



Civitan International Georgia District, Inc. Restated Policies and Procedures

August 4, 2007

PART 1 - GENERAL POLICIES

<u>Section</u>	<u>Description</u>	<u>Page</u>
100.	CONSTITUTION AND BYLAWS.....	4
101.	CIVITAN INTERNATIONAL CONSTITUTION AND BYLAWS	4
102.	DISTRICT LOGO	4
103.	THE CIVITAN CREED.....	4
104.	POLICY DEVELOPMENT & ADMINISTRATIVE OPERATIONS	4
105.	NEW POLICY.....	4
106.	POLICY DISSEMINATION	5
107.	ADMINISTRATION IN POLICY ABSENCE	5
108.	ADMINISTRATIVE RULES AND THEIR REVIEW	5
109.	BOARD OF DIRECTORS MEETING AGENDA	5
110.	DISTRIBUTION OF MINUTES.....	6
111.	DISTRICT PUBLICATIONS.....	6
112.	CIVITAN CLUB IN GOODSTANDING.....	6
113.	CIVITAN MEMBER IN GOOD STANDING	7
114.	CHARTERING OF NEW CLUBS.....	8
115.	REBUILDING AND REVITALIZATION OF EXISTING CLUBS	9
116.	MAKE-UP ATTENDANCE.....	10
117.	CLUB BULLETIN.....	10
118.	TRAINING FOR DISTRICT CLUB OFFICERS	10
119.	NEWSLETTER (GEORGIA CIVITAN ON MY MIND).....	11
120.	ELECTIONS	12
121.	SOLICITATION OF FUNDS	13
122.	AWARDS PROGRAM.....	13
123.	DISTRICT HONOR KEY.....	14

124. DISTRICT CIVITAS AWARD	15
125. JUNIOR CIVITAN	15
126. CAMPUS CLUB COORDINATOR.....	15
127. SERVICE CLUB COUNCILS.....	16
128. CLERGY WEEK	16
129. SPECIAL COURTESIES TO PAST DISTRICT GOVERNORS.....	16
130. DISTRICT WEB SITE	16
131. CONVENTIONS	16
132. NUMBER OF VOTES	17
133. ACCREDITED DELEGATES	18
134. CONVENTION COMMITTEES	18
135. RULES OF ORDER	19
136. DISTRICT MEETINGS	19
137. TYPES OF MEMBERS.....	20

PART 2 - BUSINESS AND FINANCE

200. INTERNAL ACCOUNTS	21
201. ANNUAL BUDGET	21
202. INVESTMENT GUIDELINES	22
203. TRANSFER OF FUNDS BETWEEN ACCOUNTS.....	22
204. EXPENDITURES.....	22
205. EXPENSE REIMBURSEMENT PROCEDURES.....	22
206. DISTRICT SWAP PINS	24
207. NEWLY CHARTERED CLUB	24
208. DISTRICT DUES	24
209. CHARGE FOR DISTRICT DIRECTORY	25
210. MEETING & CONVENTION REGISTRATION FEES.....	25
211. AUDIT	25

**PART 3 - DUTIES & RESPONSIBILITIES
OF DISTRICT OFFICERS & COMMITTEE CHAIRS**

300. PLANNING.....	25
301.CANDIDATE REQUIREMENTS FOR DISTRICT OFFICERS.....	26

302. BOARD OF DIRECTORS 27

303. GOVERNOR 28

304. GOVERNOR-ELECT 29

305. IMMEDIATE PAST GOVERNOR..... 30

306. AREA DIRECTOR..... 30

307. ELECTED PAST GOVERNOR DIRECTOR 31

308. SECRETARY 31

309. TREASURER 32

310. SERGEANT-AT-ARMS..... 32

311. JUDGE ADVOCATE 33

312. CHAPLAIN..... 33

313. JUNIOR CIVITAN CHAIR(S)..... 34

314. CAMPUS CIVITAN CHAIR(S) 34

315. TRAINING COORDINATOR..... 35

316. AWARDS COMMITTEE 35

317. FINANCE COMMITTEE..... 36

318. NOMINATING COMMITTEE..... 36

319. PUBLIC RELATIONS CHAIR..... 36

320. MEETINGS & ANNUAL CONVENTION COORDINATOR(S)..... 36

321. CANDY/COIN BOX CHAIR..... 37

322. FRUIT CAKE COMMITTEE 38

323. LONG RANGE PLANNING COMMITTEE..... 38

324. GROWTH COMMITTEE 38

325. CLUBS FALLING BELOW 15 MEMBERS..... 39

326. FINANCIAL OBLIGATIONS TO CIVITAN INTERNATIONAL 39

327. RETURN OF CLUB CHARTER 39

PART 4 - MISCELLANEOUS

400. COURTESIES SHOWN VISITING DIGNITARIES 39

401. CAPTIONS 39

PART 1 - GENERAL POLICIES

100. CONSTITUTION AND BYLAWS. The Civitan International Georgia District, Inc. (“district”) is a corporation formed pursuant to the Georgia Nonprofit Corporation Code resulting from articles of merger being filed with the Secretary of State merging South Georgia District of Civitan International, Inc., a nonprofit corporation formed on February 17, 1978 and Civitan International Georgia District North, Inc., a corporation formed on May 3, 1974. The Restated Articles of Incorporation filed pursuant to the Georgia Nonprofit Corporation Code shall constitute the Constitution of the district.

101. COMPLIANCE WITH CIVITAN INTERNATIONAL, INC. CONSTITUTION AND BYLAWS. The constitution, bylaws and policies of the district shall be interpreted and administered in accordance with the constitution, bylaws and policies of Civitan International, Inc. The district constitution, bylaws and policies shall not conflict with the constitution, bylaws and policies of Civitan International, Inc.

102. DISTRICT LOGO. The district logo shall be the same as the Civitan International logo with no deviations.

103. THE CIVITAN CREED. The Civitan Creed shall be the Creed of the district.

104. POLICY DEVELOPMENT & ADMINISTRATIVE OPERATIONS. The business of the district shall be administered by a district board of directors (“board of directors”) in accordance with the bylaws and policies of Civitan International.* It is the intent of the board of directors to develop written policies as guidelines and goals for the successful and efficient functioning of the district. The board of directors defines policy as:

- (a) The principles adopted by the board of directors to chart a course of action tell what is wanted; they may include why and how much. Policies should be broad enough to indicate a line of action to be followed by the administration in meeting a number of problems; narrow enough to give a clear guidance.
- (b) Policies are guides for action by the administration, which then sets the rules and regulations to provide specific directions to the administrations and levels of Civitans in the district.
- (c) It is the intention of the board of directors that these Policies serve as a source of information and guidance for all Georgia Civitans who hold positions of responsibility.
- (d) Change in needs, conditions, purposes and objectives will require revisions, deletions, and additions to the policies of present and future Boards.
- (e) The board of directors welcomes suggestions for ongoing policy development.
- (f) A policy review committee will be appointed at five (5) year intervals or sooner as the need may arise.

105. NEW POLICY. Adoption of new policies or changing existing policies is solely the responsibility of the board of directors.

- (a) The district governor (“governor”) or district secretary (“secretary”) shall report to the board of directors, from time to time, on the policies in operation and shall propose such changes as deemed necessary.
- (b) Proposals for new policies, or changes to existing policies may be initiated in writing by any District Board Member, club in-good-standing, or any Civitan member,

*Civitan International, Inc. Bylaws Article V, Section 26.

however, adoption of new policies or changing policies are solely the responsibility of the board of directors.

- (c) The district board of directors may change or amend any policy by a majority vote of the voting members of the district board at any board of directors meeting, without prior notice of a proposal to the district board of directors. However, any board member or any Civitan member seeking a policy change may submit the suggestion in writing to the Governor in a reasonable amount of time prior to the board meeting to be given proper consideration and thought in order to be added to the agenda for said board meeting, thus allowing the planning, timing, and length of the board meeting.
- (d) Any new policy or change in existing policy must be published in the district bulletin or in a special mailing to all club presidents at least thirty (30) days prior to the annual convention or special called convention.
- (e) The annual convention may cancel, vacate and annul, change, alter, or amend any district policy existing at the time of an annual convention or may enact a new district policy.

106. POLICY DISSEMINATION. The secretary is directed to establish and maintain an orderly plan to preserve and make accessible the policies adopted by the board of directors and the administrative rules and regulations needed to put them into effect.

- (a) Accessibility is to extend to the board of directors, district Officers and committee Chairpersons.
- (b) In addition, any Georgia Civitan requesting copies of a particular policy or the entire policy manual may receive it by reimbursing the district the cost of reproducing and mailing.
- (c) Any new policy or change in existing policy shall be promptly published in the district newsletter or in a special mailing to all club presidents at least thirty (30) days prior to the annual convention or special called convention.

107. ADMINISTRATION IN POLICY ABSENCE. Where any significant action must be taken within the district organizational structure and the constitution and bylaws of Civitan International, Inc., or the district bylaws or Policies provide no administrative action, the governor shall have the power to act. The governor's decisions, however, shall be subject to review or action of the board of directors at its next regular meeting. It shall be the duty of the governor to inform the board of such action.

108. ADMINISTRATIVE RULES AND THEIR REVIEW. Where appropriate, the board of directors shall develop and disseminate rules and procedures for implementing Board policy. These rules and procedures shall constitute the district's Administrative Regulations. At no time shall the Administrative Regulations conflict with the district bylaws or official policies; nor shall any district policy conflict with the constitution, bylaws and Policies of Civitan International, Inc.

