

CANADIAN DISTRICT WEST POLICY MANUAL

SECTION D 800 – JUNIOR CIVITAN

D 800 – 1 - JUNIOR CIVITAN CHAIRPERSON – JOB DESCRIPTION

ADOPTED: 04/90

LAST AMENDED: 03/07

Appointed by the Senior Governor, the Junior Civitan Chairperson is the official adult representative of the Junior Civitan program and the liaison between Junior and Senior Clubs and the Junior and Senior Board of Directors.

RESPONSIBILITIES:

The Junior Chairperson is responsible for properly carrying out the Junior District's administrative functions in accordance with directions from the Junior and Senior District Boards.

DUTIES:

Keep the Senior Governor and District Board informed concerning all activities of the Junior program.

Work with the Junior Governor and Junior Board in planning the year's activities (provide guidance and suggestions – but do not hinder their operation).

Insure that the Junior District and Clubs operate under the Junior Civitan International Constitution and District By-Laws and Policies.

Insure that financial records are kept in accordance with standard procedures set by the Senior District.

Establish a district budget for approval of both Senior and Junior District Boards.

Insure that each established Club pays their Annual International and District dues for their membership. Dues are payable November 1st each year and are delinquent December 1st.

Promote new Club charters as well as growth in established Clubs.

Plan and coordinate with Junior District Officers a Club Officer Training Academy, District Meetings, projects, District Board Meetings and a District Convention in April/May.

DUTIES TO CIVITAN:

Advise the names and addresses of new District/Club Officers immediately upon election.

Assist in collection of dues 60 days or more in arrears.

Promote International Programs, Projects and Conventions to encourage maximum participation.

ISSUE YEAR: 2019 - 2020

CANADIAN DISTRICT WEST POLICY MANUAL

D 800 – 2 - JUNIOR CIVITAN – SNO-DO CHAIRPERSON

ADOPTED: 04/90

LAST AMENDED: 07/12

JOB DESCRIPTION

Coordinate activities for the Junior Civitan International Sno-Do event in consultation with the Youth Development Director at Civitan International World Headquarters.

RESPONSIBILITIES

Establish a Sno-Do committee to be comprised of Junior and Senior Civitan members, Junior Advisor and other interested parties.

In August arrange location and food for planning meeting with Civitan International Youth Development Director.

Hold planning meetings as required with Sno-Do Committee.

Approach Clubs in the District for financial and volunteer support as may be required.

Arrange locations plus food and entertainment for all events.

Arrange special outings for participants (i.e. tours, shopping, sports, etc).

Arrange billeting for participating Junior Governors.

Arrange hotel reservations as required including room for Canadian District West Senior Governor's reception.

Arrange travel within Canada (i.e. buses, donated vans, etc).

Arrange for snowmobiles and enlist support of local snowmobile club.

Arrange for Snow Voyagers Snowmobile Club for training and escort during the snowmobile run.

Arrange additional insurance (as amendment to District Insurance Policy).

Establish a bank account, pay bills and request funds as required from Civitan International.

Promote Sno-Do and Civitan International Research Centre locally and within the District at Conventions and through the District Bulletin.

Keep detailed records and prepare a final report for Civitan International.

Submit billet list to Civitan International Foundation of Canada Treasurer (\$100.00 tax receipt is issued to families who billet for four nights).

RESPONSIBILITIES OF CIVITAN INTERNATIONAL

ISSUE YEAR: 2019 - 2020

CANADIAN DISTRICT WEST POLICY MANUAL

YOUTH DEVELOPMENT DIRECTOR

Arrange funding from Civitan International.

Approve Sno-Do committee decisions.

Make all pre-travel and travel arrangements

Print weekend itinerary.

Arrange Junior Governor's update meeting.

Send invitations to all Clubs in Canadian Districts East and West to the banquet.

Send thank you to all Clubs who assisted.

Arrange for plaques for local businesses as required.

Arrange program for banquet including printed material.

