

# CANADIAN DISTRICT WEST POLICY MANUAL

## INDEX

<b>FUNCTION</b>	<b>SECTION</b>
<b>DISTRICT / GENERAL</b>	<b>D 0100</b>
<b>DISTRICT / CLUB</b>	<b>D 0200</b>
<b>DISTRICT / BOARD</b>	<b>D 0300</b>
<b>DISTRICT / CONVENTIONS</b>	<b>D 0400</b>
<b>DISTRICT / FINANCIAL</b>	<b>D 0500</b>
<b>DISTRICT / PROJECTS</b>	<b>D 0600</b>
<b>DISTRICT / TRAINING</b>	<b>D 0700</b>
<b>DISTRICT / JUNIOR CIVITAN</b>	<b>D 0800</b>
<b>JUNIOR CIVITAN POLICIES</b>	<b>J 0800</b>
<b>DISTRICT / CAMPUS CLUBS</b>	<b>D 0900</b>
<b>DISTRICT / JOB DESCRIPTIONS</b>	<b>D 1000</b>
<b>DISTRICT / AWARDS PROGRAM</b>	<b>D 1100</b>

# CANADIAN DISTRICT WEST POLICY MANUAL

## INDEX BY SECTION

### DISTRICT / GENERAL - D 0100

CONSTITUTION & BY-LAWS	D 0100 – 1
CONFLICT OF POLICY – CONSTITUTION & BY-LAWS	D 0100 – 2
CONSTITUTION & INTERPRETATION OF DISTRICT POLICIES	D 0100 – 3
NAME AND TERRITORIAL JURISDICTION	D 0100 – 4
FISCAL YEAR	D 0100 – 5
CIVITAN DISTRICT IN GOOD STANDING	D 0100 – 6
HONOURARY CANADIAN	D 0100 – 7
POLICY MANUAL	D 0100 – 8
POLICY DEVELOPMENT	D 0100 – 9
POLICY DRAFTING AND DISSEMINATION	D 0100 – 10
INTERNATIONAL INSURANCE	D 0100 – 11
DISTRICT INSURANCE	D 0100 – 12
LEADERSHIP TRAINING AND DEVELOPMENT	D 0100 – 13
BACKGROUND CHECK	D 0100- 14

# **CANADIAN DISTRICT WEST POLICY MANUAL**

## **INDEX BY SECTION**

### **DISTRICT / CLUB - D 0200**

<b>CLUB IN GOOD STANDING</b>	<b>D 0200 – 1</b>
<b>CIVITAN MEMBER IN GOOD STANDING</b>	<b>D 0200 – 2</b>
<b>CLUB RESPONSIBILITY – CONVENTIONS (DELEGATES)</b>	<b>D 0200 – 3</b>
<b>INCORPORATION</b>	<b>D 0200 – 4</b>
<b>REMOVAL OF AN ELECTED CLUB OFFICER FROM OFFICE</b>	<b>D 0200 – 5</b>
<b>COMMUNICATIONS</b>	<b>D 0200 – 6</b>

# CANADIAN DISTRICT WEST POLICY MANUAL

## INDEX BY SECTION

### **DISTRICT / BOARD - D 300**

<b>TERM OF OFFICE</b>	<b>D 0300 – 1</b>
<b>VACANCIES IN OFFICE</b>	<b>D 0300 – 2</b>
<b>BOARD MEETINGS</b>	<b>D 0300 – 3</b>
<b>BOARD ACTIVITIES – OPEN MEETINGS</b>	<b>D 0300 – 4</b>
<b>BOARD ACTIVITIES – MEETING INVITATIONS &amp; VOTING</b>	<b>D 0300 – 5</b>
<b>APPOINTMENTS – SGT-AT-ARMS, CHAPLAIN &amp; CHAIRPERSONS</b>	<b>D 0300 – 6</b>
<b>FOUNDATION LIAISON</b>	<b>D 0300 – 7</b>
<b>OFFICERS COMPENSATION</b>	<b>D 0300 – 8</b>
<b>EXPENDITURES</b>	<b>D 0300 – 9</b>
<b>TRANSACTION APPROVAL – CONVENTION</b>	<b>D 0300 – 10</b>
<b>INTERNATIONAL CONVENTION DELEGATE EXPENSESD</b>	<b>D 0300 – 11</b>
<b>SPECIAL BOARD MEETINGS</b>	<b>D 0300 – 12</b>
<b>NOTICE OF BOARD MEETINGS</b>	<b>D 0300 – 13</b>
<b>SECRETARY &amp; TREASURER &amp; AREA DIRECTOR REPORTS</b>	<b>D 0300 – 14</b>
<b>COMMITTEE REPORTS</b>	<b>D 0300 – 15</b>
<b>BOARD OF DIRECTORS RESPONSIBILITIES</b>	<b>D 0300 – 16</b>
<b>DISTRICT SUPPLIES FROM INTERNATIONAL</b>	<b>D 0300 – 17</b>
<b>FIVE-YEAR PLAN FOR GROWTH</b>	<b>D 0300 – 18</b>
<b>START DATE OF TERM FOR COMMITTEE CHAIRPERSONS</b>	<b>D 0300 – 19</b>
<b>CODE OF ETHICS</b>	<b>D 0300 – 20</b>
<b>CONFIDENTIALITY AGREEMENT</b>	<b>D 0300 – 21</b>