109. BOARD OF DIRECTORS MEETING AGENDA. The governor as Chairman shall prepare the agenda for each regular meeting of the board of directors.

- (a) A written notice of the time and place of all meetings of the Board, together with the proposed meeting agenda shall be mailed to each member of the board of directors by the secretary not later than thirty (30) days prior to such meeting.
- (b) Prior to that time, each Board member shall be invited to submit items of business

for inclusion on the official agenda.

110. DISTRIBUTION OF MINUTES. (Revised August 20, 2009)

- (a) The minutes of each board of directors meeting shall be prepared by the secretary and distributed within thirty (30) days of the close of each Board Meeting to: the Members of the board of directors (all district officers and committee chairs), all Past Governors (upon their request), all Club Presidents or Club Secretaries, Region 2 Director, Civitan International and all Civitans upon their written request and payment of a small postage and handling charge to be determined by the secretary.
- (b) Once approved by the board of directors, the minutes shall be considered the official record of proceedings.
- (c) The minutes of each District-Wide Meetings & Convention shall be prepared by the secretary and distributed within thirty (30) days of the close of these such Meetings: to the members of the District Board of Directors (all District Officers and Committee Chairs), all Past Governors (upon their request), Club Presidents or Club Secretaries, Region 2 Director, and Civitan International.

111. DISTRICT PUBLICATIONS. The district publications are as follows:

- (a) District Directory.
 - (1) The governor shall be responsible for printing an annual district directory listing names and addresses of International, district, Club Officers, and Past Governors. It shall also list meeting time and place for each club. This directory shall be made available to all members of the district and shall be mailed to International Headquarters as soon after October 1 as possible.
 - (2) The Board of Directors may establish a reasonable fee to cover the cost of printing the annual district Directory (See Policy 209).
 - (3) The Directory of the district is a record, which shall be held in trust, and its use for commercial or solicitation purposes shall be denied to all. Exception may be granted only by the board of directors. This Directory should be revised in October each year.
- (b) Publicity Manual. The District shall use the publicity manual made available by Civitan International, Inc.
- (c) Awards Manual. The district shall maintain an awards program designated to recognize individuals and clubs for outstanding achievement. The program shall be periodically reviewed by the Awards committee, which shall be chaired by the previous year's Immediate Past Governor. There shall be a district Awards Manual distributed at the annual training session or annual district convention. See separate Awards Manual.
- (d) No changes shall be made to any of the manuals, except for listing the current year's Officers, without the prior approval of the board of directors.

112. CIVITAN CLUB IN GOODSTANDING. A Civitan Club in-Good-Standing shall be any duly chartered club which:

- (a) Has not had its charter suspended or revoked for non-payment of its financial obligations to Civitan International or the district;
- (b) Has an approved club constitution and bylaws as required by and in conformity

with the international constitution and bylaws. U. S. clubs chartered after July 1972, must also become incorporated prior to the end of their first year of operation;

- (c) Is not delinquent in filing reports to Civitan International; and
- (d) Can certify that its current president, president-elect, secretary and treasurer have received training for the current administrative year as required by Civitan International and the district.
- (e) This participation is to be certified by the governor/district training coordinator to Civitan International. Club officers should be trained prior to taking office on October 1, with the final deadline for said training to be November 15 of the current administrative year.
 - (1) Should a club president, secretary or treasurer continue in office for a second successive term it is strongly suggested, but not required, that the officer attend the training academy a second time so as to acquire information on new programs and projects in preparation for the second term.
 - (2) However, should a president continue in office for a third successive term, attendance at the training academy scheduled for the third administrative year is required and attendance during alternate years thereafter shall be required for those who hold the office on a continuous basis.
 - (3) Should a club secretary or treasurer continue in office for successive terms, training shall not be required after the first year unless the curriculum has substantially changed.
 - (4) Nothing herein shall prevent a district from adopting additional standards in defining a club in-good-standing for district purposes so long as they are not in conflict with the international constitution and bylaws or international board policies.

113. CIVITAN MEMBER IN GOOD STANDING. A Civitan member in good standing shall be:

- (a) Eighteen (18) years of age or older.
- (b) Of good character and reputation.
- (c) An active member of a Civitan club.
- (d) Not delinquent in his or her financial obligations to his or her club, district and Civitan International.
- (e) Is in compliance with club, district and international requirements concerning attendance, duties and obligations.
- (f) Is not in a status of membership suspension and revocation and is not in a provisional or probationary status.
- (g) 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 new members.

114. CHARTERING OF NEW CLUBS. A plan designed to motivate and guide district Civitan Clubs to sponsor a new club shall be developed and maintained. Major changes in this plan shall be brought to the attention of the board of directors.

- (a) Any Civitan Club desiring to sponsor a new club shall forward such request to the governor.
- (b) Such requests should include an analysis of the community where the proposed new club shall be located, and detailed information concerning how much actual assistance the sponsoring club can give to the new club during and after formation.
- (c) Charter Night Program.
 - (1) The general responsibility for conducting the Charter Night Program is that of the sponsoring club using guidelines established by Civitan International.
 - (2) The governor or a designee should present the charter to the new club.
 - (3) The sponsoring club, through the governor, may invite the Regional Director or other International Officer.
 - (4) Care should be taken to avoid duplication of expensive travel by International and district Officers.
 - (5) In the interest of economy, it is recommended that a Past Director or International Officer, who resides in the area, be invited to participate in the Charter Night Program.
- (d) The awards program of Civitan International shall include recognition of those clubs which sponsor a new club during any administrative year.
- (e) All clubs chartered in, and credited to, any particular administrative year must have the charter issued by the close of the administrative year.
- (f) The charter presentation and charter celebration must be held prior to the end of the month following the close of the administrative year (October 31).
- (g) Failure to hold the presentation/celebration by this deadline will result in the new club being removed from the prior administration's records for awards purposes, and the new club awarded to the incoming (new) administration at the time the charter presentation/celebration is held.
- (h) The awards program of Civitan International will also include recognition of those clubs which sponsored a new club the previous year provided the new club earns honor club status during the first year.
- (i) Any Civitan club desiring to sponsor a new club in a nation which does not yet have a Civitan district shall forward such request to "Civitan International, attention Mentor/Sponsor Program," for additional information and guidelines.
- (j) The district governor and/or District Development Team shall assign a new club building team to the new club.
- (k) Upon receipt of the request for organizational authority and certification that 5 or more members have been obtained, the department of growth in cooperation with the district governor and the District Development Team shall assign a certified club builder or district officer to the new club.

- (1) He or she shall contact the sponsoring club to arrange a date for the Official Organizational Meeting; conduct the Official Organizational Meeting; assist with the organization and development of the new club; and assist with the publication for charter and plans for Charter Night Presentation Banquet.
- (2) A charter shall be issued to a new club only after the following items have been received at the world headquarters office:
 - (i) Approved request for organizational authority.
 - (ii) A roster of membership giving each member's name and preferred mailing address and designating the officers of the club.
 - (iii) A check to cover charter members initiatory fees of \$17.50 for each new member, includes annual insurance, and \$7.50 for each reinstated member. No fee is required for an active member who is transferring from an active club to the new club.
- (3) The district governor and the District Development Team will assign a new club development team to the new club with the mission to assist it during the first year.

115. REBUILDING AND REVITALIZATION OF EXISTING CLUBS. It shall be the policy of the district to require the Governor Elect to appoint a Manager Of Growth And Retention by February 1st of each year.

- (a) Civitan International will be responsible for providing training for the district Manager of Growth and Retention.
- (b) Once trained, this person will be the manager of the growth program on the district level under the direction of the governor and the board of directors.
- (c) The duties of the Manager of Growth and Retention shall include the following:
 - (1) Communicate the need for growth, methods to achieve growth, and results from these efforts.
 - (2) In cooperation with the district governor, shall set goals and plan strategy for growth in new clubs and of existing clubs.
 - (3) May appoint a growth team to serve with the manager such as Manager of New (deleted period) Club Building and Manager of Existing Club Growth and Retention.
 - (4) Plan and coordinate club building workshops with Civitan International.
 - (5) Educate and communicate through seminars & workshops.
 - (6) Supervise the achievement of the district growth goals.
 - (7) Shall be a resource person to the Area Directors, Club Manager of Growth and Retention, Accredited and Certified Club Builders, and other district growth personnel.
 - (8) Submit a proposed budget for ratification to the district board of directors for expenditures of district funds and aid in procuring any additional funds available from other sources such as Civitan International.

- (d) The qualifications of the Manager of Growth and Retention shall include:
 - (1) Shall be a Certified Club Builder.
 - (2) Shall have the ability to communicate, teach, and manage.
 - (3) Shall have available time to devote to properly execute the duties of the office.

116. MAKE-UP ATTENDANCE. Members shall not be counted absent at their club if they attend, within 30 days of such absence, any one of the following:

- (a) A meeting of any other Civitan Club.
- (b) A regular board of directors' meeting of their own club.
- (c) A regular International, Region, Area or district meeting.
- (d) A bona fide work project of their club of at least one hour's duration.

117. CLUB BULLETIN. The district strongly urges each Club to publish and disseminate a club bulletin on a regular basis. (This is a requirement for Honor Club eligibility.) Copies of the Club Bulletin should be sent to the current governor, governor-elect, and the respective Area Director.