Send thank you to Committee members.

D 800 – 3 - JUNIOR DISTRICT GOVERNOR

ADOPTED: 07/90

LAST AMENDED: 03/96

The Junior District Governor is an ex-officio member of the Senior District Board. While not entitled to voting privileges, the Junior Governor will be encouraged to attend and participate with the Senior District Board at all Senior District Board meetings and Conventions.

D 800 – 4 – JUNIOR CIVITAN - DANCE-A-THON CHAIRPERSON

ADOPTED: 07/90

LAST AMENDED: 02/14

Repealed

D 800 – 4 Background Check Requirement for Individuals Involved with Anyone Who Has Not Reached the Age of Majority

ADOPTED: 02/19

LAST AMENDED:

Any Civitan or non-Civitan who has reached the age of majority, whom interacts with individuals whom have not reached the age of majority in a Civitan sponsored activity, shall be required to submit to a background check every two years to include these minimum requirements:

- Government Verification of identity

ISSUE YEAR: 2019 - 2020

CANADIAN DISTRICT WEST POLICY MANUAL

- • Address History
- • National Criminal History Database Search
- • Sex Offender Registry Search
- • Local Criminal Search

The following positions or individuals shall submit to a background check:

- • International directors
- • International candidates
- • International Director liaison
- • District Junior Civitan chair
- • Sponsoring Club liaison (s)
- • Club advisor
- • Chaperones
- • Sno-Do volunteers
- • Dance-a-thon volunteers
- • Civitan International staff

The individual, sponsoring Civitan club or district shall bear the cost of the background checks.

CANADIAN DISTRICT WEST POLICY MANUAL

SECTION J 800 – JUNIOR CIVITAN

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

J 800 – 1 - CONSTITUTION AND BYLAWS

ADOPTED: 08/94 LAST AMENDED:

The Constitution and Bylaws of Junior Civitan International shall be the Constitution and Bylaws of Canadian District West Junior Civitan.

The Bylaws and Policies of Canadian District West Junior Civitan must not conflict with the Bylaws and Policies of Canadian District West Senior Civitan.

J 800 – 2 - CONFLICT OF CONSTITUTION AND BYLAWS OR POLICIES

ADOPTED: 08/94 LAST AMENDED:

In the event of a conflict between a Junior District Policy and the Constitution and Bylaws of Junior Civitan International and/or the Policies of the Senior District of Canadian District West, the Constitution and By-laws of Junior Civitan International and the Senior Policies of the District shall prevail.

J 800 – 3 - NAME AND TERRITORIAL JURISDICTION

ADOPTED: 08/94 LAST AMENDED:

The name of this association shall be the Canadian District West Junior Civitan of Civitan International, hereafter called “the Junior District” and the Junior District shall have jurisdiction over all duly chartered Junior Civitan Clubs west of the line drawn between the westerly limits of the towns of Trenton and Mattawa and its extensions in the Province of Ontario, or as established by the Board of Directors of Civitan International.

J 800 – 4 - FISCAL YEAR

ADOPTED: 08/94 LAST AMENDED:

The Fiscal year of the Junior District commences July first of each year and shall end on the thirtieth day of June of the following year.

ISSUE YEAR: 2019 - 2020

CANADIAN DISTRICT WEST POLICY MANUAL

NOTE: The fiscal year of the Senior Canadian District West Civitan Organization commences October first of each year and ends on the thirtieth day of September of the following year.

J 800 – 5 - INTERNATIONAL AND DISTRICT DUES

ADOPTED: 08/94 LAST AMENDED:

The International and District dues are due November first.

The dues are set by Junior Civitan International in accordance with Junior International Bylaw Article X – Revenue, Section 1.