**ISSUE YEAR: 2019 – 2020**

# CANADIAN DISTRICT WEST POLICY MANUAL

## INDEX BY SECTION

### DISTRICT / CONVENTIONS - D 400

CONVENTION AGENDA	D 0400 – 1
CONVENTIONS – MEETING STATUS	D 0400 – 2
APPOINTING OF THE CREDENTIALS COMMITTEE	D 0400 – 3
DUTY OF THE CREDENTIALS COMMITTEE	D 0400 – 4
DELEGATE / ALTERNATE VOTING	D 0400 – 5
DISTRICT ELECTIONS – VOTING	D 0400 – 6
MAJORITY VOTE FOR ELECTIONS	D 0400 – 7
ELECTION CONVENTION	D 0400 – 8
STANDING FOR ELECTED POSITION – GOVERNOR-ELECT	D 0400 – 9
STANDING FOR ELECTED POSITION – AREA DIRECTOR	D 0400 – 10
REGIONAL CONVENTION – DISTRICT SUBSIDIES	D 0400 – 11
TICKET SALES	D 0400 – 12
MEETING AGENDA	D 0400 – 13
CANDIDATE REQUIREMENTS FOR DISTRICT OFFICE	D 0400 – 14
CANDIDATE REQUIREMENTS FOR INTERNATIONAL OFFICE	D 0400 – 15
SELECTION OF CANDIDATE – INTERNATIONAL DIRECTOR	D 0400 – 16
CONVENTION REGISTRATION / CANCELLATION FEES	D 0400 – 17
DISTRICT WEEKEND CONVENTION – DISTRICT SUBSIDY	D 0400 – 18
DISTRICT ONE-DAY CONVENTION – DISTRICT SUBSIDY	D 0400 – 19
PROPOSED ANNUAL BUDGET	D 0400 – 20
CHAIRPERSONS REPORTS	D 0400 – 21

# CANADIAN DISTRICT WEST POLICY MANUAL

## INDEX BY SECTION

### DISTRICT / FINANCIAL - D 500

REVENUE & EXPENDITURES – DUES	D 0500 – 1
GROWTH AND DEVELOPMENT FUND	D 0500 – 2
DISTRICT ACCOUNTS RECEIVABLE	D 0500 – 3
OVERDUE ACCOUNTS	D 0500 – 4
REGISTRATION FEES	D 0500 – 5
COMMITTEE / CHAIRPERSON – SPECIAL ACCOUNTS	D 0500 – 6
CHAIRPERSONS PROJECT FINANCIAL REPORTS	D 0500 – 7
FUNDRAISING – SPECIAL FUNDS	D 0500 – 8
DISTRICT EXPENSES	D 0500 – 9
COMMITTEE CHAIRPERSONS & OTHER ATTENDING CONVENTIONS	D 0500 – 10
DISTRICT AUDITOR	D 0500 – 11
INTERNATIONAL DIRECTOR-ELECT TRAVEL EXPENSES	D 0500 – 12
CLUB LEVY	D 0500 – 13
TRAVEL EXPENSES (MILEAGE – MEALS)	D 0500 – 14
OFFICER / CHAIRPERSON CONVENTION EXPENSES	D 0500 – 15
EXPENDITURES – TAXES	D 0500 – 16
FUNDS ON LOAN TO COMMITTEE (S)	D 0500 – 17
RETENTION OF RECORDS	D 0500 – 18
BUDGETARY SURPLUS	D 0500 – 19