118. CIVITAN TRAINING FOR DISTRICT CLUB OFFICERS. All club officers training will be conducted by Civitan International.

- (a) In order for clubs to remain in-good-standing it must have officers trained. This is a requirement to be an Honor Club and to be allowed to vote at Civitan International and district Conventions.
- (b) Training for the office of President and President-Elect will be conducted by the staff from Civitan International.
- (c) All training for the offices of secretary and treasurer will be conducted on-line by Civitan International. If a secretary or treasurer is repeating from the previous year, training will not be required. If there is a skip in their term, they will **need** to be trained to receive certification.
- (d) All clubs need to include the costs for training in their budget. The registration fee for the President and President-Elect, plus the travel reimbursement, should be budgeted. The registration fee covers the cost for lunch and training materials.
- (e) The governor-elect and the Training Coordinator shall be required to assure that all club officers are notified of training requirements.
- (f) The governor-elect shall be required to conduct training for Area Directors following the election at the annual district Convention.
- (g) Successive Terms. (See Civitan International Policy 304).
 - (1) Should a club president, president-elect, secretary or treasurer continue in office for a second successive term it is strongly suggested, but not required, that the officer attend the training academy a second time so as to acquire information on new programs and projects in preparation for the second term.
 - (2) However, should a president continue in office for a third successive term, attendance at the training academy scheduled for the third administrative year is required and attendance during alternate years thereafter shall be required for those who hold the office on a continuing basis.

- (3) Should a club secretary or treasurer continue in office for successive terms, training shall not be required after the first year unless the curriculum has substantially changed.

119. DISTRICT NEWSLETTER (GEORGIA CIVITAN ON MY MIND).

(Revised August 20, 2009)

- (a) It shall be the policy of the district to publish at least four (4) issues of the district Newsletter each year.

- (1) The district Directory shall not count as one of the four issues, but it will serve as an additional issue.
- (2) Every effort will be made to produce a publication, which will, at all times, emphasize the high ideals and purposes of the district.
- (3) It shall disseminate ideas for greater service and print official announcements and notices to the membership.
- (4) The district Newsletter shall be published in such a timely manner as to include the registration forms for each district-Wide Meeting, the Region II Gathering and the Annual district Convention.
- (5) Copies of the Newsletter shall be sent to each Civitan Member, Region Director, district Governors, International Growth and Development VP and the current International President.
- (6) The district Newsletter shall publish a disclaimer to the effect that the district does not endorse or imply endorsement of any product and/or company by selling advertising space in its official publication. It shall further state that (the) editorial opinion(s) expressed in the publication are those of the author and do not necessarily reflect the official opinion(s) of the district, its officers, or staff.

- (b) District Newsletter Statement Of Contents.

- (1) The following items are mandatory:
 - (i) There shall be a “governor’s Column” in each issue.
 - (ii) The publication will not publish the full minutes taken at district meetings/conventions and board of directors meetings in the district newsletter, just a recap of the actions taken and things of importance at the district meetings/conventions and board of directors meetings in the issue following such meeting.
 - (iii) The Civitan Creed will appear in each issue.
 - (iv) District Officers and committee Chairpersons shall be listed with title, phone and/or email address.
 - (v) The district Governor’s Address, telephone number, and email address to be included. Editor’s name, address, telephone number, and email address to be included.

- (2) Other items:

- (vi) Editorials of particular Interest to Civitans should appear from time to time. However, the right to edit and final approval is reserved to the Editor.

- (vii) A message written by the Chaplain may appear in each issue. The contents should be strictly the thinking of the Chaplain, and the subject materials should be non-political in nature.
 - (viii) Articles contributed by nationally known authorities may be used, provided the subject matter is of general interest to Civitans.
 - (ix) Club activities of general interest will be published at the discretion of the Editor.
 - (x) The passing of any district Officer or Past governor may be recognized with a feature in the earliest issue following the death.
 - (xi) Other obituary and in memoir comments can not be used, but the names of all members passing away during the year will be published in the September issue as a part of the Necrology Report of the Chaplain.
 - (xii) Feature articles on the activities of the district committees may be printed when appropriate to support the committee's program. This will include activities of Junior Civitan and Campus Civitan.
- (2) The whole purpose, as herein outlined, is to create a progressive, positive publication in the best interest of the district.
 - (3) This policy does not preclude the addition of new features in the publication, or the abolishment of existing ones. It is not intended that the format of the publication be rigidly set.

120. ELECTIONS.

- (a) **Area Directors.** A candidate for Area Director must be a member of a club in-good-standing in the area for which he/she shall be serving.
 - (1) Area Directors shall be elected in such manner as to provide that one half, or as nearly one half as possible, terminate their two (2) year terms each year.
 - (2) An Area Director serving a term of two (2) years shall not be permitted to serve a second two (2) year term unless there is a hiatus of at least two (2) years before he or she commences a second term.
 - (3) Area Directors shall be nominated and seconded by someone in a club in the area of which the candidate is a member.
 - (4) The club of which the candidate is a member shall endorse individuals desiring to serve as Area Director, and their candidacy will be announced at the district Meeting prior to the Annual district Convention.
 - (5) Voting delegates shall be seated by Areas during the elections session of the annual convention and only the voting delegates from any area shall vote for the Area Director of that area.
 - (6) A candidate's eligibility to serve will be determined by the board of directors. Area Directors will be elected on the basis of geographical distribution (by Area) according to the following:

Area 1. Cartersville-Bartow, Cumming, Dalton, and Duluth.

- Area 2. Camp Big Heart, Lanierland, Oconee County, Whitehead-Athens, and Winterville.
 - Area 3. Chattahoochee, Cobb, East Cobb, Marietta and North Cobb.
 - Area 4. Atlanta-Skyline, Atlanta Tech, Buckhead-Northside, Decatur-Clairmont, and Druid Hills.
 - Area 5. Austell Area, Carrollton, Paulding County, Sandtown, and South West Fulton.
 - Area 6. Fayette County, Henry County; Inter-City, and Line Creek.
 - Area 7. Crossroads, Dublin, Hawkinsville, International City, Kaolin, and Warner Robins.
 - Area 8. Americus, Muscogee, and Seminole County.
 - Area 9. Cook County, Magnolia, Pelham, Savannah and Valdosta.
- (b) Nominations for the office of governor-elect and elected past governor director shall be presented at the District Meeting prior to the Annual district Convention. Nominations from the floor may also be made at that time.
 - (c) The official program of the district Convention shall indicate the day and time provided for the election of the governor-elect, elected past governor director, and Area Directors. Each candidate will be allowed three (3) minutes for speeches.
 - (d) A majority of all votes cast shall be necessary for the election of officers. In the event no candidate receives a majority, a second ballot shall be cast for the two (2) candidates receiving the highest number of votes and the names of all other candidates shall be dropped.
 - (e) Each candidate for an elected district office should send or present a written notice to the Nominating Committee Chair, which is the Immediate Past Governor, prior to the start of the annual district convention, in order to confirm eligibility of candidate prior to the election.
 - (f) Those name informally placed in nomination at the spring district-wide meeting, and any other candidates must be properly nominated at the Georgia district convention, during the business meeting at the annual district convention. One nominating speech of not more than 3 minutes in length, and 2 seconding speeches of not more than 2 minutes in length may be given for each candidate prior to the election.

121. SOLICITATION OF FUNDS. Recognizing that disbursing funds and material to aid disaster victims requires expertise, and recognizing that the Red Cross, Salvation Army, and other agencies have facilities, staff and experience in disaster relief, this policy forbids the district from soliciting contributions from other Civitan Clubs or the district unless the request is approved by the board of directors and the board of directors of Civitan International. The policy does not preclude any local Civitan Club from making contributions to a disaster victim or disaster relief agency.

122. AWARDS PROGRAM. The District shall maintain an awards program designated to recognize individuals and clubs for outstanding achievement. The program shall be periodically reviewed by the Awards Chair, who shall be the previous year's Immediate Past Governor. There shall be a District Awards Manual distributed at the annual district convention.

123. DISTRICT HONOR KEY.

- (a) Honor Keys may be presented to not more than three (3) Civitans at the annual convention each year.
- (b) One Honor Key shall be awarded to the Outgoing governor who completes his or her term.
- (c) Not more than one (1) Honor Key may be awarded to members from any one Club, in any one (1) year.
- (d) This statement concerning Honor Keys is for limitation only and in no way suggests that three (3) Honor Keys have to be given each year. In the event that an Honor Key has already been presented to the Civitan to be so honored at the annual convention, an Honor Key Plaque may be given in lieu of a second Honor Key.
- (e) Submission of Nominees.
 - (1) An individual or Club may submit Honor Key nominations to the governor to be received no later than July 15 of each year.
 - (2) The letter should outline the persons contributions to Civitan & should be in a sealed envelop clearly marked on the outside as "Honor Key Nomination".
 - (3) The governor shall turn the nominations over to the chairman of his or her secret committee unopened.
- (f) The governor shall appoint a secret committee of three (3) who will select the Honor Key recipients.
 - (1) One of the members shall be designated as the chairman.
 - (2) Members of the committee shall be selected from the list of the Civitans who are holders of the Honor Key.
 - (3) The names of the committee members are to be known only to the governor.
 - (4) The Chairman of the committee shall arrange for a meeting with the members of the committee to make the selections. This meeting may be by conference telephone hook-up.
 - (5) No Honor Key shall be awarded unless the nominee receives at least two (2) votes of the committee.
 - (6) The names of the recipients are forwarded to the governor and shall not be divulged by anyone until announced at the annual convention.
 - (7) The committee will put in the form of a written presentation and given to the Awards Chair at the Convention.
 - (8) The Awards Chair and/or the designee will present the Honor Key.
 - (9) The written presentation will be given to the recipient as a keepsake signed by the governor.
- (g) Selection Criteria. The Honor Key shall never be given for service based solely on an individual's service to their own Club, although outstanding service to their own Club may be considered when coupled with outstanding service to the district under the criteria set forth herein.