J 800 – 6 - JUNIOR CIVITAN CLUB IN GOOD STANDING

ADOPTED: 08/94 LAST AMENDED:

A Junior Civitan Club in GOOD STANDING shall be any Club which:

Is current in its financial obligations and sends appropriate reports to the Junior District and to Junior Civitan International;

Is operating in accordance with the current Constitution, Bylaws and Policies of Junior Civitan International;

Has had all it's Club officers properly trained at the Junior District's annual training academy;

Has NOT missed two consecutive District Meetings without providing a valid reason in writing to the District Governor and the Junior District Chairperson within FIFTEEN DAYS of the District Meeting.

A violation of any part of this policy will result in the loss of voting rights at all District and International functions.

J 800 – 7 - POLICY BOOK MANUAL

ADOPTED: 08/94 LAST AMENDED:

This manual is maintained by the Junior Civitan Chairperson.

The manual will be reviewed annually with all Junior Club Presidents, Club Advisors, Junior Civitan Chairperson, Junior Governor and Senior Governor. It will be given out to the Club Presidents and Club Advisors at the annual Training Academy.

J 800 – 8 - POLICY DEVELOPMENT

ADOPTED: 08/94 LAST AMENDED:

ISSUE YEAR: 2019 - 2020

CANADIAN DISTRICT WEST POLICY MANUAL

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

J 800 – 8 - POLICY DEVELOPMENT CONTINUED:

The Junior District Board accepts the definitions of policy as:

Policies adopted by the Junior District 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 of the Junior District, should have sufficient flexibility to administer the intent of the policy and focused enough to give clear guidance. Policies are guides for action by the Junior District Board, which then sets the rules and regulations to provide specific directions.

It is the Junior District Board's intent that its policies serve as sources of information and guidance for all Junior Civitans in Canadian District West.

Changes in needs, conditions, purposes and objectives will require revisions, deletions and additions to the policies of present and future Boards. The Junior Board will welcome suggestions for ongoing policy development.

Any new policy or changes in old policies must be approved by the Senior District Board of Canadian District West before being adopted.

J 800 – 9 - JUNIOR CIVITAN IN GOOD STANDING

ADOPTED: 08/94

LAST AMENDED:

A member in good standing shall be:

Between twelve and eighteen years of age as of July first or a full time high school student. Membership extended to a full time high school student over the age of eighteen years of age must be ratified by the sponsoring Senior Club, the Junior Civitan Chairperson and the Senior Board.

Of good character and reputation.

An active member of a Junior Civitan Club in good standing.

Not delinquent in his/her financial obligations to his/her Club, Junior Civitan District or Junior Civitan International.

In compliance with Club, Junior Civitan District and Junior Civitan International requirements concerning attendance, duties and obligations.

Not in a status of membership suspension and revocation and is not in a provisional or probationary status.

ISSUE YEAR: 2019 - 2020

CANADIAN DISTRICT WEST POLICY MANUAL

A member in good standing may transfer his/her membership from one club to another only if he/she obtains a release from the originating club in the form of a letter signed by the Junior Advisor and the Club President.

J 800 – 10 - VACANCIES IN OFFICE

ADOPTED: 08/94 LAST AMENDED:

Should office of both the GOVERNOR and DEPUTY GOVERNOR be vacant at the same time, the Junior District Board shall appoint a GOVERNOR, who will hold office until the next CONVENTION when both offices shall be filled by election. Such appointments to an unexpired term shall not bar a person's eligibility for election to the next regular term.

J 800 – 11 - JUNIOR DISTRICT BOARD

ADOPTED: 08/94 LAST AMENDED: 03/01

The Junior District Board consists of the Governor, Deputy Governor, Public Relations Coordinator, the Secretary-Treasurer, and the area Lieutenant Governors.

J 800 – 12 - BOARD ACTIVITIES – OPEN MEETINGS

ADOPTED: 08/94 LAST AMENDED:

All Junior District Board Meetings shall be open to all Junior District members, Junior Advisors and the Junior Civitan Chairperson unless by majority vote the Junior District Executive Board decides to meet in-camera. In the event an in-camera session is voted for, the meeting room will be cleared of everyone except the elected members of the Junior District Board and the Junior Civitan Chairperson. When the in-camera session has ended the meeting will once again be open to everyone.

