

## CANADIAN DISTRICT WEST POLICY MANUAL

### **D200-1 – CLUB**

#### **D 0200 – 1 - CLUB IN GOOD STANDING**

**ADOPTED: 09/83**

**LAST AMENDED: 03/24**

#### **A CIVITAN CLUB IN GOOD STANDING IN CANADIAN DISTRICT WEST SHALL BE ANY DULY CHARTERED CIVITAN CLUB IN THIS DISTRICT WHICH:**

Is current in its financial obligations to Civitan International with no outstanding balance older than 90 days.

Newly chartered Canadian District West clubs should become incorporated prior to the end of their first year of operation.

Is not delinquent in filing reports to Civitan International.

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 deadlines.

This participation is to be certified by the Membership Services of Civitan International. Club Officers should be trained PRIOR to taking office October 1<sup>st</sup>, but the FINAL DEADLINE for said training shall be NOVEMBER 15<sup>th</sup> of the current administrative year.

Officers of a club chartered after this date must be trained within THIRTY DAYS of the CLUB CHARTER. Where a CHANGE OF OFFICER occurs MID-TERM the DISTRICT SECRETARY and DISTRICT TRAINING COORDINATOR must be advised immediately. The NEW OFFICER must be trained within THIRTY DAYS of ELECTION or APPOINTMENT

The DISTRICT GOVERNOR shall, or cause to have, a Club NOTIFIED OF THE SUSPENSION of its GOOD STANDING by CERTIFIED or REGISTERED MAIL, to the last reported President and Secretary of the club. A Club, upon receipt of such notice, can FILE a WRITTEN APPEAL to the District Secretary, which then shall be heard and decided upon by a MAJORITY VOTE at the next District Board meeting of Canadian District West; such SUSPENSION shall REMAIN IN FORCE unless lifted by the District Board.

A representative of the Club in question may attend the Board Meeting.

Is not more than three months in arrears of any indebtedness to Canadian District West or any of its ADMINISTRATIVE UNITS. The list of ADMINISTRATIVE UNITS include the following; Cake project, Events, District Dues, District growth fund, Levy, Supplies and any other Administrative unit required at the discretion of the District Board.

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**D 0200 – 2 - CIVITAN MEMBER IN GOOD STANDING**

**ADOPTED: 07/88**

**LAST AMENDED: 03/24**

A member in good standing shall be:

Eighteen (18) years of age or older;

Of good character and reputation;

An Active member of a Civitan Club:

Not delinquent in his/her financial obligations to his/her club and Canadian District West;

Is in compliance with club and District requirements concerning attendance, duties and obligations;

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

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 the new members.

**D 200 – 3 - CLUB RESPONSIBILITY – CONVENTIONS (DELEGATES)**

**ADOPTED: 05/86**

**LAST AMENDED: 03/24**

**CLUB DELEGATES**

It shall be the duty of each Club in the District to be represented at each CONVENTION and/or District-wide Meeting by its full number of delegates (or alternates) and these delegates are empowered to vote upon any District Business.

**VOTES**

The number of votes available to each CLUB IN GOOD STANDING is as follows:

**Up to 14 MEMBERS – 1 VOTE**

**15 TO 19 MEMBERS – 2 VOTES**

**20 TO 29 MEMBERS – 3 VOTES**

**30 TO 39 MEMBERS – 5 VOTES**

**40 TO 49 MEMBERS – 6 VOTES**

**50 TO 59 MEMBERS – 7 VOTES**

**60 TO 69 MEMBERS – 8 VOTES**

**70 TO 79 MEMBERS – 9 VOTES**

**OVER 80 MEMBERS – 10 VOTES**

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**(\*NB. – 10 IS THE MAXIMUM NUMBER OF VOTES PER CLUB)**

The number of members in a Club for the purpose of voting will be decided by the enrollment report from Civitan International in September.

### **D 200 – 4 - INCORPORATION**

**ADOPTED: 05/86**

**LAST AMENDED: 03/12**

For the protection of its members it is strongly recommended that all Civitan Clubs seek Incorporation immediately after charter. Each such Club upon Incorporation shall notify the District Board and Civitan International by supplying a copy of the appropriate document of approval or recognition of such Incorporation.

