any time after notification has been provided as outlined below.

The agreement (contract) obligates a club to use sound and accepted business practices in regard to its project operation. Civitan International staff shall coordinate the promotion of prudent business practices in this regard. This coordination shall include interaction between Civitan International staff, district officers, and participating clubs.

Civitan International shall monitor and control the procurement and distribution of supplies to clubs. Clubs shall agree to and act in compliance with the operating terms of the project as established by Civitan International.

The operating terms of the agreement (contract) shall include but not be limited to:

Remittance to the Civitan International candy box project of no less than 75 percent of all gross proceeds collected as specified in the agreement (contract). These remittances shall keep a club current in its obligations and in compliance with Policy #0304, "Civitan Club in Good Standing."

Maintaining per case gross receipts at an acceptable level as determined by Civitan International staff.

Failure to fulfill obligations of the agreement (contract) may result in notices to the club.

After sufficient notice has been given, the headquarters staff may cease the provision of candy to a club and insist upon full compliance with the agreement before additional candy box shipments are made to the club. A club shall be billed for candy purchases paid by Civitan International if they fail to remit collections for a period of three consecutive months. The billing amount will be based on the average return on each dollar spent as calculated using the remittances of all clubs involved in the project. Any charge cards issued to clubs that fail to remit collections for three consecutive months shall be cancelled by Civitan International and may not be reinstated until remittances have been satisfied.

A second notice shall be sent to a club if a satisfactory solution does not result from the first notice. If obligations are then not fulfilled, the headquarters staff may remove the club from the project and request boxes and supplies be returned to Civitan International at the club's expense.

Any club removed from the project may be placed back on the project by becoming current with its obligations as specified in the agreement (contract).

1311 Civitan Awareness Month

Adopted: 3/92 Last Amended: 10/96

The month of April shall be designated Civitan Awareness Month. This special emphasis month is to observe our anniversary and its history while stimulating knowledge of Civitan and membership growth.

Clubs are encouraged to participate in activities to promote Civitan's image in the community, such as a special anniversary program, signing of a proclamation by a city official, and/or a designed fund raising/service project.

1600 Acceptance and Recognition of Gifts

Adopted: 10/84 Last Amended: 3/06

All gifts to Civitan International shall be acknowledged by a letter from the president of Civitan International or the headquarters staff. Additionally, the Civitan International staff shall provide the necessary receipts required for tax purposes by law for donors' gifts.

1. Monetary Gifts

A. Funds are periodically established and maintained by the international board of directors. Currently recognized funds for which monetary gifts may be accepted are (but are not limited to):

- (1.) Civitan International General Operating Fund
- (2.) Civitan International Growth and Retention Fund
- (3.) Civitan International Equipment and Renovation Fund
- (4.) Civitan Fellows Fund
- (5.) International Special Olympics Fund
- (6.) Civitan International Unrestricted Fund
- (7.) Civitan International Restricted Fund
- (8.) Mentally Retarded and Physically Handicapped Fund
- (9.) Civitan International Research Center Fund
- (10.) Junior Civitan Fund

B. Cash or equipment gifts to the above funds can be treated as tax deductible contributions of the donor by the U.S. Internal Revenue Service.

C. Unless earmarked for a specific purpose by the donor, monetary gifts to Civitan International will be placed in the general operating fund.

D. Monetary gifts of \$1,000 or more will be further recognized by the name of the donor or honoree being inscribed on a recognition plaque on display at the world headquarters as a member or honorary member of the president's council. Or, if \$1,000 or more is specified for the Civitan fellows fund, the individual named will also become a "fellow" or "memorial fellow" of the foundation and be recognized as such by Civitan International.

E. Establishment of new funds through the presentation of gifts, endowments, and bequests shall be within the guidelines as established by Civitan International.

2. Gifts of Property (other than real estate, securities, trusts, or livestock)

A. Gifts of any value may be accepted by any Civitan. The person accepting will ensure the donor understands the conditions in the paragraphs

below. Gifts of real estate, securities, or livestock can be accepted only as described in paragraphs 4 through 8.

B. Gifts such as art objects, office equipment, etc., with an appraised value of \$1,000 or more, or those gifts accompanied by a cash donation of \$1,000 or more, will be displayed in the Civitan International world headquarters, or used or held by Civitan International for not less than three years, unless otherwise specified in the terms of an acceptance agreement with Civitan International. Final disposition of the gift will be determined by Civitan International. Gifts that are displayed at the world headquarters that are valued at \$1,000 or more and accompanied by a cash donation of \$1,000 or more will be displayed with a recognition plaque showing the name of the donor or honoree.

C. Those gifts of less than \$1,000 appraised value and not accompanied by a cash donation of \$1,000 or more will be displayed or used by Civitan International as dictated by need and space available. Disposition will be determined by Civitan International.

D. When a potential donor indicates an intention to contribute \$1,000 or more, whether cash or property, he or she should be contacted first by Civitan International staff who can offer guidance in maximizing any tax savings available as a result of the gift. Civitans who learn of such intended gifts should advise the Civitan International immediately so the contact can be made promptly.

3. Civitan Historical and Archival Gifts

A. Any gift of a historical value to Civitan, depicting or portraying the origins and development of Civitan International, shall be retained for the archives.

B. Display of historical gifts shall be determined by Civitan International as dictated by archival or museum display space available.

4. Gifts through bequests

A. As a general rule, bequests will be accepted in accordance with the other provisions of this policy. However, specific requests of the donor, such as designating a gift to a specific program or function, will be honored to the extent possible.

B. When Civitan International is advised that it has been included as a beneficiary in a person's will, trust, or insurance policy, that person will be made a life member of the president's council if the amount to flow to the Foundation is \$5,000 or more. If the amount cannot be determined or is less

than \$5,000, a decision on whether to extend president's council life membership or some other recognition will be made by the headquarters staff.

5. Gifts of securities

A. Financial securities, such as stocks, bonds, and retirement funds, can provide significant tax savings when contributed to the Civitan International Foundation. Potential donors are encouraged to discuss their plans with appropriate headquarters staff before selling or transferring such assets.