**CANADIAN DISTRICT WEST POLICY MANUAL**

**INDEX BY SECTION**

**DISTRICT / PROJECTS - D 600**

<b>CANDY BOX POLICY</b>	<b>D 0600 – 1</b>
<b>CANDY BOX ADMINISTRATOR</b>	<b>D 0600 – 2</b>
<b>CAKE SALES</b>	<b>D 0600 – 3</b>
<b>CAKE CHAIRPERSON</b>	<b>D 0600 – 4</b>
<b>CIVITAN AWARENESS FUND</b>	<b>D 0600 – 5</b>

**CANADIAN DISTRICT WEST POLICY MANUAL**

**INDEX BY SECTION**

**DISTRICT / TRAINING - D 700**

<b>OFFICER TRAINING ACADEMY</b>	<b>D 0700 – 1</b>
<b>TRAINING STAFF CERTIFICATION</b>	<b>D 0700 – 2</b>
<b>CERTIFICATION OF OFFICER TRAINING OF NEW CLUBS</b>	<b>D 0700 – 3</b>
<b>TRAINING COORDINATOR – JOB DESCRIPTION</b>	<b>D 0700 – 4</b>
<b>ORIENTATION &amp; TRAINING OF INTERNATIONAL DIRECTOR</b>	<b>D 0700 – 5</b>

# CANADIAN DISTRICT WEST POLICY MANUAL

## INDEX BY SECTION

### DISTRICT / JUNIOR CIVITAN - D 800

JUNIOR CHAIRPERSON – JOB DESCRIPTION D 0800 – 1

SNO-DO CHAIRPERSON – JOB DESCRIPTION D 0800 – 1

JUNIOR GOVERNOR (EX-OFFICIO SENIOR BOARD MEETING) D 0800 – 1

**Background Check Requirement for Individuals Involved with Anyone Who Has Not Reached the Age of Majority or is classified as a Special Needs Person. D 800 – 4**

**THE FOLLOWING POLICIES PERTAIN TO THE JUNIOR CIVITAN ORGANIZATION ARE RECORDED IN THIS SECTION UNDER JUNIOR CIVITAN FOR THE BENEFIT OF THE SENIOR MEMBERS WHO ARE INVOLVED IN JUNIOR CIVITAN.**

CONSTITUTION AND BY-LAWS J 0800 – 1

CONFLICT OF CONSTITUTION AND BY-LAWS J 0800 – 2

NAME AND TERRITORIAL JURISDICTION J 0800 – 3

FISCAL YEAR J 0800 – 4

INTERNATIONAL AND DISTRICT DUES J 0800 – 5

JUNIOR CIVITAN CLUB IN GOOD STANDING J 0800 – 6

POLICY BOOK MANUAL J 0800 – 7

POLICY DEVELOPMENT J 0800 – 8

JUNIOR CIVITAN IN GOOD STANDING J 0800 – 9

VACANCIES IN OFFICE J 0800 – 10

JUNIOR DISTRICT BOARD J 0800 – 11

BOARD ACTIVITIES – OPEN MEETINGS J 0800 – 12

ISSUE YEAR: 2019 – 2020

## **CANADIAN DISTRICT WEST POLICY MANUAL**

<b>EXPENDITURES</b>	<b>J 0800 – 13</b>
<b>JUNIOR INTERNATIONAL CONVENTION DELEGATE EXPENSES</b>	<b>J 0800 – 14</b>
<b>NOTICE OF BOARD MEETINGS</b>	<b>J 0800 – 15</b>
<b>DISTRICT / JUNIOR CIVITAN CONTINUED</b>	
<b>ORDERING SUPPLIES FROM CIVITAN INTERNATIONAL</b>	<b>J 0800 – 16</b>
<b>TRAVEL EXPENSES (MEALS &amp; MILEAGE)</b>	<b>J 0800 – 17</b>
<b>JUNIOR GOVERNOR (SENIOR BOARD EX-OFFICIO MEMBER)</b>	<b>J 0800 – 18</b>
<b>NON-PAYMENT OF CLUB &amp; INTERNATIONAL DUES</b>	<b>J 0800 – 19</b>
<b>CHAPERONS</b>	<b>J 0800 – 20</b>
<b>NO-SHOW – DISTRICT EVENTS</b>	<b>J 0800 – 21</b>
<b>JUNIOR ADVISOR</b>	<b>J 0800 – 22</b>
<b>SUBSTANCE ABUSE</b>	<b>J 0800 – 23</b>
<b>JUNIOR TRANSPORTATION</b>	<b>J 0800 – 24</b>
<b>DRESS CODE</b>	<b>J 0800 – 25</b>
<b>JUNIOR CLUB AND JUNIOR ADVISOR CONFLICT</b>	<b>J 0800 – 26</b>
<b>HOSTING A JUNIOR DISTRICT EVENT</b>	<b>J 0800 – 27</b>
<b>ELECTION PROCEDURES FOR THE JUNIOR DISTRICT BOARD</b>	<b>J 0800 – 28</b>
<b>SNO-DO BILLETING</b>	<b>J 0800 – 29</b>
<b>DISTRICT TELEPHONE CALLS</b>	<b>J 0800 – 30</b>
<b>PERMISSION FORM PACKAGE</b>	<b>J 0800 – 31</b>