- (1) The criteria for an Honor Key shall be outstanding service to the district, and may include, but is not limited to the following:
 - (i) Service on a district committee.
 - (ii) Service in the formation of new clubs.
 - (iii) Service in orchestrating a significant increase in membership in a group of clubs.
 - (iv) Unusual service to the district as in the creation and formation of district projects, or in the development of procedures greatly affecting the growth of Civitan.
 - (v) Service to the district through significant activities at the district level.

124. DISTRICT CIVITAS AWARD. The Civitas Award is unique to the district.

- (a) Any individual in the district who has not previously received the coveted Civitas is eligible.
- (b) Ballots.
 - (1) The Immediate Past Governor is to mail a ballot to each district Official (includes elected and appointed district officers: Governor, Governor-Elect, Elected Past Governor Director, Immediate Past Governor, Area Directors, Secretary, Treasurer, Judge Advocate, Sergeant-at-Arms, and Chaplain), Committee Chairs, Prior Recipients (after 2004-2005 Civitan year), and Club Presidents, along with a list of previous recipients, at least sixty days prior to the annual convention.
 - (2) Ballots must be sent to the Immediate Past Governor to be received not later than July 15.
 - (3) The ballots are to state that each voter may nominate one and only one member of his/her Club and the other two must be from other Clubs.
 - (4) Accompanying the ballot and explanatory letter, there must be a list of former Civitas recipients so as to prevent the nomination and therefore nullification of the ballot by being cast for a previous winner.
 - (5) There shall be no more than three (3) Civitas awards each year, unless there is a tie in votes.
 - (6) Nominees receiving 2 or more votes are eligible. The top three nominees receiving multiple votes shall receive Civitas Awards. The Awards committee will determine any tie.

125. JUNIOR CIVITAN. The Junior Civitan Chairman shall serve as advisor to the Junior Civitan Program. The Chairman shall periodically report significant information to the governor for review and advice and consent of the board of directors. The Chairman shall be invited to attend every meeting of the board of directors and shall provide input as necessary. The Junior Civitan program shall be self-supporting with additional financial assistance from the district as needed as approved by the Board. See attached Junior Civitan Organization Chart for recommended organization structure.

126. CAMPUS CLUB COORDINATOR. The Campus Club Coordinator(s) shall be appointed by the governor and shall be responsible for representing the district Campus Clubs on the board of directors. The Campus Club Coordinator shall also provide assistance and guidance to the Campus Club Presidents as required.

127. SERVICE CLUB COUNCILS. It is the policy of Civitan International and the district to look with favor upon cooperation with other service clubs and to participate in Service Club Councils or similar bodies.

128. CLERGY WEEK. The district shall encourage all clubs to observe Clergy Appreciation Week as suggested by Civitan International.

- (a) Each Civitan Club shall be encouraged to plan and execute special activities during Clergy Appreciation Week designated to honor the memory of the four U.S. Armed Services Chaplains who died in 1943 aboard the troop transport, USS Dorchester.
- (b) This shall also be a time to honor contemporary clergymen of all faiths.
- (c) Clergy Appreciation Week shall be observed each year during the week containing the date of February 3.
- (d) The district Newsletter shall carry messages encouraging clubs to participate in this project and shall report news of successful Clergy Week celebrations.

129. SPECIAL COURTESIES TO PAST DISTRICT GOVERNORS. The district shall extend the following courtesies to Past Governors:

- (a) List each Past governor in the annual directory.
- (b) Encourage the governor-elect to consider the appointment of a representative number of Past Governors to district committees.
- (c) Introduce the Past Governors in attendance at all district Meetings & Conventions.
- (d) Provide special seating for Past Governors and spouses at luncheons and banquets held in conjunction with the district Convention. Provide special seating for Past Governors in the delegates' section at district Conventions.
- (e) Honor each outgoing governor, upon retiring from office, with a gift not to exceed the amount of \$250 and a governor's Plaque, and an Honor Key.

130. DISTRICT WEB SITE. A web site will be established through www.civitan.org and shall be maintained and updated by the district Publicity Director.

131. CONVENTIONS.

- (a) A convention of the clubs in the district shall be held annually to convene not sooner than August 1 and to adjourn not later than September 30 ("annual convention").
- (b) The convention location will be voted on for one year in advance.
- (c) The board of directors shall determine the date of the annual convention.
- (d) The membership shall recommend the city & site of the convention in this manner:
 - (1) At the Annual Convention, the membership shall give proposals for 4 or 5 cities for the next annual convention.
 - (2) The district meetings and convention chairperson, for the Governor Elect, will obtain site information to include motels/hotels and rates, accommodations of meeting rooms to the hotel/motel.
 - (3) At a District Meeting prior to the annual convention, the convention chair person shall present this information in writing to the Club Presidents and

District Officers, and shall announce the information for all the proposed cities to the

- (4) It shall be the responsibility of Club Presidents and district Officers to present the information to the membership of their club prior to the annual convention. This will allow each member an ample amount of time to review the information and decide which city and site they would like the district Officers to vote for.
- (5) A vote will be taken by the board of directors during the Board Meeting prior to the start of the annual convention.
- (e) The secretary shall mail to each club president in the district an official call for the annual convention at least sixty (60) days prior to the date thereof, in which notice, the time and place of the holding of said annual convention shall be set forth.
- (f) The district may hold a special convention at any time and place on the call of the district board of directors or with a two-thirds (2/3) vote of the member clubs. The district secretary shall mail to each club president in the district at least twenty (20) days prior to the date of said special convention, a written notice of the time and place of the holding of same together with a general statement of the proposed business to be transacted.

132. NUMBER OF VOTES:

- (a) In the transaction of convention business requiring a vote, each club in the district in-good-standing with Civitan International and with the district shall be entitled to voting delegates.
- (b) The voting delegates shall be based on a club's enrollment as recorded in the Civitan International office as of the last day of the month prior to convention.
- (c) A club organized and chartered after the last day of the month prior to convention and prior to the first day on which the convention is held shall be entitled to cast its vote on the basis of the numerical charter membership enrolled by the club in the international office.
- (d) The voting delegates shall be determined as follows:
 - (1) Clubs having a membership of fewer than fifteen members shall be entitled to one (1) voting delegate.
 - (2) Clubs having a membership of at least fifteen (15) but not more than nineteen (19) shall be entitled to two (2) voting delegates.
 - (3) Clubs having a membership of at least twenty (20) but not more than twenty-nine (29) shall be entitled to three (3) voting delegates.
 - (4) Clubs having a membership of at least thirty (30) but not more than thirty-nine (39) shall be entitled to five (5) voting delegates.
 - (5) Clubs having a membership of at least forty (40) but not more than forty-nine (49) shall be entitled to six (6) voting delegates.
 - (6) Clubs having a membership of at least fifty (50) but not more than fifty-nine (59) shall be entitled to seven (7) voting delegates.
 - (7) Clubs having a membership of at least sixty (60) but not more than sixty-nine (69) shall be entitled to eight (8) voting delegates.

- (8) Clubs having a membership of at least seventy (70) but not more than seventy-nine (79) shall be entitled to nine (9) voting delegates.
- (9) Clubs having a membership of at least eighty (80) or more shall be entitled to ten (10) voting delegates.
- (e) All past governors, the governor, governor-elect, immediate past governor, elected past governor director, and all area directors shall have one vote each on any business transacted requiring a vote.
- (f) The term “past governors” shall mean past governors of any and all districts of Civitan International providing that they are current members in-good-standing of a club in the district in which they are voting.
- (g) Any member of a club who becomes a “District Officer” (Governor, Governor-Elect, Immediate Past Governor, Elected Past Governor Director, and Area Directors) shall vote as a “District Officer” delegate and not a club delegate.
- (h) Each district in-good-standing shall be entitled to two (2) voting delegates at each annual International Convention.

133. ACCREDITED DELEGATES.

- (a) No member shall be deemed to be an accredited delegate unless he or she has registered at the meeting and paid the registration fee and produced such credentials to the Credentials committee as may be required by the board of directors.
- (b) The voting by accredited delegates on any questions may be conducted by any of the following methods:
 - (1) Voice vote.
 - (2) Hand vote.
 - (3) Rising vote.
 - (4) Ballot.
 - (5) Roll call.
- (c) Voting by ballot on any question may be requested by accredited delegates representing not less than ten (10) percent of the clubs represented at the meeting.
- (d) The board of directors shall have full supervision and management of all conventions and meetings of the district and shall prepare the official program. All plans, arrangements, programs, and budgets shall be subject to the approval of said district Board.
- (e) A quorum of any district convention or meeting shall consist of a majority of accredited delegates in attendance.

134. CONVENTION COMMITTEES.

- (a) Credentials committee. At or prior to each annual convention, the governor shall appoint a committee of at least three (3) as a Credentials committee and shall designate a chairperson of the committee. It shall be the duty of the Credentials committee to:
 - (1) Determine the eligibility of each delegate and alternate from each club within the district.
 - (2) Ascertain that each club has been properly qualified in accordance with the provisions of the district policy.