B. Such gifts shall be valued at the average of the high and low prices of sales on the date of transfer, as recorded in the *Wall Street Journal*, or as required by any future applicable tax law. If the securities are not listed in the *Wall Street Journal*, the headquarters staff shall determine the fair market value on the transfer date through alternate sources.

6. Gifts of Real Estate

A. Gifts of real estate have special tax and legal consequences that must be determined before acceptance. Proposed gifts can be accepted by Civitan International only after review by the headquarters staff and consultation with legal counsel. Donors may be asked to obtain environmental reviews and appraisals of their properties. Normally, the costs of such reviews and appraisals are borne by the donors.

B. After acceptance, the headquarters staff will assist donors in transferring the property and obtaining all legal documentation for the transfer and subsequent tax deductions.

C. Disposition of donated real estate shall be determined by Civitan International.

7. Charitable Gift Annuities

A. Charitable gift annuities are contracts between individuals and Civitan International. Donors are guaranteed a specified rate of return on the amount of the gift for the lifetime(s) of named individual(s). All the assets are committed to guarantee payment of the annual return promised. Any portion of the gift remaining at the time of the individual(s)'s death becomes the property of Civitan International.

B. Charitable gift annuities can be accepted only by the executive vice president, after review and preparation of the contract by appropriate legal counsel.

8. Trusts

A. There is a variety of ways individuals can make tax-favored contributions to Civitan International by creating trusts. As a rule, a significant amount of money must be involved to warrant the costs of obtaining and maintaining the trusts. Also, specific legal requirements must be met. There are too many options with complex implications to cover in detail in this policy.

B. Persons indicating a desire to create a trust benefiting Civitan International should be contacted by a member of the headquarters staff, who will use whatever additional resources are required to identify the type of trust best suited for that person's situation and creating the trust. Prospective trust donors must be advised to consult their own attorneys and/or accountants when considering such an action.

C. Any person contributing a trust that will provide \$5,000 or more will be made a life member of the president's council.

9. Gifts of Livestock and Other Assets that Require Management

A. Certain gifts, such as livestock, may require the commitment of assets for management before they can be sold or generate income. Such gifts can be accepted only with the approval of the international board, based on recommendations by headquarters staff and, if necessary, legal counsel.

B. The headquarters staff shall determine the fair market value of such gifts on the date of acceptance through the best means available.

1601 Equipment and Renovation Fund

Adopted: 6/84 Last Amended: 10/01

The balance sheet of the Civitan International financial statement shall include an account to be designated "Equipment and Renovation Fund." Deposits to that fund shall be made from:

1. Contributions received from clubs, districts, or individuals.
2. Monies from the unrestricted fund balance which the international board desires to transfer so as to restrict them for future purchases of equipment and renovations.

Volunteers and staff are authorized to seek contributions to this fund for renovations and replacement equipment or new equipment to be used in connection with the work responsibilities of the world headquarters and its staff.

The staff shall maintain a list of needed equipment, renovations, and capital budget items to be reviewed annually by the Finance & Audit Committee.

**1700 Selection and Qualification for Grants and Scholarships
Committee Membership**

Adopted: 7/87 Last Amended: 3/06

It is the responsibility of the Grants and Scholarships Committee to award scholarships and grants based on funds allocated by the Civitan International board of directors for these purposes. The committee may also disperse funds allocated for special purposes as assigned by the international board.

The scope of desirable backgrounds and experiences for committee membership is vast. The committee shall be comprised of not less than three (3) members each year as deemed necessary and appointed by the international board. Members of the Grants and Scholarships Committee shall serve three-year terms with one of the committee members serving as its chair. Not more than one member may serve from a region. A staff member shall serve as an ex officio, nonvoting member of the committee.

Terms of the appointed members shall be so constituted that each year the term of one-third of the member(s) shall expire and the international board shall appoint an appropriate member(s) each year as replacement(s). The international board shall not appoint an international board member as a committee member unless there is a hiatus of at least two years between service as a member of the Civitan International board and commencement of his or her term as committee member. An individual may serve more than one term on the committee except that a second or additional term as committee member must be separated from a previous term by a period of at least two years.

The qualifications of the newly appointed committee member(s) where possibly should compliment the qualifications of the carry-over members and not duplicate these qualifications.

1702 Allocation of Available Program Funds

Adopted: 3/91 Last amended: 3/06

The international board as well as committees shall exercise sound financial management in their respective roles in the discharge of their duties in disbursing funds or in incurring expenses while discharging their duties.

The commitment of Civitan International to the Civitan International Research Center for a total of \$20 million necessitates sound fiscal management and an intention to ensuring that sufficient funds are available for this standing commitment.

After the end of each fiscal year, a financial statement will be provided to the Civitan International board reflecting all funds.

1. Availability of funds for grant requests will be determined by using the formula outlined below with priorities being:

- a. Funding of up to \$1 million annually to the Civitan International Research Center in accordance with agreements between Civitan International and the University of Alabama at Birmingham.
- b. Funding of grant applications in accordance with Civitan International grant policies and procedures.
- c. Any other qualified expenditures from Civitan International funds.

2. The formula for determining availability of grant funds shall be as follows:

- a. A maximum of \$1 million to be granted to the Civitan International Research Center at UAB provided the remaining reserve fund, after funding the \$1 million, is at least \$1 million.
- b. An amount equal to 20 percent of the funds in excess of \$1 million shall be made available, at the discretion of the Civitan International board, to the Grants and Scholarships Committee to fund any other grant applications.
- c. Expenditures of no more than 10 percent of the funds in excess of \$1 million may be approved by the Civitan International board in any fiscal year for any other qualified expenditure.
- d. This policy shall provide that a minimum of \$1 million remain at all times in the Civitan International fund balance and such assurance shall be reported to the international board of directors by the Finance & Audit Committee.
- e. In the event the total fund balances not be adequate to fund \$1 million to the Civitan International Research Center and retain at least \$1 million, then no more than 50 percent of the total fund balance shall be approved for the Civitan International Research Center grant for that fiscal period.

3. The formula for allocating Fellow contributions shall be as follows:

The Shropshire Scholarship funds shall be divided by bookkeeping entry in half, as of October 1, 2005, with the income of half allocated to fund Shropshire Scholarships and the income of the other half to fund research at the Civitan International Research Center. Effective October 1, 2005, money for Shropshire Fellows shall be allocated to the Shropshire Scholarship funds and money for the Research Fellows shall be allocated to the Research Center funds.