J 800 – 13 - EXPENDITURES

ADOPTED: 08/94 LAST AMENDED: 03/07 03/12

All Junior District expenditures shall be approved by the Junior Civitan Chairperson and shall be made by cheque signed by any two of the authorized signing officers, these to be the Junior Governor, the Senior Governor, the Senior District Treasurer or the Junior Civitan Chairperson.

A request for reimbursement of funds shall be submitted within 60 days of an event or the amount shall be forfeited, except at the fiscal year end, when expenses will be submitted within 15 days of the year end or they shall be forfeited. (SEE APPENDIX "A") Junior exp sheet to be added

Monthly expenditure reports must be made to the Senior District Board by the Junior Civitan Chairperson.

ISSUE YEAR: 2019 - 2020

CANADIAN DISTRICT WEST POLICY MANUAL

J 800 – 14 - JUNIOR INTERNATIONAL CONVENTION DELEGATE EXPENSES

ADOPTED: 08/94

LAST AMENDED: 03/12

JUNIOR GOVERNOR & DEPUTY GOVERNOR EXPENSES:

The Junior District will allocate funds in the Annual Junior District Budget to cover the expenses relating to the Junior International Convention. Said funds shall be utilized by the incoming GOVERNOR and DEPUTY GOVERNOR who shall serve as the TWO JUNIOR DISTRICT VOTING DELEGATES.

At the Junior International Convention, the Governor and Deputy Governor shall attend all meetings pertaining to the training of Governors and Deputy Governors.

CHAPERONES:

The Junior District Budget will allocate funds in the Annual Junior Budget to cover the expenses relating to the Chaperones attending the Junior International Convention. Said funds shall be utilized by the incoming Junior Chair as well as a second Chaperone (male or female as required) as long as more than one Junior is in attendance.

J 800 – 15 - NOTICE OF BOARD MEETINGS

ADOPTED: 08/94

LAST AMENDED:

At least fifteen (15) days written notice shall be given announcing all Junior District Board meetings to all its members and to all Club Presidents and Club Advisors.

J 800 – 16 - ORDERING SUPPLIES FROM CIVITAN INTERNATIONAL

ADOPTED: 08/94

LAST AMENDED:

All supplies being ordered on behalf of Canadian District West Junior Civitan must first be authorized by the Junior Civitan Chairperson. Any such orders must be delivered to and be billed to the Junior Civitan Chairperson.

J 800 – 17 - TRAVEL EXPENSES (MEALS AND MILEAGE)

ADOPTED: 08/94

LAST AMENDED: 03/12

Authorized travel expenses for JUNIOR DISTRICT OFFICERS and the JUNIOR CIVITAN CHAIRPERSON shall be reimbursed at a maximum of:

Mileage:

\$0.20 cents per kilometer (as per MapQuest Maps). (District Board to review payment schedule).

Meals:

\$ 5.00 – Breakfast \$ 8.00 with itemized receipt including all applicable taxes and gratuities.

ISSUE YEAR: 2019 - 2020

CANADIAN DISTRICT WEST POLICY MANUAL

\$ 7.00 – Lunch \$ 12.00 with itemized receipt including all applicable taxes and gratuities.

\$10.00 – Dinner \$ 20.00 with itemized receipt including all applicable taxes and gratuities.

J 800 – 18 - JUNIOR DISTRICT GOVERNOR (SENIOR BOARD EX-OFFICIO MEMBER)

ADOPTED: 08/94 LAST AMENDED:

The Junior District Governor is an ex-officio member of the Senior District Board. While not entitled to voting privileges, the Junior Governor will be encouraged to attend and participate with the Senior Board at all Senior District Board Meetings and Conventions.

