

CANADIAN DISTRICT WEST POLICY MANUAL

SECTION D 0100 - GENERAL

D 0100-1 – AMENDED AND RESTATED ARTICLES OF INCORPORATION OF CIVITAN INTERNATIONAL & BY-LAWS

ADOPTED: 06/86 LAST AMENDED: 03/12

The amended and restated Articles of Incorporation of Civitan International and Bylaws of Civitan International shall be the Constitution and Bylaws of Canadian District West.

D 0100 – 2 - CONFLICT OF POLICY / CONSTITUTION & BY-LAWS

ADOPTED: 06/86 LAST AMENDED: 03/12

In the event of conflict of any District Policy with the amended and restated Articles of Incorporation of Civitan International and By-Laws of Civitan International, the latter shall prevail.

D 0100 – 3 - CONSTRUCTION & INTERPRETATION - DISTRICT POLICIES

ADOPTED: 06/86 LAST AMENDED: 03/12

The construction and interpretation of the Policies of the District by the District Board shall be final and binding, unless such construction and interpretation be rescinded at a subsequent Annual Convention of the District; provided that any provision of these policies or any amendments to the policies ruled by the International Judge-Advocate to be contrary to or in conflict with the amended and restated Articles of Incorporation of Civitan International and Bylaws of Civitan International shall be void. Any ruling by the International Judge-Advocate may be appealed to the Board of Directors of Civitan International.

D 0100 – 4 - NAME & TERRITORIAL JURISDICTION

ADOPTED: 06/86 LAST AMENDED: 01/07

The name of this association shall be the Canadian District West of Civitan International, hereafter called “the District” and the District shall have jurisdiction over all duly chartered 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.

D 0100 – 5 - FISCAL YEAR

ADOPTED: 06/86 LAST AMENDED:

The fiscal year of the District commences October 1st of each year and shall end on the thirtieth day of September of the following year.

D 0100 – 6 - CIVITAN DISTRICT IN GOOD STANDING

ADOPTED: 07/86 LAST AMENDED: 02/19

Reference International Policy 0305 LAST AMENDED 10/18

ISSUE YEAR: 2019 - 2020

CANADIAN DISTRICT WEST POLICY MANUAL

Cross Reference International Policies #305 # 0306, #0307

The international board shall monitor all activities of a district. Only the international board has the authority to place a district on probation. If 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 policy #0306, "Sanctions for Districts Which Fail To Maintain Good Standing."

A Civitan District in GOOD STANDING is any district which has not been placed on probation by the international board.

Districts in-good-standing shall:

Remain current in its financial obligations and reports to Civitan International.

Operates in accordance with the amended and restated Articles of Incorporation of Civitan International, By-Laws and Policies of Civitan International.

Have the following trained officers, as required by Civitan International: Governor, Governor-elect and Area Director.

Have a growth plan on file with Civitan International for the current administrative year.

Have a current copy of their district policies on file with Civitan International.

D 0100 – 7 - HONOURARY CANADIAN

ADOPTED: 04/89

LAST AMENDED: 07/07

A framed scroll the Canadian Maple Leaf sweater and a Canadian Flag may be presented at the International Convention to a NON-CANADIAN for outstanding assistance and support of Canadian Civitan's.

Nominations for Honourary Canadian may be made by any Civitan Club or Member in GOOD STANDING.

Applications must be made in writing and received by the District Governor prior to **March 15th**. Only nominations received in accordance with the provisions of this policy will be eligible for consideration by the committee.

The individual will be chosen from the nominations received by a committee consisting of the International Director, Governor and Governor-Elect from Canadian District West, Canadian Northern Lights and Canada True North at the Region Five Governors Update.

Should the Committee feel there is not a suitable candidate there will not be a Honourary Canadian named in that Civitan Year.

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

ISSUE YEAR: 2019 - 2020

CANADIAN DISTRICT WEST POLICY MANUAL

D 0100 – 8 - POLICY MANUAL

ADOPTED: 04/90

LAST AMENDED: 03/12

This manual is maintained by the District Judge Advocate.

The manual will be maintained on a CD-ROM in a PDF format and will be distributed as follows:

All members of the Elected District Board including District Treasurer, District Secretary, and the Judge Advocate, District Chairpersons and All Club Presidents.

The Policy manual will also be available to the membership on the Canadian District West web site.

NOTES:

1: Additional discs will be available for issue to New Clubs on Charter and will be part of their training package.

D 0100 – 9 - POLICY DEVELOPMENT

ADOPTED: 04/90

LAST AMENDED: 01/07

It is the intent of the 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.

The District Board considers policy development and execution of its policies as one of its chief functions.

The District Board accepts the definition of policy as:

Policies are principles adopted by the 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 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 regulation to provide specific directions.