### **D 200 – 5 - REMOVAL OF AN ELECTED CLUB OFFICER FROM OFFICE**

**ADOPTED: 04/97**

**LAST AMENDED: 03/24**

Clubs shall be governed by the active members of such Clubs, subject to continuing compliance with the duties, obligations and responsibilities set forth in the Policy of Canadian District West.

Any Club Board of Directors may, by a 2/3rds vote of the members, determine that a Club officer is physically or mentally incapacitated or is failing to perform the duties of the office or that there are other good and valid reasons for removal and shall then recommend to the District Board of Canadian District West that the office be declared vacant.

It is required that a special Club Board meeting be called where the issue of impeachment is addressed. If the Club Board votes to remove any Club Officer, the issue must be brought before the Club Members for ratification. The Officer in question should be made aware of the meeting called by the Board and is to be chaired by a District Officer. If the membership of the Club votes to remove the Club Officer, the issue must be reported to the next District Board Meeting.

The District Board will not be required to approve the action taken by the Club. At the time the Club will be advised as to the proper procedure in replacement of the impeached Officer in respect to the Club Officer training.

### **D 200 – 6 - COMMUNICATIONS**

**ADOPTED: 12/98**

**LAST AMENDED: 07/07**

All written communications being sent by any Civitan Club or Civitan member beyond the District level must be copied to the District Governor.

It is also recommended that Civitan Clubs or Civitan Members copy their Area Director with the same communications.

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### D 200 – 7 - PROHIBITION

**ADOPTED: 03/12**

**LAST AMENDED:**

Civitan Clubs shall not sponsor or participate in any activity prohibited under applicable laws.

### D 200 – 8 – TYPES OF MEMBERSHIP

**ADOPTED: 10/77**

**LAST AMENDED: 03/24**

#### (A) ACTIVE:

Any person possessing the qualifications above may be elected to active membership. Active members shall pay membership fees and dues as shall be prescribed.

#### (B) HONOURARY:

Honourary 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 selections 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. Honourary members shall have the privileges of attending all meetings of the club but shall not be required to pay club dues or be permitted to vote or hold elected office and they shall have no interest in any of the funds or property of the club.

**INTERNATIONAL DUES: \$ 4.50 per quarter.**

**DISTRICT DUES: \$ 4.50 per quarter**

**CLUB DUES: No Club Dues**

#### (C) MEMBERSHIP-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 their country, unless such member be 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 their 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 they so desire, as an active member of their club.

**INTERNATIONAL DUES: Dues waived during active duty**

**DISTRICT DUES: Dues waived during active duty.**

**CLUB DUES: Dues waived during active duty.**

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### **(D) LIFE:**

Life membership may be conferred upon 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 thereafter will pay all International, District and club dues on behalf of such member.

NOTE: All Past International Presidents shall be accorded automatic life membership in Civitan International and the club in which such Past President is a member.

**INTERNATIONAL DUES: \$ 4.50 per quarter, paid by Club.**

**DISTRICT DUES: \$ 4.50 per quarter, paid by Club.**

**CLUB DUES: paid by the Club.**

### **(E) 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.

**INTERNATIONAL DUES: \$ 4.50 per quarter.**

**DISTRICT DUES: \$ 4.50 per quarter**

**CLUB DUES: Club Dues established by the Club.**

### **(F) PROJECT MEMBERS:**

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.

**INTERNATIONAL DUES: \$ 4.50 per quarter.**

**DISTRICT DUES: \$ 4.50 per quarter**

**CLUB DUES: Club Dues established by the Club.**

### **(G) 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 the 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.

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**INTERNATIONAL DUES: \$ 4.50 per quarter.**

**DISTRICT DUES: \$ 4.50 per quarter per employee.**

**CLUB DUES: Billed normal Club Dues per employee.**

### **(H) ASSOCIATE MEMBERS:**

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.

**INTERNATIONAL DUES To be determined by International.**

### **(I) LEAVE OF ABSENCE:**

Civitan Clubs shall be permitted to grant leaves of absence of not more than six (6) months duration. Such leaves of absence shall be granted only if the member is in-good-standing and sufficient cause and subject to the requirement that membership dues to Civitan International and to the District to accrue during the period of a proposed leave of absence shall be paid in advance.

**INTERNATIONAL DUES: \$ 15.00 per quarter. Paid in advance of the six months and will receive the Civitan International magazine.**

**DISTRICT DUES:\$ 4.50 per quarter.**

**CLUB DUES: Open option of the Club membership.**