- (3) See that all delegates are duly seated in the voting section of the convention.
- (4) All questions concerning the right of a delegate or alternate to vote, or number of votes, shall be determined by the Credentials committee and its decision shall be final, subject to appeal to the convention.
- (b) Resolutions committee. At or prior to each annual convention, the governor shall appoint a committee of at least three (3) as a Resolutions committee and shall designate a chairperson of that committee.
 - (1) The Resolutions committee shall receive such resolutions or proposals for resolutions as may be presented to it and shall carefully consider same and determine whether or not the resolutions shall be brought before the convention and prepare the form of same for presentation to the convention.
 - (2) The committee shall also bring before the convention any other resolutions they deem proper.
- (c) Nominating committee. The Nominating committee, consisting of all current club presidents in attendance at the annual district convention and shall be chaired by the Immediate Past Governor shall meet prior to the opening of the first business session of the convention to assure that there is at least one qualified candidate for each office and shall perform such other duties as may be assigned by the district board of directors. The Chairperson shall make the report of the nominating committee to the convention on the first business day prior to the nominations of candidates. This committee shall:
 - (1) Prepare and present a list of qualified candidates for district office; and
 - (2) Report nominations in the district newsletter publication prior to the last district meeting prior to the annual district convention; and
 - (3) Report a final slate at that meeting after having obtained prior written acceptance from each candidate.
- (d) Other committees. The governor may appoint such other committees as he/she may deem necessary and shall specify their duties.

135. RULES OF ORDER. Robert's Rules of Order shall be the parliamentary authority of all matters of procedure not specifically covered by the bylaws of Civitan International or the district. A parliamentarian shall be designated by the district governor for any district Meeting, in the absence of the Judge Advocate.

136. DISTRICT MEETINGS.

- (a) At least one or more district-wide meetings open to all clubs shall be held each fiscal year prior to the annual convention. These meetings shall be for the purpose of fellowship, motivation, education, inspiration, the exchange of ideas and any district business deemed necessary by the board of directors.
- (b) The time and place for such district meetings shall be determined by the board of directors. The governor shall determine the program, format, and agenda required to better facilitate the exchange of ideas, to provide seminars for the dissemination of knowledge and to inspire the membership and clubs in participation in the purpose of Civitan International.
- (c) The district secretary shall mail to each club in the district at least thirty (30) days prior to the date of said district Meeting, a written notice of the time and place of the holding of same together with a general statement of the agenda.

- (d) If any district business is to be transacted, the clubs and district Officers shall utilize the same voting privileges and methodology as set forth in Conventions in the district policy.

137. TYPES OF MEMBERS.

- (a) Membership in a Civitan club is open to all persons eighteen (18) years of age or older of good character and reputation.**
- (1) **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.
 - (2) **Honorary.** Honorary 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 selection 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. Honorary members shall have the privilege of attending all meetings of the club but shall not be required to pay club dues or be permitted to vote or hold elective office, and they shall have no interest in any of the funds or property of the club. Clubs shall purchase a subscription of the *Civitan Magazine* for each honorary member.
 - (3) **Member-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 his country, unless such member is 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 his 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 he or she so desires, as an active member in his club.
 - (4) **Life.** Life membership may be conferred on 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 shall thereafter pay all international, district and club dues on behalf of such member. All past international presidents shall be accorded automatic life membership in Civitan International and the club in which such past president is a member.
 - (5) **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.
 - (6) **Project Member.** 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.

**Civitan International, Inc. Bylaws, Article II.

- (7) **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 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.
- (8) **Associate Member.** 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.
- (b) **Leaves 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 for 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.
- (c) **Gender.** Civitan International existed for many years with only male members. Anything in the constitution and bylaws to the contrary notwithstanding words of gender such as “man,” “mankind” and other similar words shall be deemed to refer to all persons, male and female, and shall not denote the sex of a member or be regarded as having any connotation of distinction as between male and female members.

PART 2 - BUSINESS AND FINANCE

200. INTERNAL ACCOUNTS. The district shall operate under a standardized internal accounting system. The treasurer, in consultation with the governor shall establish rules and regulations as necessary to assure conformity with approved accounting procedures.

201. ANNUAL BUDGET.

- (a) The district shall operate under a budget of estimated income and expenditures for the fiscal year in which it is to be in effect, plus any accumulated surplus from the immediate past fiscal year.
- (b) The budget shall not authorize expenditure of any money in excess of such income and surplus.
- (c) The governor-elect shall meet with the current district governor and the outgoing and incoming district Treasurers during July to develop a budget for the upcoming fiscal year.
- (d) The budget shall be presented to the board of directors for adoption at its last board meeting prior to the annual convention, or not later than October 1 of the fiscal year in which it is to be in effect.
- (e) All disbursements shall be in compliance with the funds allocated in the Annual Budget. The governor may authorize reasonable and necessary expenditures that are not included in the Annual Budget, however any such material expenditure shall promptly be reported to the board of directors. The board of directors shall review and take action on all expenditures that are not provided for in the Annual Budget.

- (f) The annual budget shall include line items for travel and the notes attached to the budget shall include the members that are authorized to receive reimbursement for travel related expenses.
- (g) If funds are not available, the governor, with the approval of the board of directors, may notify the membership that the payment of travel related expenses to members will be suspended until such funds are available.

202. INVESTMENT GUIDELINES.

- (a) All funds shall be accounted for in strict accordance with existing State and Federal statutes.
- (b) Where residual funds exist that are not required for normal day to day expenses, nor exempt by law from investment, these shall be used to purchase interest bearing securities or be placed in interest bearing securities or in interest bearing accounts with appropriate financial agencies.
- (c) Custody of any securities must transfer to the succeeding treasurer.

203. TRANSFER OF FUNDS BETWEEN ACCOUNTS. Transfer of funds may be made between accounts in the budget only with the prior approval of the board of directors.

204. EXPENDITURES. The district board of directors authorizes the governor to approve expenditures to cover any single purchase order from the general operating budget, which may be required to conduct efficient operations within the district Office. Expenditures for items not covered by the budget shall be brought to the board of directors for approval.

- (a) All expense reimbursements are subject to funds being allocated in the Annual Budget.
- (b) Expenses connected with the performance of Civitan business should not be the burden of an individual elected or appointed to office in the district, but should be shared by all members of the district.
- (c) The most efficient approach to the job to be done should be used. When attending an official district Meeting, a Convention, or a Charter Event which is held at a lodging facility, all persons entitled to lodging reimbursement shall be reimbursed at 50% of the rate set by the facility as the Civitan group rate.
- (d) Where appropriate, Civitans should share rooms to reduce expenses.
- (e) Official expense reimbursement forms must be used and must be submitted to the governor within forty-five (45) days of the expense. No reimbursement will be made after the 45-day period or after the end of the fiscal year.
- (f) Approved reimbursements will be made only if the person has pre-registered for the particular meeting or convention.
- (g) Other necessary expenses as specifically authorized by the governor.

205. EXPENSE REIMBURSEMENT PROCEDURES. All expense reimbursements are subject to funds being allocated in the Annual Budget.

- (a) Governor. The governor shall be entitled to reimbursement of all reasonable expenses incurred during the performance of the duties of office. The governor's Expense Statement to be approved by the district treasurer and copies of the expense statements shall be made available to the board of directors at its next meeting.

- (1) Travel allowance at twenty cents (\$.20) per mile or actual expenses if less than twenty cents (\$.20) per mile (i.e. airfare.),
 - (2) Cost of postage and telephone calls pertaining to official business.
 - (3) Registration fees for self.
 - (4) Cost of lodging at the rate of 50% of the Civitan group rate as charged by the hotel for the room.
 - (5) Other necessary expenses as specifically authorized by the board of directors.
- (b) Governor-Elect The governor-elect shall be entitled to reimbursement of the following expenses when incurred during the performance of the duties of the office of governor-elect:
- (1) Travel allowance at twenty cents (\$.20) per mile or actual expenses if less than twenty cents (\$.20) per mile (i.e. airfare.),
 - (2) Cost of postage and telephone calls pertaining to official business.
 - (3) Registration fees for self.
 - (4) Cost of lodging at the rate of 50% of the Civitan group rate as charged by the hotel for the room.
 - (5) Other necessary expenses as specifically authorized by the governor.
 - (6) The governor-elect's Expense Statement to be approved by the district treasurer and copies of the expense statements shall be made available to the board of directors at its next meeting.
- (c) Area Directors. Area Directors may have the following expenses paid when incurred during the performance of duties within their respective areas:
- (1) Travel allowance at twenty cents (\$.20) per mile.
 - (2) Cost of postage and telephone calls pertaining to official business.
 - (3) Registration fees for self.
 - (4) Cost of lodging at the rate of 50% of the Civitan group rate as charged by the hotel for the room.
 - (5) Other necessary expenses as specifically authorized by the governor.
 - (6) The Area Director's Expense Statement may be approved by the district treasurer and copies of the expense statements shall be made available to the board of directors at its next meeting.
- (d) Other District Officers. District Officers (Immediate Past governor, Elected Past governor Director, secretary, treasurer, Judge Advocate, Sergeant-at-Arms, and Chaplain) and persons invited by the governor to attend meetings and conventions will receive reimbursement of expenses as follows:
- (1) Travel allowance to and from meetings at twenty cents (\$.20) per mile.
 - (2) Cost of postage and telephone calls pertaining to official business.
 - (3) Registration fees for self.
 - (4) Cost of lodging at the rate of 50% of the Civitan group rate as charged by the hotel for the room.