J 800 – 19 - NON-PAYMENT OF CLUB AND INTERNATIONAL DUES

ADOPTED: 08/94 LAST AMENDED:

Any Club that has not paid its dues by November twenty-fifth will be given a written notice and will be considered not in good standing. If dues are not received at Junior Civitan International by the annual Junior Civitan International Convention the Club will be dropped from the rolls of active Junior Clubs.

The Club will be required to be officially “re-chartered” if the Club wants to become reactivated the following year.

J 800 – 20 – JUNIOR ADVISOR’S (CHAPERONES)

ADOPTED: 08/94 LAST AMENDED: 03/12

It is mandatory that the minimum age limit for a chaperon at any Junior District event be TWENTY-ONE years of age and that he/she be approved by the sponsoring Senior Club and the Junior Civitan Chairperson.

Each Club shall provide ONE chaperone for every TEN Juniors.

The Junior Civitan Chairperson will be notified of any violation and will discipline any Club involved after the disciplinary action has been reviewed and approved by the Senior District Governor who may take it to the Senior District Board if necessary.

J 800 – 21 - NO SHOW – DISTRICT EVENT

ADOPTED: 08/94 LAST AMENDED:

For any Junior District event, a Junior Club member will be expected to send in a completed registration form to indicate that he/she will be attending. Should that person subsequently be a “no show” for the event, he/she will be expected to pay for the registration and will not receive any reimbursement from the Junior District. Violation of this policy will result in the member being considered “not in good standing”.

ISSUE YEAR: 2019 - 2020

CANADIAN DISTRICT WEST POLICY MANUAL

Should a cancellation be due to a bonafide emergency (death, illness, family emergency) it shall be honoured regardless of the date and a full refund will be provided.

J 800 – 22 - JUNIOR ADVISOR

ADOPTED: 08/94 LAST AMENDED:

A Junior Advisor or a representative from the sponsoring Senior Club must attend Junior District meetings where members of his/her Junior Club are in attendance.

A Junior Advisor should do everything possible to ensure that their Junior Club is represented at all Junior District functions.

Junior Advisors are encouraged to maintain friendly relations with their Junior charges. However, should an unusual relationship develop between a Junior Advisor or a Senior Civitan and a Junior member, the Junior

Civitan Chairperson will report the situation to the Senior Club concerned and the Senior District Board for appropriate action.

J 800 – 23 - SUBSTANCE ABUSE

ADOPTED: 08/94 LAST AMENDED:

Anyone determined to be under the influence of non-prescription drugs or alcohol at a Canadian District West Junior Event will be expelled from Junior Civitan.

If the violator is a Senior Civitan or Junior Advisor, the Junior Civitan Chairperson will report the incident to the Senior Club concerned and the Senior District Board for appropriate action.

J 800 – 24 - JUNIOR TRANSPORTATION

ADOPTED: 08/94 LAST AMENDED: 03/07

No Junior Civitan will be allowed to drive to any Junior or Senior District event unless the following procedure has been followed:

The Junior's Advisor has given his/her permission;

The parent or guardian of all Juniors involved, driver and passengers must give their permission in writing to the appropriate Club Advisor;

The Junior Civitan Chairperson must be informed by the Advisor and must give his/her permission;

Upon arrival at the Junior District Event, the driver's car keys must be turned over to the Junior Civitan Chairperson or his/her designate.

ISSUE YEAR: 2019 - 2020

CANADIAN DISTRICT WEST POLICY MANUAL

J 800 – 25 - DRESS CODE

ADOPTED: 08/94 LAST AMENDED:

There will be a dress code established for each Junior and/or Senior District function and the dress code will be followed for the entire event.

Most events will be casual unless otherwise stated. No offensive clothing will be tolerated. Any violation of the established dress code as determined by the Junior Civitan Chairperson will result in the person being asked to comply or leave the event.

J 800 – 26 - JUNIOR CLUB AND JUNIOR ADVISOR CONFLICT

ADOPTED: 08/94 LAST AMENDED:

Any conflict between a Junior Club and the Junior Advisor will be reported by the Junior Civitan Chairperson to the sponsoring Senior Club and if unresolved, will then be taken to the Senior District Board for appropriate action.