1703 The Civitan Endowment Fund

Adopted: 7/01 Last Amended: 10/06

1. Definitions:

a. “Endowment funds are created in a legal sense when an *outside* donor or grantor transfers cash, securities, or real property to the control of a nonprofit organization under a contractual agreement that (1) requires the organization to maintain the principal in perpetuity and invest it to produce income, (2) stipulates that the principal and/or accumulated income must be used only for a specified purpose, (3) grants the use of the income earned on the principal for a limited period, after which the principal amount reverts to the donor or to the donor’s heirs or estate.

b. Board designated funds carry no such legal restrictions and are not legally classified as endowments since they may be liquidated at any time by appropriate board action.

Board designated funds are generally not included within this group of funds (endowment funds) for accounting purposes, but for financial management purposes, the endowment of a nonprofit organization is defined here as *the total of the investment-type funds it holds*. This definition is purposefully broader than the legal-accounting definition of endowments. The reason for adopting so broad a definition is simply to facilitate the integration of operational and investment cash flows (and hence, short term liquidity) with long term asset planning by the endowed organization.” Wacht, Richard F. *Financial management in nonprofit organizations*, (2nd edition, 1991) Georgia State University Press.

c. Endowment income shall be defined as cash income and gains in capital values pursuant to the Ford Foundation Advisory Committee on Endowment Management, *Managing Educational Endowments* (New York; The Ford Foundation, 1969) and William L. Carry and Craig B. Bright, *The Law and the Lore of Endowment Funds* (New York; The Ford Foundation, 1969).

d. The Civitan International Endowment Fund shall be a board restricted *endowment fund* as described herein, subject to liquidation by appropriate board action to facilitate the integration of operational and investment cash flows with long term asset planning by Civitan International.

2. Contributions to the Fund:

a. President’s Council: Contributions to the President’s Council that are not used in the year they are received to underwrite the expenses of the Civitan International Planned Giving Program and are not restricted by the donor for

some other purpose, shall be used at least twenty-five percent (25%) for the organization's annual contribution to the UAB Civitan International Research Center, twenty-five percent (25%) to be deposited to the President's Council Endowment Fund, with the remaining to be used at the discretion of the Civitan International Board, said contributions are necessary to underwrite other expenses. Interest from the President's Council *endowment fund* shall similarly be used at least twenty-five percent (25%) for the organization's annual contribution to the UAB Civitan International Research Center, twenty-five percent (25%) to be deposited to the President's Council Endowment Fund, with the remaining to be used at the discretion of the Civitan International Board of Directors.

b. Unrestricted Gifts: Significant contributions to Civitan International that are not restricted by the donor shall be apportioned half to a Civitan International *endowment fund* and half to Civitan International's Unrestricted Fund. Interest from the *endowment fund* may be used at the discretion of the Civitan International Board of Directors.

c. Restricted Gifts: Significant contributions to Civitan International that are restricted by the donor shall be accepted by Civitan International only following the execution of a contract by the donor and Civitan International establishing the restrictions placed by the donor on the contribution and the responsibilities of the parties. Unless endowed by the donor through contract, said contributions shall be deposited in the Civitan International *endowment fund*.

3. Accounting: The Civitan International board shall produce an annual accounting of all board restricted, donor restricted, and unrestricted Civitan International funds.

**BYLAWS
OF
CIVITAN INTERNATIONAL
(An Alabama Nonprofit Corporation)**

These Bylaws of Civitan International, formerly known as The Civitan International Foundation (herein referred to as “Civitan International”), were adopted on July 21st 2004 and supersede all prior and existing Bylaws of Civitan International.

ARTICLE I – MEMBERS

Section 1.01 *Minimum Qualifications:* A proposed member (other than a member club) must be a natural person eighteen (18) years of age or older of good character and reputation. Minimum qualifications for member clubs shall be determined by the Board of Directors of Civitan International and described in the policies of Civitan International.

Section 1.02 *Membership Classes:* There shall be several classes of membership, one of which (member clubs) shall be voting members and the remainder of which shall be nonvoting members. Only voting members shall have all rights and privileges of members of the corporation. Nonvoting members shall have only such rights and privileges as are specifically set forth in these Bylaws, but in no event shall nonvoting members have a right to vote. Unless otherwise specifically stated in these Bylaws, all references to “members” shall apply only to voting members and not to nonvoting members. Nothing in this paragraph, however, shall be construed to disallow the elected members of the Board of Directors, Past-presidents of Civitan International, and districts of Civitan International in-good-standing from the right to vote at any meeting of the members of corporation afforded to same under Article I, Sections 1.04 and 1.06 of these Bylaws. The following are the classes of membership:

(a) Member Clubs: Civitan clubs duly chartered under the policies of Civitan International as prescribed by the Board of Directors of Civitan International.

(b) Other Classes: There shall be other classes of members as determined by the Board of Directors of Civitan International.

Section 1.03 *Applications:* Applications for all classes of membership shall be filed with the corporation on the form and in the manner as proscribed by the Board of Directors of Civitan International.

Section 1.04 *Authority of Members:* Each voting member shall have the right to vote on all matters submitted to or requiring a vote of members under these Bylaws or the Alabama Nonprofit Corporation Act, including without limitation, the following:

- (a) election of members of the Board of Directors;
- (b) election of the President-elect;
- (c) amendments to the Articles of Incorporation; and
- (d) amendments to these Bylaws.

Section 1.05 *Meetings:*

(a) Annual Convention: The annual meeting of the members to elect Directors, the President-elect, and to transact business as may properly come before the meeting shall be held each year at such time and place as may be determined by the Civitan International Board of Directors and are herein referred to as the annual convention.

(b) Special Convention: Special meetings of the members, herein referred to as special conventions, may be called by a majority vote of the Civitan International Board of Directors at such time and place as may be determined by the Board of Directors.

Section 1.06 Notice: Written notice of each annual convention of the members, stating the place, day and hour of the meeting shall be mailed to each chartered club of the corporation at least ninety (90) days prior to the date of the convention, and for any special convention written notice stating the place, day and hour of the meeting and the purpose or purposes for which the meeting is called shall be mailed to each chartered club of the corporation at least thirty (30) days prior to date of same. Written notice of such conventions shall be made, when practicable, in the official publication of Civitan International.