- (5) Other necessary expenses as specifically authorized by the governor.
- (6) The district Officer's Expense Statement may be approved by the district treasurer and copies of the expense statements shall be made available to the board of directors at its next meeting.
- (e) Committee Chairs And Others Performing Official Duties On Behalf Of The District. Upon approval of the governor, district committee Chairs and other members or persons performing duties or responsibilities on behalf of the district will receive reimbursement as follows:
 - (1) Travel expenses as required to perform functions at the rate of twenty cents (\$.20) per mile.
 - (2) Other necessary expenses specifically authorized by the governor.
 - (3) Covered expenses include the Junior Civitan International Convention Registration fee.
- (f) International Convention. Distribution of funds budgeted for the Civitan International Convention for the district representatives and voting delegates shall be allowed as follows:
 - (1) 33% of budgeted funds shall be allocated to the governor.
 - (2) 33% of budgeted funds shall be allocated to the governor-elect.
 - (3) 33% of budgeted funds shall be allocated to the immediate past governor, if the immediate past governor earned distinguished governor status.

206. DISTRICT SWAP PINS. District swap pins shall be ordered by the governor and made available to all district members who are to attend the International Convention. Members wishing the pins will reimburse the district for the cost of same.

207. REGISTRATION FEES FOR NEWLY CHARTERED CLUBS. The district shall pay the registration fee for two members of any newly chartered club to attend the first district Meeting or Convention after chartering.

208. DISTRICT DUES. (Revised on February 13, 2010) On a quarterly basis (October 1st, January 1st, April 1st, and July 1st) of each Civitan year, the district will send dues statements for the district dues (at \$4.00 per member) to each club.

- (a) The number of club members will be determined by the current roster of Civitan International. District dues are due on the 1st day of October, January, April, and July each fiscal year and shall become delinquent thirty (30) days after the due date.
- (b) Full-time undergraduate students and members with developmental disabilities will be billed half the normal rate of the district dues.
- (c) The District may participate in a consolidated dues billing and collection system implemented by Civitan International, Inc. This system allows district dues to be invoiced by Civitan International. When the dues are paid Civitan International remits the district dues and a schedule of payments to the district treasurer.
- (d) Camp Big Heart Civitan Club, being a special purpose club solely for the operations and support of Camp Big Heart shall be exempt from paying quarterly district dues only, giving up the right to vote at any district board meetings, district-wide meetings, district conventions, and not allowing its members to serve on the

district board of directors. They shall not be eligible to compete in any district awards or receive any special privileges. They will remain a Civitan club by paying International dues.

209. DIRECTORY. The board of directors may establish a reasonable fee to cover the cost of printing and distributing a district directory.

210. MEETING & CONVENTION REGISTRATION FEES. Each club of the district shall pay the treasurer of the district an amount to cover the registration fee for the district-wide meetings and the district Convention as may be fixed by the board of directors:

- (a) Clubs with 20 or more members shall be required to pay a minimum of two registration fees for district-wide meetings and district conventions, whether anyone from that club attends or not.
- (b) Clubs with less than 20 members shall not be billed for district meetings and district conventions unless they send someone.
- (c) A discount will be given to clubs that pay the registration fee by the pre-registration deadline.
- (d) Cancellations received no later than five (5) days before the district-wide meeting or district convention shall be refunded (if minimum number of representatives are registered). Cancellations due to a bona fide emergency (death, emergency illness) shall be honored regardless of date and a full refund provided.
- (e) "No shows" who pre-register will receive no refund.

211. AUDIT.

- (a) For the purpose of auditing the books of the current governor's administration and thus embarking on a clean slate as of September 30 of each year. The outgoing governor, with the approval of the board of directors prior to the start of the convention, shall: appoint a public accountant; a certified public accountant; a chartered public accountant; or inform the current (outgoing) board of directors to appoint an audit committee.
- (b) The outgoing governor and outgoing treasurer shall prepare a year end report and reconciliation of accounts as soon as possible after September 30, and shall submit same for auditing.
- (c) The district accounting year is from October 1 to September 30.
- (d) The report of the annual audit of the books of accounts of the district, as of September 30, shall be submitted to the incoming district board of directors not later than November 30 each year.

PART 3 - DUTIES & RESPONSIBILITIES OF DISTRICT OFFICERS & COMMITTEE CHAIRS

300. PLANNING.

- (a) It shall be the policy of the district to educate its officers and clubs as to the value of planning for maintenance of minimum required operating standards and for the accomplishment of specific goals and objectives.

- (b) The district shall have a five year plan detailing goals and objectives related to the mission and purpose of the district, with plans for an additional year to be added as each year expires.
- (c) The district shall work closely with Civitan International in developing and using training modules on the planning process for use by the training coordinator and officers on the purposes and techniques of planning.

301. CANDIDATE REQUIREMENTS FOR DISTRICT OFFICERS.

- (a) A candidate for the office of district governor or governor-elect shall:
 - (1) Be an active member in-good-standing of a Chartered Civitan Club in-good-standing in his or her the district.
 - (2) Secure the endorsement of his or her club or a majority of the clubs in his or her Area Director’s jurisdiction.
 - (3) Shall have been trained as an Accredited Club Builder. (Governors-Elect will receive training for the Accredited Club Builder designation during the annual Governors-Elect Training Academy.)
 - (4) Have served as a Club President for a full year or major portion thereof, and have served as an Area Director, district director, Lt. Governor, district secretary or district treasurer for a full year or major portion thereof in his or her district, or in another district, or have served no less than two (2) years as chairman of one or more standing committees in his or her district.
 - (5) In the case of candidates for the office of governor or governor-elect of an existing district, a newly created or formed district, or a district-in-development; the international director, or other international officer, shall consult with the current governor, or governor-elect if one is currently serving and the international director, or other international officer, may waive any or all of the requirements set forth in sub-section (3 and 4) above if no other qualified person is willing to run. In the event of waiver as aforesaid, the subsequent emergence of a qualified candidate or candidates shall not affect the candidacy of an individual who has obtained the waiver herein above described.
 - (6) Execute a statement indicating that he or she has read and understands the requirements set out in international policies, and further that he or she agrees to abide by said requirements to the best of his or her ability.
- (b) A candidate for the office of Area Director shall:
 - (1) Be an active member in-good-standing of a chartered Civitan Club in-good-standing with the district and with International.
 - (2) Have served as Club President or secretary for one full year or major portion thereof, or as a member of the board of directors of said club for no less than three (3) years.
 - (3) May have served previously as governor.
 - (4) Former Area Director Candidates are ineligible to run again for 2 years after serving as an Area Director.

- (5) If there is no qualified person to run for Area Director, the governor and the board of directors may waive the requirements for this office.
 - (6) Candidates for Area Director must be a member of a Civitan club in the Area for which they are a candidate.
 - (7) Nominations for Area Directors must be made from a club member in the Area for which the candidate is running.
 - (8) Area Director positions are for a two year term.
- (c) A candidate for the office of Elected Past Governor Director shall:
- (1) Be an active member in-good-standing of a chartered Civitan Club in-good-standing with the district and with International.
 - (2) Have served as governor for one full year or major portion thereof.
 - (3) If there is no qualified person to run for the office of Past Governor Director, the Governor and the board of directors may waive the requirements for this office.

302. BOARD OF DIRECTORS. The business of the district shall be administered and managed by the board of directors in accordance with bylaws and policies of the district and Civitan International. Each member of the board of directors (“directors”) shall have voting privileges on any issue requiring a vote. The board of directors consists of the governor, governor-elect, immediate past governor, elected past governor director and the elected area directors. Other non-voting ex-officio members of the board of directors are the secretary, treasurer, judge advocate, chaplain, sergeant-at-arms, and the current junior Civitan governor.

- (a) The general duties of the board of directors shall be to:
 - (1) Monitor and give general supervision and direction to the administration of the district.
 - (2) Function as the principal policy-making group for the district.
 - (3) Develop plans for the district and its programs.
- (b) It shall be the specific tasks of the board of directors to:
 - (1) Adopt new policies or make changes in existing policies.
 - (2) Establish and change areas within the district for efficiency and administration.
 - (3) Review and approve the governor-elect’s planned work program and appointments for his or her year as governor.
 - (4) Approve ad hoc committees submitted by the governor.
 - (5) Prepare and approve a budget for the subsequent year.
 - (6) Review the annual audit report of district finances.
 - (7) Determine whether the governor or governor-elect is unable to fulfill the duties of the office and recommend removal from office, if necessary.
 - (8) Determine date, and place of district meetings and special conventions, and determine date and city of annual convention.
 - (9) Prepare programs for annual convention.

- (10) Call special conventions, if needed.
- (11) Determine what (if any) district business is to be conducted at district meetings other than conventions.
- (12) Determine method of certifying voting delegates to district conventions.
- (13) Determine distribution of minutes of district-wide meetings and conventions.
- (14) Approve disbursement of all district funds that are consistent with budgeted items.
- (15) Determine that district finances are managed in accordance with accepted accounting practices.
- (16) Determine and approve official depositories for district funds.
- (17) Designate officers for signing district checks.
- (18) Establish and provide effective control of and review budgets for existing and future district projects with emphasis on projects of a short term nature.
- (19) Perform any other responsibilities or duties assigned by Civitan International as deemed necessary for the smooth operation of the district.

