

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 DELETED 03/24

Canadian District West has its own By-Laws.

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

ADOPTED: 06/86 LAST AMENDED: 03/12 DELETED 03/24

D 0100 – 3 - CONSTRUCTION & INTERPRETATION - DISTRICT POLICIES

ADOPTED: 06/86 LAST AMENDED: 03/24

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of the District by the District Board shall be final and binding, unless such construction and interpretation be rescinded at a subsequent Annual Convention of the District; provided that any provision of these policies or any amendments to the policies ruled by the Judge-Advocate to be contrary to or in conflict with the amended and restated Canadian District West Bylaws..

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.

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: 03/24 DELETED 09/24

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D 0100 – 7- POLICY MANUAL

ADOPTED: 04/90

LAST AMENDED: 03/24

This manual is maintained by the District Judge Advocate.

The manual will be maintained electronically 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 copies will be available for issue to New Clubs on Charter and will be part of their training package.

D 0100 – 8- POLICY DEVELOPMENT

ADOPTED: 04/90

LAST AMENDED: 03/24

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 – 9- POLICY DRAFTING & DISSEMINATION

ADOPTED: 04/90

LAST AMENDED: 03/24

POLICY DRAFTING

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

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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 Training.

D 0100 - 10- DISTRICT INSURANCE

ADOPTED: 10/ 02

LAST AMENDED 03/24

The insurance policy in effect only covers Canadian District West

The insurance fee of five dollars \$5.00 per member shall be billed once yearly, in the January quarterly billing based on the September roster from Civitan International.

Clubs signing new members after the billing date will not be required to forward an additional five dollars \$5.00 fee per new member for insurance coverage.

D 0100- 11- LEADERSHIP TRAINING AND DEVELOPMENT

ADOPTED: 07/04

LAST AMENDED 09/24

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

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

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

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To educate new members as to history, structure 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 and district.

To develop a leadership training resource tool for use in the district.

D-0100-12 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: 03/24

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:

- Club builders of Junior Civitan clubs
- District Junior Civitan chair
- Sponsoring club liaison (s)
- Junior Civitan club advisor
- Chaperones
- Project volunteers

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

- District Junior Civitan chairs
- Chaperones or club advisors who regularly drive Junior Civitans under the age of 18 to Civitan/Junior Civitan events and projects
- 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.

Proof of such checks conducted in the district for the above-mentioned positions are required to be turned into the District on an annual basis.

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D-0100-13 CIVITAN COMMUNICATIONS PROJECTS

Adopted: 02/20 Amended: 03/24

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.

D-0100- 14 DISTRICT WEST WEBSITE GOVERNANCE POLICY

Adopted: 04/20 Amended: 03/24

Responsible Authority:

Web Administrator

Communications Chair

Approval Authority:

Governor

Governor-Elect

Immediate Past Governor

Past Governor-Director

Original Policy Approval Date:

Last Reviewed Date:

Mandatory Revision Date:

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Appendix 1: Content Approvers

Purpose

To provide direction and procedures surrounding the creation of content and the maintenance of the website.

To ensure that the information communicated on civitan.on.ca is accurate, well organized and up to date.

Scope

This policy does not pertain to social media channels as these are not under the control of District West and the Web Administrator and Communications Chair. This policy only applies to civitan.on.ca and all sub-sites including but not limited to club sites. The District Junior website has its own governance policy.

Definitions

Content Creators: Create and/or maintain content for civitan.on.ca and all sub-sites including but not limited to club sites

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Content Approvers/Owners: Individuals who are accountable for the content on the pages of the website under their jurisdiction. Involves both approving and monitoring pages for accuracy and currency.

Policy

Canadian District West has developed a District West Website Governance Policy in order to maintain an optimal user experience at the District's website, civitan.on.ca and all sub-sites including but not limited to club sites. It is intended to provide policies and guidance to members who participate in content creation, web development or maintenance of the site. The website must be maintained on a constant basis to keep up with user trends and requests. Ultimately, this policy should result in a more engaging website, providing the best possible experience for all users.

Given that the content for the District and club websites are provided by members and District Chairs, it is imperative that all web pages are reviewed on a regular basis and updates sent to the Web Administrator and/or Communications Chair. Failure to do so results in outdated information and the possible suspension of said web pages pending the required updates.

Profanity, racist, discriminatory, derogative and/or demeaning language will not be tolerated. All photos will be deemed in good taste and in the best interest of the District before being posted. It is the responsibility of the Web Administrator and the Communications Chair to ensure that all content is deemed accessible and in line with the values of Civitan.

The Web Administrator will hold the position of Chair for the District West Website Governance Policy Committee and will be responsible for maintaining the Policy as outlined above. The District West Website Governance Policy Committee will conduct business via email and in person at District meetings if deemed necessary.

Procedure

The maintenance of civitan.on.ca is a collaborative effort that involves the Web Administrator, Communications Chair, Governor, Governor-Elect, and others as required. An ad hoc committee has been established to ensure that web governance policies remain current, communicated, and enforcement enacted if warranted.

1.0 District West Website Governance Policy

1.1 Set the overall direction and determine priorities for civitan.on.ca and all sub-sites.

1.2 Ensure that future decisions affecting the website follow established best practice guidelines and remain consistent with the District goals.

1.3 Provide direction on the overall look and feel, and navigation of the website.

1.4 Ensure that the website meets all legal and regulatory requirements, including Accessibility for Ontarians with Disabilities Act (AODA) compliance.

1.5 Investigate any non-compliance issues reported.

1.6 Evaluate user feedback to continually evolve web design, and governance.

1.7 The District Website Governance Policy will be reviewed yearly by the Web Administrator and Communications Chair following the start of a new Civitan year. Any and all changes will be forwarded to the District West Website Governance Policy Committee.