Section 1.07 Voting at Conventions: Each member club in-good-standing at a convention of Civitan International shall be entitled to voting delegates as follows:

- (a) Clubs having a membership of less than fifteen (15) shall be entitled to one (1) voting delegate;
- (b) Clubs having a membership of at least fifteen (15) but not more than nineteen (19) shall be entitled to two (2) voting delegate;
- (c) Clubs having a membership of at least twenty (20) but not more than twenty-nine (29) shall be entitled to three (3) voting delegates;
- (d) Clubs having a membership of at least thirty (30) but not more than thirty-nine (39) shall be entitled to five (5) voting delegates;
- (e) Clubs having a membership of at least forty (40) but not more than forty-nine (49) shall be entitled to six (6) voting delegates;
- (f) Clubs having a membership of at least fifty (50) but not more than fifty-nine (59) shall be entitled to seven (7) voting delegates;
- (g) Clubs having a membership of at least sixty (60) but not more than sixty-nine (69) shall be entitled to eight (8) voting delegates;
- (h) Clubs having a membership of at least seventy (70) but not more than seventy-nine (79) shall be entitled to nine (9) voting delegates;
- (i) Clubs having a membership of eighty (80) or more shall be entitled to ten (10) voting delegates.

Elected members of the Civitan International Board of Directors, as well as all Past-presidents of Civitan International, shall be voting delegates and shall possess one vote each on business transacted at each convention requiring a vote. Each district in-good-standing shall be entitled to two (2) voting delegates at each convention

Section 1.08 Voting Procedures and Certification: Voting at conventions shall be by written ballot except that a voice vote of acclamation may be permitted for the election of an officer or director if a candidate is unopposed. Voting by proxy shall not be permitted. A majority of all votes cast shall be necessary for the election of all elected officers and Directors. In the event no candidate receives a majority, a further ballot shall be cast for the two (2) candidates receiving the highest number of votes in the first ballot and the names of all other candidates shall be dropped.

Certification of voting convention delegates and requirements for candidates shall be as stated in the policies of Civitan International.

Section 1.09 Quorum: The quorum of any convention of Civitan International shall consist of not less than two-thirds (2/3) of the delegates present at the convention and entitled to vote.

Section 1.10 Termination of Membership:

(a) Member Clubs:

Charter Surrender:

(a) Any member club may, by unanimous vote of the active membership, surrender its charter in accordance with the rules and regulations of Civitan International as proscribed by the Civitan International Board of Directors.

(b) In the event a majority of the members of a club desires to surrender the charter but a minority of at least five (5) members oppose, the minority group may retain the charter of the club together with all funds and assets of the club if such group agrees to conditions established by the Executive Vice President to rebuild the club to charter strength within a six (6) month period.

(ii.) **Charter Revocation:** Any member club may have its charter suspended or revoked by the Civitan International Board of Directors for any of the following reasons:

(a) For being more than three (3) months in arrears of any indebtedness to Civitan International or any of its administrative units;

(b) For failing to conform to the Articles of Incorporation and Bylaws or policies of Civitan International or the club's own Articles of Incorporation and Bylaws and refusing to correct such lack of conformity within ninety (90) days after written request has been made to do so by the Board of Directors of Civitan International.

(c) Or, for failing to otherwise conform to the accepted standard for chartered clubs as prescribed by the Civitan International Board of Directors.

Whenever a member club ceases to be a member of Civitan International, whether voluntarily or by forfeiture, final disposition of a club's assets, its property real and personal and any and all accounts must be in accordance with the policies of Civitan International regarding same. The club shall return within sixty (60) days thereafter all buttons, emblems, insignia, banners and property used only and exclusively by members and member clubs. Upon notification by Civitan International, the governor of the district in which said club is located shall obtain the charter and other supplies in the possession of said club. Any member club which ceases to be a member of Civitan International shall not thereafter use the word "Civitan" or the emblem and insignia thereof and does thereby forfeit all rights and claims to the use of the word "Civitan" as a club name.

(b) Other Classes of Members:

A member may resign at any time, and the Board of Directors shall have full authority and discretion to suspend or expel any member for violation of these Bylaws or any rules and regulations duly adopted by the Board of Directors for Civitan International or by reason of any conduct deemed by Civitan International to be prejudicial to its best interest. No member may be expelled or suspended, and no membership in the corporation may be terminated or suspended except pursuant to a procedure that is fair and reasonable and is carried out in good faith. The Board of Directors shall, by resolution, establish a procedure to terminate, expel or suspend a member.

ARTICLE II – ORGANIZATIONAL STRUCTURE and TERRITORY

Section 2.01 Regions or Divisions: The Civitan International Board of Directors shall create, establish, and amend regions or divisions of Civitan International. Regions or divisions shall consist of the districts located within the territorial limits designated by the Board of Directors for a particular region or division. Regions or Divisions shall have limited operational status or power, if any, but shall exist simply to provide a geographical division for the purpose of representation to the Civitan International Board of Directors in

that directors shall be elected by a region or division. The territorial boundaries of the regions and divisions shall be as outlined in the policies of Civitan International.

Section 2.02 *Districts:* For the purpose of more efficient administration, the Civitan International Board of Directors shall create districts comprised of member clubs and shall establish the boundaries thereof. All clubs located within the territorial boundaries of a district shall be members of that district. The purpose of a district is to further the principles of Civitan International within a defined geographic territory as a management and administrative division of Civitan International. The management, operation and territorial boundaries of the districts shall be governed by the Civitan International Board of Directors and outlined in the policies of Civitan International.

Section 2.03 *Areas in Development:* To promote expansion and the orderly growth of Civitan clubs in geographic areas located outside existing Civitan district boundaries, the Civitan International Board of Directors may establish clubs in areas designated "Areas In Development." In Europe this authority is delegated to the European Division Board. Development of the areas outside Europe shall be monitored by the Executive Vice President and any other district, club or individual deemed appropriate by the Civitan International Board until designated an official Civitan district. Development of areas in Europe shall be monitored by the European Division board and any other European district, club, or individual deemed appropriate by the European Division board until designated an "official" Civitan district. All clubs located in "areas in development" shall, to the fullest extent possible, operate in accordance with these Bylaws and Civitan International policies, with the deviations approved for Europe. Each club in an "area in development" shall be accorded the same voting privileges at conventions as clubs located in established Civitan districts.