303. GOVERNOR. The governor shall be the chief executive officer of the district. He or she shall exercise general supervision over the affairs of the district subject only to the board of directors, the delegates to the annual convention and the International board of directors of Civitan International. He or she shall further the purposes of Civitan International and the district. He or she shall promote the interests and coordinate the work of district officers and of member clubs within the district. He or she shall at all times act as a representative of Civitan International in all relations with member clubs in the district. The governor shall be a member of the board of directors. It shall be the duty of the governor to:

- (a) Implement, supervise and lead the Civitan development team and comply with the requirements as set out in Civitan International policy 0800.
- (b) Preside at all district meetings, the annual convention and meetings of the board of directors.
- (c) Serve as ex-officio member of all committees.
- (d) Appoint district Officers to include a district Historian, Project Chairman, committees as provided in the bylaws and Policies of Civitan International and the district. Recommend ad hoc committees as needed.
- (e) Work with the board of directors to develop policies and programs of the district.
- (f) Work with Area Directors, project chairmen and committees to insure that the policies and programs of Civitan International and the district are carried out.
- (g) Remove from office any appointed district Officer who is unable or fails to perform the assigned duties.
- (h) Appoint a member to fulfill an office (except governor-elect) in the event a Vacancy occurs.
- (i) Attend the governor's Update Meeting, the annual convention of Civitan International, plus any special meetings for Governors held prior to or after the International Convention at the convention site, or any meeting or conference conducted by Civitan International or the Region Director for district Governors.

- (j) Attend all district-wide meetings and area meetings in the district.
- (k) Prepare for district board of directors approval the program, format and agenda for district-wide meetings, conventions and meetings of the board of directors. Prepare or supervise the preparation of the format and agenda for area meetings.
- (l) Designate parliamentarian for district Meetings and Conventions in the absence of the Judge Advocate.
- (m) Perform such other duties or assume such other responsibilities as required by the constitution and bylaws of Civitan International, or as assigned by Civitan International, or by the board of directors.
- (n) Arrange for the timely publication and distribution of the district Directory.
- (o) Order the district Honor Key(s) for the Special Awards Presentation on the night of the Installation Banquet at the Annual district Convention.
- (p) Order the district Officer Pins for the incoming governor's officers for presentation at the Installation Banquet at the Annual district Convention.

304. GOVERNOR-ELECT. The governor-elect is responsible for becoming familiar with all district Civitan activities and to prepare for assuming the job of governor. He or she is to assist the current governor in every way possible to ensure the efficient operation of the district and to prepare for the orderly transition from one administration to another. Specifically, he or she shall assist the governor in the management of the growth and retention program on the district level and shall operate under the direction of the board of directors. The governor-elect is a voting member of the board of directors. It shall be the duty of the governor-elect to:

- (a) Assume the office of governor in the event of a vacancy.
- (b) Strive to achieve the goal of five percent net increase in clubs in the district.
- (c) Develop with the governor a district growth plan on the form supplied by Civitan International.
- (d) Communicate the need for growth, methods to achieve growth, and benefits from these efforts to all members.
- (e) Assist the governor in supervising and directing the district growth and retention program.
- (f) Conduct growth and retention related education and training seminars on a regular basis.
- (g) Assist all district officers and growth and retention personnel as needed.
- (h) Develop plans and programs for district operation and growth for the next fiscal year.
- (i) Develop with his or her district manager of growth and retention a growth plan for his or her administrative year. The form used will be supplied by Civitan International. The plans shall be approved by the board of directors.
- (j) Appoint, for the next fiscal year, officers, project chairpersons, committee chairpersons and committees prior to the last district board of directors meeting prior to the annual convention, subject to the approval of the district board of directors. Once approved, announce the names of the appointees at the annual convention.
- (k) Provide for training of Area Directors and other appropriate district or club officers for the next fiscal year and ensure that all club officers are trained.

- (l) Attend the governor-elect Academy, the annual convention of Civitan International, plus any special meetings for governors-elect held prior to or after the International Convention at the convention site, or any other conferences conducted by Civitan International or the Region Director for governors-elect.
- (m) Attend all district meetings, conventions and meetings of the board of directors.
- (n) Perform such other duties or assume such other responsibilities as required by the constitution and bylaws of Civitan International, or as assigned by Civitan International, or by the board of directors.
- (o) Assume responsibility for the maintenance, upkeep and updating of the district Web Site to insure that the information is current and appropriate.

305. IMMEDIATE PAST GOVERNOR. The immediate past governor shall be a voting member of the board of directors and shall use his or her experience to assist the governor as requested and assigned. It shall be the duty of the immediate past governor to:

- (a) Serve as Chairperson of the Awards Committee in the year following their term as Immediate Past Governor. As chairperson, coordinate and manage district and international awards programs, and promote participation by individuals, clubs and the district in these programs by soliciting entries or assisting with the application process.
- (b) Be responsible for mailing the Civitas Award Ballots to each District Official (includes elected and appointed district officers: Governor, Governor-Elect, Elected Past Governor Director, Immediate Past Governor, Area Directors, Secretary, Treasurer, Judge Advocate, Sergeant-at-Arms and Chaplain), Committee Chairs, Prior Recipients (after the 2004-2005 Civitan year), and Club Presidents, along with a list of previous recipients, at least sixty (60) days prior to the annual district convention. Ballots must be sent to the Immediate Past Governor to be received not later than July 15.
- (c) Serve as the Civitan International District Foundation Liaison.
- (d) Order the governor's plaque, the governor's Honor Key, and purchase a gift not to exceed the amount of \$250 for the outgoing governor.
- (e) Present these three (3) items to the outgoing governor during the Installation Banquet at the Annual district Convention.
- (f) Order the plaques, certificates, banner patches, etc. for presentation to the district Award winners during the annual convention for the year they serve as Awards Chairperson.
- (g) Serve as Chairperson of the Nominating committee.
- (h) Perform such other duties or assume such other responsibilities as required by the constitution and bylaws of Civitan International, or as assigned by Civitan International, or by the board of directors.
- (i) Execute such other duties and responsibilities as may be assigned by the governor or the board of directors.

306. AREA DIRECTORS. The Area Directors are directly responsible and accountable to the governor for the proper operation of the clubs in their assigned area. He or she is to provide whatever consultation and assistance needed. Area Directors shall be elected members of the board of directors, and shall be a voting member of the board of directors. Area Directors shall serve a two (2) year term

in office which shall be staggered so as to provide continuity in administering to the affairs of the district. The Area Director shall:

- (a) Conduct a minimum of four (4) conferences or visitations with assigned clubs as required by policies of Civitan International and the district.
- (b) Visit each newly affiliated assigned club within thirty (30) days of chartering and thereafter as often as directed by the governor.
- (c) Report to the governor and Civitan International on forms prescribed for each conference / visitation within thirty (30) days.
- (d) Conduct Area Meetings as directed by the governor and as required and defined by Civitan International policies.
- (e) Provide liaison between clubs, club presidents and the district governor with reference to policies and standards established for clubs by Civitan International and the district.
- (f) Assist the governor and governor-elect to assure that all club officers are properly trained as required by Civitan International.
- (g) Encourage inter-club relations.
- (h) Promote club attendance at all area, district, and international functions.
- (i) Attend area meetings of assigned clubs, district meetings, conventions and any other meetings called by the governor or the board of directors.
- (j) Perform such other duties or assume such other responsibilities as required by the constitution and bylaws of Civitan International, or as assigned by Civitan International, or by the board of directors.
- (k) Work with the district manager of growth and retention.

307. ELECTED PAST GOVERNOR DIRECTOR. The Elected Past Governor Director shall be elected at the annual convention, shall be an elected member of the board of directors, help perform all duties assigned to it, and shall be a voting member of the board of directors. The duties of the elected past governor director shall be:

- (a) Perform duties related to the general duties and specific tasks of the board of directors.
- (b) Perform other policy-making and planning responsibilities and duties assigned by the board of directors except that in no case shall an elected past governor director exercise supervision over clubs or Area Directors.
- (c) Help administer and manage the district in accordance with the bylaws and Policies of Civitan International and of the district.
- (d) Assist in establishing policies for the operation of the district.
- (e) Represent all Past Governors on the Board.
- (f) Attend all district meetings, conventions, and meetings of the board of directors.
- (g) Perform all duties as assigned.

308. SECRETARY. The secretary shall be appointed by the governor and is an appointed ex-officio member of the board of directors. The secretary maintains the official records of the district and performs such other duties as usually pertain to the functions of a secretary. The secretary may be designated as the agent for an incorporated district. It shall be the duty of the secretary to:

- (a) Attend all district meetings, conventions, and board of directors meetings, and serve as secretary of said meetings.
- (b) Keep minutes of all district meetings, conventions and board of directors meetings, transmit copies of these minutes in accordance with district policy.
- (c) Preserve and have accessible the District Policies and Procedures Manual.
- (d) Mail timely notice of all district meetings, conventions, and board of directors meetings to district officers, club presidents, and all Past Governors within thirty (30) days prior to meetings.
- (e) Mail notice of upcoming vacancies in district offices and the requirements for office to all current district officers and club presidents thirty (30) days prior to the Spring district Meeting.
- (f) Perform such other duties or assume such other responsibilities as required by the constitution and bylaws of Civitan International, or as assigned by Civitan International, or by the board of directors.
- (g) Meet with successor in office to provide training, guidance and an orderly transition of records and books.