J 800 – 27 - HOSTING A JUNIOR DISTRICT EVENT

ADOPTED: 08/94 LAST AMENDED: 09/14

As Host of a Junior District Event, a Club is responsible for a number of things to ensure that the function is a total success. As a guide the following steps should be taken:

Should involve a meeting, social component, an aspect of volunteerism and dinner (a speaker is optional) with the appropriate time line to be established.

The Host club is to put the agenda for the day together including the things above (allocating 1 hour for the meeting) The agenda to be sent to the Governor and Junior Chair 2 weeks prior to event for review in the event additional time might be required for meeting.

Deadlines for registration: 2 weeks before event numbers and registration forms should be in (with any dietary restrictions indicated) but 5 days before the event *district no show policy* is in effect and the numbers sent in will not be changed (you can no longer register and if club members cancel without just cause, the club will have to pay the cost for the day)

The hosting club must make a flyer and send it to the Governor 5 weeks prior to the event in order for the Governor to send to the membership

The PRC will post on our district Facebook and supply information to the Web Master for the website

ISSUE YEAR: 2019 - 2020

CANADIAN DISTRICT WEST POLICY MANUAL

\$20 Maximum per person – this cost should cover all the club’s expenses and any extra money is the clubs to keep

Registrations must be CC sent to Governor, Junior Chair and the lieutenant governors.

J 800 – 28 - ELECTION PROCEDURES FOR THE JUNIOR DISTRICT BOARD

ADOPTED: 08/94 LAST AMENDED:

Elections will be held at the Annual Junior Convention and the following procedures should be followed:

A letter of intent from the candidates will be sent to the Junior Governor and the Junior Civitan Chairperson no later than TEN days prior to the Convention;

All candidates must be nominated and duly seconded at the Convention by voting delegates;

Further nominations from the floor may then take place for each office to be filled;

A list of those nominated should immediately be circulated to all the voting delegates;

For the election to be valid, at least fifty-one (51) percent of the Junior District’s Clubs must be represented at the Convention (voting by proxy will not be accepted);

Voting will start for the office of Governor. When the Governor has been chosen, unsuccessful candidates, if any for that office may then be nominated for any of the remaining offices to be voted on;

Voting will continue for Deputy Governor, Secretary and Lieutenant Governors. In each case, unsuccessful candidates, if any for that office may then be nominated for any of the remaining offices to be voted on;

In the event of a tie vote where three or more persons are running for that office, the candidate polling the least number of votes is dropped from the ballot and another vote is taken for the remaining candidates. If only two candidates are running the current governor may cast the deciding vote;

A report listing the newly elected officers must be sent to Junior Civitan International, the Senior Governor and the Senior Governor-Elect within thirty days of the election.

J 800 – 29 - SNO-DO BILLETING

ADOPTED: 08/94 LAST AMENDED:

Only the Junior District Governor is allowed to be billeted during the Sno-Do event.

J 800 – 30 - DISTRICT TELEPHONE CALLS

ISSUE YEAR: 2019 - 2020

CANADIAN DISTRICT WEST POLICY MANUAL

ADOPTED: 0//94

LAST AMENDED:

The cost of long distance telephone calls by the District Officers that are required to conduct the business of the Junior District (maximum ten minutes) will be reimbursed. The Junior Civitan Chairperson has the right to question all calls.

J 800 – 31 - PERMISSION FORM PACKAGE

ADOPTED: 08/94

LAST AMENDED:

For all Junior District overnight events, the Junior Civitan Chairperson will send the appropriate permission form package to the Junior Advisor. The Junior Advisor in turn will be responsible to distribute the form package to all the Club members. A form package must be completed and returned to the Junior Civitan Chairperson before a Junior will be allowed to attend the event (SEE APPENDIX “B” – sample of the package).