ARTICLE III – SPONSORED ORGANIZATIONS

Section 3.01 *Junior Civitan:* In furtherance of the purpose of Civitan International, the organization for many years has sponsored an integral subsidiary known as Junior Civitan International. Membership in Junior Civitan International has in the past and shall in the future continue to consist of full-time students who are at least middle school/high school level (U.S. equivalent in other countries) and must not have reached the age of nineteen (19) prior to July 1 of the Junior Civitan fiscal year. Exceptions will be outlined in the Junior Civitan International policies. Every advisor of every Junior Civitan club shall be an honorary member of the Junior Civitan organization. The purpose of Junior Civitan International has been and shall continue to be to develop initiative and leadership and to encourage youth to live a fuller life enriched by unselfish service to others. It shall be headed by a president and other designated officers, all of whom shall be elected from the ranks of its members at an annual Junior Civitan convention as per a Constitution and Bylaws for Junior Civitan International. Ultimate control of the Junior Civitan International organization, its constitution, bylaws and policies, and responsibility for its operation and finances are vested in the Civitan International Board of Directors.

Section 3.02 *Campus Civitan:* Campus Civitan clubs shall be clubs which are located on college/university campuses. Membership in such clubs shall consist primarily of students at such a college/university. Such clubs shall function under the Articles of Incorporation and Bylaws of Civitan International with the exception that separate policy or policies for Campus Civitan clubs shall be developed and approved by the Board of Directors of Civitan International.

ARTICLE IV - BOARD OF DIRECTORS

Section 4.01. *General Powers:* The governing and policy making body of Civitan International shall be a board of directors, which shall make all necessary rules and regulations for the governing thereof not contrary to the Articles of Incorporation and Bylaws of Civitan International. The Board of Directors of Civitan International shall have the power to create, supervise, and control chartered clubs, districts, regions, divisions, or other groups of chartered clubs and divisions thereof and shall direct, manage, supervise, and control the business, property, and funds of Civitan International. The Board of Directors

may, by general resolution, delegate to the officers and to committees such powers as provided for in these Bylaws.

Section 4.02. *Composition and Term:* The Board of Directors shall consist of the President, President-elect, Immediate Past president of Civitan International, and a Director from each region or division of Civitan International. The Executive Vice President and the Junior Civitan International president shall be *ex officio*, nonvoting, members of the Board. The term of office for all elected Directors shall be two (2) Civitan years and each Director shall hold office until his or her successor is elected and qualified, or until his or her death, resignation or removal.

Section 4.03. *Organization:* The President of Civitan International shall preside at all meetings of the Board and at the annual convention. In the President's absence, the immediate past-president shall preside. In the absence of the Immediate Past-president, the President-elect shall preside. The Executive Vice President shall serve as Secretary of the corporation and shall keep the minutes of the meetings of the Board and of the members at convention. In the case of vacancy or absence of the Secretary, any person appointed by the President or by the acting chair of the meeting, shall act as secretary of the meeting.

Section 4.04. *Qualification and Selection:*

(a) There shall be a Director elected to the Board of Directors of Civitan International from each of the regions or divisions of the corporation.

(b) The coordinator of a division shall be a voting member of the Board of Directors. If a division consists of more than one (1) region, each region shall be represented on the Board of Directors by a voting member from that region. The coordinator shall represent his or her region, only, as a voting board member and in no event shall the number of voting board members from the division exceed the number of regions that comprise that division.

(c) Eligibility requirements to serve as a Director shall be defined in the policies of Civitan International.

(d) At the annual convention, there shall be elected by a majority vote of those delegates present and entitled to vote thereon, a Director for each region of Civitan International in which the current Director's term in office is expiring. Candidates for election to the Board of Directors from a division may be elected by the division prior to the annual convention. A candidate for Director must reside within the region or division by which he or she seeks office and voting shall be limited to delegates residing in the region or division of a candidate for Director.

Section 4.05 *Interpretation of Organizational Documents:* The construction and interpretation of the Articles of Incorporation and Bylaws by the Board of Directors of Civitan International shall be final and binding, unless rescinded by a majority vote of the members of Civitan International at the annual or a special convention.

Section 4.06 *Meetings:* The Board of Directors of Civitan International shall meet at such times and places as may be determined by action of the Board, by call of the President or by the written request of no less than five (5) members of the Board.

Section 4.07 *Notice and Waiver:* A written notice of the time and place of all meetings of the Board shall be mailed to each member of such Board by the Executive Vice President not less than ten (10) days prior to said meeting or not less than three (3) days prior to said meeting if notice is given by personal delivery of written notice or by telephonic or telegraphic notice or other electronic means of notice. A Director may waive notice of any meeting. The attendance of a Director at any meeting shall constitute a waiver of notice of such meeting, except where a director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of any regular or special meeting of the Board of Directors need be specified in the notice or waiver of notice of such meeting, unless specifically required by law or in these Bylaws.

Section 4.08 Quorum: A majority of the members of the Board shall constitute a quorum for the transaction of business. *Ex Officio* members of the Board of Directors shall not be counted in determining a quorum.

Section 4.09. Informal Action: Any action required by law to be taken at a meeting of the Board of Directors, or any action that may be taken at a meeting of the Board of Directors, may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all Directors.

Section 4.10. Manner of Acting: The act of a majority of Directors present at which a quorum is present shall be an act of the Board of Directors of Civitan International, unless the act of a greater number is required by law or by these Bylaws. Directors may attend a meeting by telephonic or similar equipment by means of which all persons participating in the meeting can hear each other.

Section 4.11. Resignation: Any Director may resign at any time by giving written notice to the President, the Secretary or the Board of Directors. Such resignation shall take effect at the time specified, or at the time of acceptance thereof as determined by the Board of Directors.

Section 4.12 Removal: Any Director may be removed by a two-thirds vote of the Directors present at any regular or special meeting at which a quorum is present.