1.8 On a yearly basis the design (look and feel) will be reviewed by the Web Administrator and the Communications Chair. If a redesign is deemed necessary, a prototype site will be created and made available to the members of the District West Website Governance Policy Committee for input and direction.

1.9 Prior to the redesign of the website going live it will require the approval of the District West Website Governance Policy Committee.

Non-Compliance

This policy has been sanctioned by the District West Website Governance Policy Committee to ensure compliance around web content, web development, and maintenance. Any identified content that has not met the standards of this policy will not be posted to the web site or will be removed from the website.

Supporting Documentation

Appendix 1: Table of content creators and content owners/approvers

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Appendix 1: Content Approvers

Web Administrator

Communications Chair

Governor

Governor-Elect

Immediate Past Governor

Past Governor-Director

Additional members appointed by the District Website Governance Policy Ad Hoc Committee

D-0100- 15 DISTRICT WEST JUNIOR WEBSITE GOVERNANCE POLICY

Adopted 04/20 Amended: 03/24

Responsible Authority:

District Web Administrator

District Communications Chair

Approval Authority:

District Governor

District Governor-Elect

District Junior Chair(s)

District Junior Governor

Original Policy Approval Date:

Last Reviewed Date:

Mandatory Revision Date:

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Purpose

To provide direction and procedures surrounding the creation of content and the maintenance of the District West Junior Civitan website. To ensure that the information communicated on civitan.on.ca/juniors is accurate, well organized, and up to date.

Scope

This policy only applies to civitan.on.ca/juniors and all sub-sites including but not limited to Junior club sites. In addition, this policy pertains to social media channels created by the District West Junior Civitan clubs as these reflect the values of Civitan.

Definitions

Content Creators: Create and/or maintain content for civitan.on.ca/juniors and all sub-sites including but not limited to club sites

Content Approvers/Owners: Individuals who are accountable for the content on the pages of the website under their jurisdiction. Involves both approving and monitoring pages for accuracy and currency.

Policy

Canadian District West has developed a District West Junior Civitan Website Governance Policy in order to maintain an optimal user experience at the District's Junior website, civitan.on.ca/juniors and all sub-sites

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including but not limited to club sites. It is intended to provide policies and guidance to members who participate in content creation, web development or maintenance of the site. The website must be maintained on a constant basis to keep up with user trends and requests. Ultimately, this policy should result in a more engaging website, providing the best possible experience for all users.

Given that the content for the Junior District and club websites are provided by members and Junior District Chairs, it is imperative that all web pages are reviewed on a regular basis and updates sent to the District Web Administrator and/or District Communications Chair. Failure to do so results in outdated information and the possible suspension of said web pages pending the required updates. When information is deemed outdated contact will be made with the Junior Governor and the District Web Administrator and District Communications Chair will be copied. Given the workload on our Junior members (school, home life, Civitan, etc.) fourteen (14) days will be allowed for a reply. Should a reply not be received within the fourteen (14) days, a follow-up email will be sent with the District Web Administrator, District Communications Chair, District Junior Chair, District Governor, and District Governor-Elect being copied. Profanity, racist, discriminatory, derogative and/or demeaning language will not be tolerated. All photos will be deemed in good taste and in the best interest of the Junior District before being posted. It is the responsibility of the District Web Administrator and the District Communications Chair to ensure that all content is deemed accessible and in line with the values of Civitan.

The District Web Administrator will hold the position of Chair for the District West Junior Civitan Website Governance Policy Committee and will be responsible for maintaining the Policy as outlined above. The District West Junior Civitan Website Governance Policy Committee will conduct business via email and in person at District meetings if deemed necessary.

Procedure

The maintenance of civitan.on.ca/juniors is a collaborative effort that involves the District Web Administrator, District Communications Chair, Junior Governor, District Junior Chair, and others as required. An ad hoc committee has been established to ensure that web governance policies remain current, communicated, and enforcement enacted if warranted.

1.0 District West West Junior Civitan Website Governance Policy

1.1 Set the overall direction and determine priorities for civitan.on.ca/juniors and all sub-sites.

1.2 Ensure that future decisions affecting the website follow established best practice guidelines and remain consistent with the District goals.

1.3 Provide direction on the overall look and feel, and navigation of the website.

1.4 Ensure that the website meets all legal and regulatory requirements, including Accessibility for Ontarians with Disabilities Act (AODA) compliance.

1.5 Investigate any non-compliance issues reported.

1.6 Evaluate user feedback to continually evolve web design, and governance.

1.7 The District West Junior Civitan Website Governance Policy will be reviewed yearly by the District Web Administrator and District Communications Chair following the start of a new Civitan year. Any and all changes will be forwarded to the District West Website West Junior Civitan Governance Policy Committee.

1.8 On a yearly basis the design (look and feel) will be reviewed by the District Web Administrator and the District Communications Chair. If a redesign is deemed necessary, a prototype site will be created and made available to the members of the District West Website West Junior Civitan Governance Policy Committee for input and direction.

1.9 Prior to the redesign of the website going live it will require the approval of the District West West Junior Civitan Website Governance Policy Committee.

Non-Compliance

This policy has been sanctioned by the District West West Junior Civitan Website Governance Policy Committee to ensure compliance around web content, web development, and maintenance. Any identified content that has not met the standards of this policy will not be posted to the web site or will be removed from the website.

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Appendix 1: Table of content creators and content owners/approvers

Appendix 1: Content Approvers

District Web Administrator

District Communications Chair

District Governor

District Governor-Elect

District Junior Chair(s)

District Junior Governor

Additional members appointed by the District West Junior Civitan Website Governance Policy Ad Hoc Committee