**CANADIAN DISTRICT WEST POLICY MANUAL**

**INDEX BY SECTION**

**DISTRICT / OPEN - D 900**

**CAMPUS CLUBS – DUES**

**D 0900 – 1**

**ISSUE YEAR: 2019 – 2020**

# CANADIAN DISTRICT WEST POLICY MANUAL

## INDEX BY SECTION

### DISTRICT / JOB DESCRIPTIONS - D 1000

<b>INTERNATIONAL DIRECTOR</b>	<b>D 1000 – 1</b>
<b>IMMEDIATE PAST GOVERNOR</b>	<b>D 1000 – 2</b>
<b>GOVERNOR</b>	<b>D 1000 – 3</b>
<b>GOVERNOR-ELECT</b>	<b>D 1000 – 4</b>
<b>AREA DIRECTOR</b>	<b>D 1000 – 5</b>
<b>AD HOC COMMITTEE (S)</b>	<b>D 1000 – 6</b>
<b>AWARDS CHAIRPERSON</b>	<b>D 1000 – 7</b>
<b>BULLETIN EDITOR</b>	<b>D 1000 – 8</b>
<b>CAKE CHAIRPERSON</b>	<b>D 1000 – 9</b>
<b>CANDY BOX CHAIRPERSON</b>	<b>D 1000 – 10</b>
<b>CHAPLAIN</b>	<b>D 1000 – 11</b>
<b>COMMITTEE CHAIRPERSONS – GENERAL</b>	<b>D 1000 – 12</b>
<b>CONSTITUTION &amp; BY-LAW COMMITTEE</b>	<b>D 1000 – 13</b>
<b>EVENTS CHAIRPERSON</b>	<b>D 1000 – 14</b>
<b>FINANCE COMMITTEE</b>	<b>D 1000 – 15</b>
<b>GROWTH &amp; RETENTION MANAGER</b>	<b>D 1000 – 16</b>
<b>JUDGE ADVOCATE</b>	<b>D 1000 – 17</b>
<b>JUNIOR CIVITAN</b>	<b>D 1000 – 18</b>
<b>SERGEANT-AT-ARMS</b>	<b>D 1000 – 19</b>
<b>SECRETARY</b>	<b>D 1000 – 20</b>
<b>SNO-DO CHAIRPERSON</b>	<b>D 1000 – 21</b>

**ISSUE YEAR: 2019 – 2020**

# CANADIAN DISTRICT WEST POLICY MANUAL

## DISTRICT / JOB DESCRIPTIONS CONTINUED

TRAINING COORDINATOR	D 1000 – 22
TREASURER	D 1000 – 23
DISTRICT HONOUR KEY JUDGING CHAIRPERSON	D 1000 – 24
GOVERNOR-ELECT DESIGNATE	D 1000 – 25
INTERNATIONAL FOUNDATION DISTRICT LIAISON	D 1000 – 26
YOUTH LEADERSHIP AND DIVERSITY CONFERENCE	D 1000 – 27
DANCE-A-THON CHAIRPERSON (REMOVED)	D 1000 – 28
DISTRICT DIRECTORY EDITOR	D 1000 – 29

**CANADIAN DISTRICT WEST POLICY MANUAL**

**INDEX BY SECTION**

**DISTRICT / AWARDS PROGRAM - D 1100**

**AWARDS POLICY**

**D 1100 – 1**

**ISSUE YEAR: 2019 – 2020**