Section 4.13 Vacancies: In the event of a vacancy in an office of a Director, whether caused by resignation, death, or removal, the President shall appoint a person otherwise qualified to fill the office for the unexpired term. If the appointment is for less than one (1) year, such appointee shall be eligible for election for a full term as a Director, or a Past International President, Vice President, or Director may be appointed to fill such a vacancy if the unexpired term is for a period of less than one (1) year, but such appointee shall not be eligible for re-election.

Section 4.14. Compensation: All Directors and members of any committee created by the Board of Directors shall serve without compensation but expenses may be allowed for attendance at each regular or special meeting of the Board or of any such committee. Directors and members of any committee created by the Board of Directors shall not be disqualified from receiving reimbursement of expenses incurred while serving in their capacity as Directors or committee members.

Section 4.15: Right to Hearing: Any Civitan International member club or district shall have the absolute right to a hearing before the Board of Directors of Civitan International; and such hearing shall be granted at the earliest practicable time at a regular or special meeting of the Board under such rules and regulations as the Board shall prescribe.

ARTICLE V – COMMITTEES OF THE BOARD OF DIRECTORS

Section 5.01: Standing Committees: The Executive Committee and the Finance Committee shall be permanent Committees of the Civitan International Board of Directors and shall be directly responsible to the Board of Directors. All such committees shall be governed by the same requirements regarding action without meetings, notice and waiver of notice, quorum and manner of acting requirements as are applicable to the Board of Directors. The powers, duties, composition and organizational requirements for such committees shall be as follows:

(a) Executive Committee:

(i.) Power and Duties: The Executive Committee shall be empowered to manage the affairs of the corporation between the meetings of the Board of Directors subject to any limitations placed on it by the Board of Directors, and to direct the activities of the Executive Vice President. Actions taken by the Executive Committee may be repealed or modified by the Board, except to the extent that the Executive Committee has lawfully bound the corporation. The Executive Committee shall recommend policies and financial and operational programs to the Board of Directors, based upon its own studies, as well as upon the recommendations submitted by the Executive Vice President.

The Executive Committee shall have the duty to secure competent and qualified legal counsel to serve Civitan International. The Executive Committee first shall endeavor to obtain such legal counsel on a voluntary basis from among the membership of the organization but failing to do so may employ legal counsel either from within or without Civitan International. When legal counsel is utilized from within Civitan International on either a voluntary or compensated basis, such person shall be designated as General Counsel for Civitan International. The duties of such General Counsel are described in the policies of Civitan International. When legal counsel is utilized from without the membership of Civitan International, the duties of such legal counsel shall be as determined by the Executive Committee based on the need for legal services.

The Executive Committee shall perform such other administrative duties and exercise such other administrative authority as may be delegated to it by the Board of Directors.

(ii.) Composition: The Executive Committee shall be composed of the President, the President-elect, the Immediate Past President and a member of the Civitan International Board of Directors. The Executive Vice President shall be an *ex officio*, nonvoting, member of the Executive Committee. The Director who serves as a member of the Executive Committee must have served a full year as a director and shall be elected by the Civitan International Board of Directors at its last meeting in each year.

(iii.) Meetings: The Executive Committee shall meet at such times and places as may be determined by action of the Committee, by call of the President or at request of no less than two (2) members of the Committee.

(b) Finance Committee:

(i.) Powers and Duties: The Finance Committee shall be responsible for the reviewing of the annual budget and periodic financial reports of Civitan International, and shall present its recommendations to the Executive Committee and to the Board of Directors. The Finance Committee shall recommend policies concerning management of the financial resources of Civitan International, systems for internal control, allocation of funds, and general dues structure, including those revisions to the structure deemed necessary to provide the required revenue.

(ii.) Composition: The Finance Committee shall consist of the President, the Executive Vice President, the Staff Director of Finance, and two members, each appointed for a two-year term. There shall be a second year member who shall be the chair of the committee and a first year member. The first year member shall be appointed by the international board on the recommendation of the president-elect at the spring meeting of the board. The member appointed shall have experience in finance and budgetary matters.ⁱ

For budget preparation purposes only, the committee shall also include the President-elect and a first-year Director and, if desired, a non-member of the Board. The member(s) shall be approved by the Board of Directors in sufficient time for participation in the budget preparation meeting. These members shall be considered full members of the committee with the authority to cast a vote on all issues under consideration during the committee's budget preparation meeting. With the exception of their duties relating to the budget process, these committee members' terms will begin on October 1 following their official approval by the Board.

Section 5.02: Other Committees: The Board of Directors may, in its discretion, form such other committees as are deemed necessary to deal with specific tasks or projects, or to provide needed advisory services. Members of any committee so formed shall be appointed by the Board of Directors provided, however, that the terms of office for such committee members shall not, in any event, exceed three (3) years. The President-elect shall designate a committee member to serve as chairman during his or her term of office as President. He or she shall also suggest replacements for committee vacancies that shall occur at the beginning of his or her term as President. Each such committee shall be dissolved upon completion of its assigned duties, and in no event shall a committee extend beyond the end of a Civitan year unless continued by the Board of Directors in the subsequent year.

ARTICLE VI – OFFICERS and EXECUTIVE VICE PRESIDENT

Section 6.01. Elected Officers:

(a) Qualifications and Titles: The elected officers of Civitan International shall be a President, a President-elect, the most recent living Past President (who shall in the Bylaws be referred to as the Immediate Past President). The President and President-elect shall be from different regions or divisions. No person may hold more than one elected office.

(b) Election and Term: The President-elect of Civitan International shall be elected at the annual convention by a majority vote of those delegates present and entitled to vote thereon. The terms of office for all elected and appointed officers of Civitan International shall be for one (1) Civitan year.

(c) Compensation: All officers, except the Executive Vice President, shall serve without compensation. No elected or appointed officer shall accept any remunerative employment from Civitan International.

(d) Duties of Officers:

(i.) President: The President shall be the principal officer of the corporation and shall exercise general supervision over the affairs of the corporation consistent with the policies established by the Board of Directors. The President shall preside at the annual convention and at all meetings of the Board of Directors and Executive Committee and shall oversee that all resolutions of the Board of Directors are executed, shall provide policy guidance to the Executive Vice President and in general shall perform all duties incident to the office of President and such other duties as may be prescribed by the Board of Directors. The President may take such steps he or she deems necessary to advance the interests of Civitan International, provided such steps do not exceed the scope of authority determined by the Board.