It is the District Board's intent that its policies serve as sources of information and guidance for all 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 District Boards. The District Board will welcome suggestions for on-going policy development.

D 0100 – 10 - POLICY DRAFTING & DISSEMINATION

ADOPTED: 04/90

LAST AMENDED: 03/12

POLICY DRAFTING

Adoption of new policies or changing existing policies is solely the responsibility of the District Board.

ISSUE YEAR: 2019 - 2020

CANADIAN DISTRICT WEST POLICY MANUAL

The Governor shall report to the District Board from time to time on the policies in operation and shall propose such changes as deemed necessary.

Proposals for new policies, or changes in existing policies, may be initiated in writing by any Board member, Club or Civitan member. The policy proposals shall be referred to the governor for detailed study and review by the District Judge Advocate prior to consideration by the District Board.

POLICY DISSEMINATION

The Judge Advocate is directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the District Board and the administrative rules and regulations needed to put them into effect.

The District Policy Manual, in its entirety, shall be presented to each District Officer serving on the District Board upon taking office and Club Presidents at the Annual Geographic Training.

D 0100 - 11 - INTERNATIONAL INSURANCE

REFERENCE- CIVITAN INTERNATIONAL BY-LAW ARTICLE X section 4 as applies.

D 0100 - 12 - DISTRICT INSURANCE

ADOPTED: 10/ 02

LAST AMENDED 06/11

The insurance policy in effect only covers Canadian District West

The insurance fee of three dollars \$3.00 per member shall be billed once yearly, in the January quarterly billing based on the December roster from Civitan International.

Clubs signing new members after the billing date will not be required to forward an additional three dollar \$3.00 fee per new member for insurance coverage.

D 0100- 13- LEADERSHIP TRAINING AND DEVELOPMENT

ADOPTED: 07/04

LAST AMENDED

Reference International Policy 0406

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;

To provide opportunities for personal growth and development which benefit the member and the organization.

To maximize the ability of clubs to attract new members, establish new clubs and retain existing membership.

To improve the management of the club, district and international.

ISSUE YEAR: 2019 - 2020

CANADIAN DISTRICT WEST POLICY MANUAL

To provide leadership support essential to accomplish the mission of the program on club, district and international levels.

To identify, cultivate and monitor the development of future leaders for clubs, districts and international.

To educate new members as to history, structure, internationality and opportunities for leadership and development in the organization.

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

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

D-0100-14 Background Check

Background Check Requirement for Individuals Involved with Anyone Who Has Not Reached the Age of Majority and Individuals classified as Special Needs and Additional Protection Measures

Adopted: 02/19 Last Amended: 02/20

Any Civitan or non-Civitan who has reached the age of majority, who is in a capacity of acting as a chaperone, monitor or in any similar capacity where they are required or expected to have regular interaction and communication with a youth attending a Civitan event, shall be required to submit to a background check every two years to include these minimum requirements:

- Government Verification of identity
- 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 to the Junior Civitan International Board
- Club builders of Junior Civitan clubs
- District Junior Civitan chair
- Sponsoring club liaison (s)
- Junior Civitan club advisor
- Chaperones
- Sno-Do volunteers
- Dance-a-thon volunteers
- Civitan International staff

In addition, the following positions or individuals shall also submit to a motor vehicle check every two years:

- District Junior Civitan chairs

ISSUE YEAR: 2019 - 2020

CANADIAN DISTRICT WEST POLICY MANUAL

- Chaperones or club advisors who regularly drive Junior Civitans under the age of 18 to Civitan/Junior Civitan events and projects
- Civitan International staff liaisons to the Junior Civitan program or its events
- Youth Convention volunteers
- Club advisors and club builders for clubs including people with I/DD

The district shall bear the cost of the background checks and motor vehicle checks.

Civitan International will provide a program for volunteers on the club and district levels to undergo such background checks and driver abstract checks, at their own will and at the discretion of club and district leadership. Proof of such checks conducted in the district for the above-mentioned positions are required to be turned into Civitan International on an annual basis.

Additional protective measures for children and individuals with disabilities are outlined in the Civitan International Protection Guide for Children and Individuals with Disabilities document, which is available on www.civitan.org. All club, district and International efforts should reflect these guidelines.

CANADIAN DISTRICT WEST POLICY MANUAL

D-0100-15 Civitan Communications Projects

Adopted: 02/20 Amended:

Internationals 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. Any logo or messaging used externally should reflect the parent brand, and not a particular person or specialized slogan that is only applicable for a short period.

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 marketing staff or the Executive Vice President at Civitan International for review and approval. This will ultimately ensure that the image, graphics, unity of style, and message of Civitan is consistent.