(ii.) President-elect: The President-elect shall have the duty of familiarizing himself or herself with all Civitan affairs and preparing himself or herself for assuming the presidency. He or she shall work under and in cooperation with the President. He or she shall automatically succeed the President at the expiration of the President's term. He or she shall become President in the event of the death or resignation of the President; and shall become acting President if the President is unable to serve due to physical or mental impairment. He or she shall perform such other duties as are set forth in the policies of Civitan International.

(iii.) Immediate Past-President: The Immediate Past-president shall serve as the representative of the past presidents thereon. He or she shall perform such other duties as are set forth in the policies of Civitan International.

(e) Vacancies in Office of President: In the event of a vacancy in the office of President, the President-elect shall assume the office.

(f) Removal of Officers:

(i.) President: The Board of Directors may, by a two-thirds (2/3) vote of all members, determine that the President is physically or mentally unable to perform the duties of President, or that he or she has failed and/or is failing to perform the duties of his or her office, and if such determination is made, the President-elect shall thereupon succeed to the office as acting President, and shall continue to hold office as acting President so long as the disability continues, or unless the Board of Directors, by the same vote, has determined that the President is now properly performing the duties of his/her office.

(ii.) Other Elected Officers: The President shall have the power to remove any officer of Civitan International or of a district failing to act or perform the duties of his or her office, and to appoint the successor of any officer so removed. Any officer so removed may appeal such removal to the next regular meeting of the Board of Directors of Civitan International. The action of said Board shall be final.

Section 6.02 Paid Officers (Executive Vice President): The Board of Directors may employ an Executive Vice President to be responsible for carrying out policy as set by the Board of Directors, for conducting and managing the daily affairs of the corporation and for the employment and supervision of all paid personnel. He or she shall have full authority and responsibility for the employment, retention and supervision of all members of Civitan International's staff and all other individuals and organizations retained to assist with the corporation's activities. Unless otherwise required by the Board of Directors, the Executive Vice President shall execute contracts and other instruments on behalf or in the name of Civitan International. He or she shall develop and recommend policies to the Executive Committee and the Board of Directors and shall develop, recommend, and implement programs for members, membership development, operations, and organizations in accordance with the policies of Civitan International. He or she shall solicit the participation of key members in the organization's activities. He or she shall prepare and recommend the corporation's annual operating plan and budget to the Board of Directors and the Finance Committee and administer and maintain control over the approved budget. He or she shall represent Civitan International before the general public, government agencies, legislative bodies, business groups, and other appropriate organizations. By virtue of this position, the Executive Vice President shall be a non-voting, *ex-officio* member of the Board of Directors and shall act as the Secretary and Treasurer of the corporation.

(a) Secretary: As Secretary, he or she shall keep the minutes of all meetings of the Board of Directors and shall oversee the keeping, preparation, and filing of all records required by law or by the policies of the Board, be custodian of the corporation's records and of the seal of the corporation and shall sign all documents on behalf of Civitan International and affix the corporate seal of the corporation when required.

(b) Treasurer: As Treasurer he or she shall ensure that sound accounting principles and practices are followed by the staff who have fiduciary responsibility. He or she shall report on the financial condition of the corporation at its convention and at meetings of the Board of Directors and the Executive Committee, when required. He or she shall keep the accounts; shall receive all monies paid to Civitan International; and shall deposit same in the official depository of the corporation. He or she shall give bond for the faithful discharge of his or her duties in the sum and with such sureties as required by the international board of directors and outlined in the policies of Civitan International.

The Board of Directors may elect an acting secretary and treasurer to act during any absence or vacancy of the Executive Vice President.

ARTICLE VII – FISCAL MATTERS

Section 7.01 Fiscal Year: The fiscal year of Civitan International shall be the same as the Civitan year.

Section 7.02. Audit: The books of the corporation shall be audited by an independent public accounting firm annually and at such other times as directed by the Board of Directors. In addition to a written report of the auditors, an oral presentation also shall be made by the auditors to the Board of Directors at the first meeting of the Board following the completion of the audit.

Section 7.03 Deposits: All funds of the corporation shall be deposited from time to time to the credit of the corporation in such banks, trust companies, or other depositories as the Board of Directors may select.

Section 7.04 Checks: All checks, drafts, or orders for the payment of money, notes or other evidences of indebtedness issued in the name of the corporation, shall be signed by such officer or officers, agent or agents of the corporation and in such manner as shall from time to time be determined by resolution of the Board of Directors.

Section 7.05 Funds: The Board of Directors may accept on behalf of the corporation, any contribution, gift, bequest, or devise for the general purposes or for any special purposes of the corporation.

Section 7.06 Loans: No loans shall be made by Civitan International to its directors or officers. Any director or officer who assents to or participates in the making of any such loan shall be liable to Civitan International for the amount of such loan until the repayment thereof.

ARTICLE VIII - DUES

Section 8.01 Dues and Fees for U.S. Member Clubs:

(a) New Club Membership Remittance: Each new member club, before receiving its charter, shall pay to Civitan International, a membership initiation fee of \$15.00 per member. An additional initiatory membership fee per member may be charged provided that districts shall establish a maximum initiatory membership fee which maximum shall apply to all clubs within a district establishing such maximum fee and provided further that such district shall provide a uniform distribution of any additional initiatory fee as between the district, the chartering club, the new club, or otherwise.

(b) Monthly Club Remittance: Each member club shall pay, as a per capita tax, a minimum charter billing of one hundred fifty dollars (\$150.00 – US) per quarter or an amount equal to the sum of fifteen dollars (\$15.00 - US) per quarter for each active member, whichever is the greater. Additionally, each member club shall pay the sum of \$15.00 as an initiatory membership fee for each new member added and a processing fee of \$5.00 for each member added who is a reinstated member of the club. A Junior Civitan or Collegiate Civitan transferring membership into Civitan International shall pay no fee. Failure to make payment as above specified within fifteen (15) days after such payment is due shall render the club so failing, delinquent and subject, with its members, to any penalties prescribed by policy by the international board of directors. The per capita tax shall include the subscription cost of the *Civitan Magazine*. However, when more than one member of a household is a Civitan member, the household will only be sent one copy unless they request additional copy or copies be mailed. No club shall be required to pay per capita tax for past international presidents on the rolls of such club. The per capita tax of any member club chartered after the beginning of the fiscal year shall be charged in accordance with official Civitan policies.

(c) Club Remittance to District: Each member club shall pay to the district with which it is affiliated the district dues for each active member with the amount and manner of payment to be fixed by the district convention; provided however, that such dues shall not exceed fifty (50) percent of the international dues amount per year per member unless previously approved by the Board of Directors of Civitan International. Campus member clubs shall pay district dues at no more than fifty (50) percent of the amount fixed by the district convention unless previously approved by the Board of Directors of Civitan International. Said dues shall be based upon the membership of the respective clubs as shown in the quarterly reports from Civitan International as of the dates the dues become payable.

Section 8.02: Dues and Fees for Non-U.S. Member Clubs: The annual dues and payment schedule for clubs existing outside of the boundaries of the United States of America shall be fixed by the Board of Directors of Civitan International in accordance with policies of Civitan International.

ARTICLE IX – MEMBER CLUBS

Section 9.01 Policies: The Board of Directors of Civitan International shall establish policies governing the member clubs, which shall be in writing and copies of which shall be provided to said members.

Section 9.02 Club Governance: The officers of a member club shall be at least a president, a president-elect, a secretary, and a treasurer. The offices of secretary and treasurer may be combined into one (1) office of secretary-treasurer. The officers, together with at least three (3) directors, shall constitute the club's board of directors. All officers must be active members in-good-standing of the club. The duties of the officers, directors and committees of a member club shall be as prescribed in the club bylaws and as established by policy of Civitan International.

Section 9.03 Club Reports: The secretary of each member club shall submit such reports as may be required by Civitan International. Each club shall make periodic membership reports and dues payments in accordance with the official policies of Civitan International and as the Board of Directors of Civitan International deems necessary for the efficient administration of the corporation.

Section 9.04 Incorporation: Each member club shall be incorporated as a separate nonprofit corporation in the state of the club's residence. Each member club shall adopt the standard form of Articles of Incorporation and Bylaws as provided by Civitan International, or a similar form, approved in advance by Civitan International, not contrary to the Articles of Incorporation and Bylaws of Civitan International. No member club shall amend its Articles of Incorporation or Bylaws without the prior written consent of Civitan International.

Section 9.05 Not Liable for Debts: Civitan International shall not be liable for any of the debts or obligations of the member clubs. The member clubs shall be separate and independent corporations. Civitan International shall, however, provide general liability insurance for its member clubs as outlined in the policies of Civitan International.

ARTICLE X - BOOKS and RECORDS

Civitan International shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of the Board of Directors and committees having any of the authority of the Board.

ARTICLE XI – PARLIAMENTARY AUTHORITY

The rules contained in the most recent edition of Robert's Rules of Order shall provide the rules of procedure for the corporation where they are not inconsistent with the provisions of the Articles of Incorporation or these Bylaws.

ARTICLE XII - CIVITAN YEAR

The fiscal and administrative year for Civitan International and all of its subordinate divisions and clubs shall be from October 1 of each year to September 30 of the following year. Anything contained in these Bylaws to the contrary notwithstanding, the terms of all club, district and elected officers of Civitan International shall be in accordance with the foregoing fiscal and administrative year.

ARTICLE XIII - NAME and EMBLEM

The word "Civitan" and the name and emblem of Civitan International are the property of Civitan International and are registered as such in the various nations where member clubs are located and are protected by the United States Federal Registration Laws. To preserve its rights and to prevent the word "Civitan" and the name and emblem of Civitan International from becoming public property, the Civitan International Board of Directors shall exercise complete control over the use of said word, name and emblem. Permission for use shall be granted by the Board of Directors only when the contemplated use is appropriate to the aims, ideals and purposes of Civitan International and its members clubs.

ARTICLE XIV – AMENDMENTS

Section 14.01 Amendments to Articles of Incorporation: Amendments to the Articles of Incorporation of Civitan International shall be made only at a convention of Civitan International by a two-thirds (2/3) vote of the delegates present and voting. Proposed amendments for consideration by the delegates at a

convention may be submitted by the Board of Directors of Civitan International, a district board of directors, a district convention or a club. Proposed amendments shall be received by the Secretary of Civitan International at least seventy-five (75) days prior to the date of the convention. All amendments to be voted on at the convention shall be published in an official publication of Civitan International not later than twenty (20) days prior to the convention, or shall be mailed to the secretary of each club and the governor of each district not later than twenty (20) days prior to the convention.

Section 14.02 Amendments to Bylaws: These Bylaws may be amended by the Board of Directors of Civitan International, or at a convention of Civitan International, by a majority vote of the delegates present and voting. Amendments to these Bylaws passed by the Board of Directors at any meeting of the Board shall remain in force until the next convention at which time such amendments will be submitted to delegates for their approval or rejection. Proposed amendments for consideration by the delegates at a convention of Civitan International may be submitted by the Board of Directors of Civitan International, a district board of directors, a district convention or a club. Proposed amendments shall be received by the Secretary of the corporation at least seventy-five (75) days prior to the date of the convention. All amendments to be voted on at the convention shall be published in an official publication of Civitan International not later than twenty (20) days prior to the convention, or shall be mailed to the secretary of each chartered club and governor of each district not later than twenty (20) days prior to such convention.

ARTICLE XV - OFFICIAL PUBLICATION

Section 15.01 Civitan Magazine: The Board of Directors of Civitan International shall cause to be published, under its supervision and control, a periodical to be known as the *Civitan Magazine* which shall be an official publication of Civitan International.

Section 15.02. Price: The subscription price of the *Civitan Magazine* shall be as determined by Board of Directors, payable in accordance with the other provisions of the Bylaws.

Amended July 2006 – Detroit, Michigan, International Convention
Amended July 2007 – Orlando, Florida, International Convention
Amended June 2008 – New York, New York – Canadian Cruise Convention
Amended November 2010 – Administrative Housekeeping Correction
Amended July 2011 – New Orleans, Louisiana, International Convention