309. TREASURER. The treasurer shall be appointed by the governor and shall be an ex-officio member of the board of directors. The treasurer shall maintain the official financial records of the district and performs such other duties as usually pertain to the function of a treasurer. It shall be the duty of the treasurer to:

- (a) Keep accurate and complete records of all district financial transactions, following good accounting procedures.
- (b) Submit financial statements and records as required by the bylaws and Policies of Civitan International, the district and by the board of directors.
- (c) Receive and deposit all monies due the district.
- (d) Disburse monies within limitations of the district budget or by specific instructions of the board of directors or the delegates of the annual convention.
- (e) Furnish written reports of the district finances at each meeting of the board of directors and at the annual convention.
- (f) Close the books at the end of the fiscal year and submit them for audit as required by the bylaws and policies of Civitan International and the district.
- (g) Attend all district meetings, conventions, and meetings of the board of directors.
- (h) Perform such other duties or assume such other responsibilities as required by the constitution and bylaws of Civitan International, or as assigned by Civitan International, or by the board of directors.
- (i) Submit each report as may be required by State and Federal laws.
- (j) Meet with successor in office to provide training, guidance and an orderly transition of books, records, and custody of investments.
- (k) Secure bond not to exceed the current district balance of accounts. The cost of the bond shall be an expense of the district

310. SERGEANT-AT-ARMS. The Sergeant-at-Arms shall be appointed by the governor and shall be directly responsible to the governor. The Sergeant-at-Arms shall be an ex-officio member of

the board of directors. It shall be his or her duty to:

- (a) Keep order during meetings, calling delegates into the meeting place, insuring that the tools of the meeting are in place, including but not limited to the flag, bell and Gavel, banners, seating, rostrum, public address system, if needed, and other program needs.
- (b) Assist the district officers and appropriate committee members with meeting arrangements and décor.
- (c) Check for proper conduct, attire, pins and badges, and may invoke nominal fines for violations. Enlist additional help or assistance as deemed necessary to accomplish the required results at all district meetings and conventions.
- (d) Attend all district meetings, conventions, and meetings of the board of directors.
- (e) Perform such other duties or assume such other responsibilities as required by the constitution and bylaws of Civitan International, or as assigned by Civitan International, or by the board of directors.

311. JUDGE ADVOCATE. The Judge Advocate shall be appointed by the governor and shall be an ex-officio member of the board of directors. He or she shall be an advisor and counselor to and for the district, the district officers and the board of directors. He or she shall perform those duties specified to be performed by a district judge advocate in the bylaws of Civitan International, particularly Section 5 of Article I (club bylaws) and the Sections of Article V (district provisions). He or she shall advise and assist the clubs of his or her district in complying with the terms and provisions of Section 9 of Article I (relating to incorporation and corporate governance) and shall advise and assist his or her district in the performance of required corporate duties. The district judge advocate shall upon designation by the governor to so act, shall serve as parliamentarian at district meetings and conventions and at meetings of the board of directors and, to this end, shall acquaint himself or herself with parliamentary procedures as prescribed in Robert's "Rules of Order." It shall be the duty of the judge advocate to:

- (a) Determine all questions of parliamentary procedure.
- (b) Interpret district policy at the request of the governor, governor-elect or the board of directors.
- (c) Assist newly chartered clubs in the preparation of their articles of incorporation and bylaws upon request. Examine articles of incorporation, constitutions and bylaws of member clubs to see that they conform to Civitan International and district constitutions, bylaws, and policies. In case of non-conformity, take whatever action is necessary to secure compliance.
- (d) Review district fidelity bonds to see that each has such bonds as required by Civitan International constitution and bylaws and by district policy.
- (e) Represent the district in any legal action that may be brought by or against it or a related part of it, or in procuring such legal representation.
- (f) Attend all district meetings, conventions, and meetings of the board of directors.
- (g) Perform such other duties or assume such other responsibilities as required by the constitution and bylaws of Civitan International, or as assigned by Civitan International, or by the board of directors.

312. CHAPLAIN. The chaplain shall be appointed by the governor and shall be an ex-officio member of the board of directors. It shall be the duty of the chaplain to:

- (a) Serve as the inspirational leader of the district.
- (b) Minister to the religious needs of the district in an ecumenical manner.
- (c) Under the direction of the governor, deliver messages of inspiration, invocation and/or benediction, call upon ill or inform Civitans and arrange for cards and flowers to be sent on behalf of the district.
- (d) Write articles for the district Newsletter, as appropriate.
- (e) Attend all district meetings, conventions, and meetings of the board of directors.

313. JUNIOR CIVITAN CHAIR(S). The Junior Civitan Chair shall be appointed by the governor by March 1st, and may be an ex-officio member of the board of directors. It shall be the duty of the Junior Civitan Chair(s) to:

- (a) Advise the youth organizations and serve as liaison between the Junior Civitan organizations and the district. Act as liaison between the district governor, district and clubs and the Junior Program within the district.
- (b) Act as liaison between the district Junior Civitan Organization and the Youth Activities Department of Civitan International.
- (c) Be aware and promote International programs and projects.
- (d) Assure Collection of Junior Civitan club dues.
- (e) Maintain financial records and checking account.
- (f) Promote youth activities by communicating to the governor the status of the Junior Civitan organization.
- (g) Present periodic reports to the governor, board of directors, and to district meetings and conventions.
- (h) Submit year-end awards nominations to Junior Civitan International.
- (i) Work closely with the Junior Civitan district officers by maintaining close communication throughout the year.
- (j) Initiate Junior Civitan Club Building within the district by contacting senior Civitan clubs that do not sponsor Junior clubs.
- (k) Help plan for the attendance of the district Junior Civitan governor and the district public relations coordinator at the annual training academy and convention.
- (l) Organize and plan Junior club and district officer training sessions.
- (m) Attend chairperson's sessions and international junior convention during the month of June following his/her appointment.
- (n) Change committees or chairpersons of Junior Civitan organizations for lack of activity or improper attitude, subject to the approval of the district governor.
- (o) Perform such other duties or assume such other responsibilities as required by the constitution and bylaws of Civitan International, or as assigned by Civitan International, or by the board of directors.

314. CAMPUS CIVITAN CHAIR(S). The Campus Civitan Chair(s) shall be appointed by the governor and may be ex-officio member(s) of the board of directors. It shall be the duty of the Campus Civitan Chair(s) to:

- (a) Advise the college level organizations and serve as liaison between the Campus Civitan organizations and the district. Act as liaison between the district governor, district and clubs and the campus Program within the district.
- (b) Be aware and promote International programs and projects.
- (c) Promote youth activities by communicating to the governor the status of the campus Civitan organization.
- (d) Present periodic reports to the governor, board of directors, and to district meetings and conventions.
- (e) Submit year-end awards nominations to the district and Civitan International.
- (f) Work closely with the campus Civitan district officers by maintaining close communication throughout the year.
- (g) Initiate Campus Civitan Club Building within the district by contacting senior Civitan clubs that do not sponsor campus clubs.
- (h) Organize and plan campus club and district officer training sessions.
- (i) Change committees or chairpersons of Campus Civitan organizations for lack of activity or improper attitude, subject to the approval of the district governor.
- (j) Perform such other duties or assume such other responsibilities as required by the constitution and bylaws of Civitan International, or as assigned by Civitan International, or by the board of directors.

315. TRAINING COORDINATOR. The governor-elect may appoint a training coordinator not later than March 1 of each year. He or she shall report to and be directly accountable to the governor-elect. It shall be the duty of the training coordinator to:

- (a) Have the prime responsibility to assist the governor-elect in the planning, preparation and implementation of the district training program and to assist in the promotion and coordination of the Civitan International district training program.
- (b) Be in direct charge of all training for those officers, requiring training, who assume their positions on or before October 1.
- (c) Assist the governor-elect in training the area directors.
- (d) Assist the governor-elect in the training of the officers of newly chartered clubs within 30 days of charter presentation.
- (e) Be available to assist with other district education programs.

316. AWARDS COMMITTEE. The awards committee shall be chaired by the previous year's immediate past governor who shall select the committee from the ranks of Civitan. It shall be the duty of the awards committee to:

- (a) Administer the recognition program throughout the district.
- (b) Publish and distribute the Annual Awards Manual in time for the Civitan International district training.
- (c) Study the awards program and keep it current.
- (d) Motivate and encourage the membership to participate and respond with applications and activity.

- (e) Perform such other duties or assume such other responsibilities as required by the constitution and bylaws of Civitan International, or as assigned by Civitan International, or by the board of directors.
- (f) The awards chairperson shall be responsible for ordering the plaques, certificates, banner patches, etc. for presentation to the district awards winners during the annual district convention for the year they serve as awards chairperson.

317. FINANCE COMMITTEE. The finance committee is the budgeting arm of district finances. The committee is selected by the Governor-Elect to serve in the Governor-Elect's term of office as Governor. This committee shall:

- (a) Prior to August 1st of each year assist the Governor-Elect in preparing the annual budget for the coming year;
- (b) Review the finances (income and expenses) of the district on a quarterly basis to make sure the transactions are in keeping with the totals for items budgeted; and
- (c) Assist the audit committee and/or district treasurer as needed, and provide guidance in any transitions of books, records, and custody of investments as may be needed.

318. NOMINATING COMMITTEE. The nominating committee, consisting of all current club presidents in attendance at the annual district convention and chaired by the immediate past governor, shall meet if necessary prior to the opening of the said first business session of the convention to assure that there is at least one qualified candidate for each office and shall perform such other duties as may be assigned by the district board of directors. The chairperson shall make the report of the nominating committee to the convention on the first business day prior to the nominations of candidates. This committee shall:

- (a) Prepare and Present a list of qualified candidates for district office.
- (b) Report nominations in the district Newsletter publication, prior to the last district meeting prior to the annual convention, and report a final slate at that meeting after having obtained prior written acceptance from each candidate.

319. PUBLIC RELATIONS CHAIR. The public relations chair shall be appointed by the governor and shall make members aware of available media methods for the promotion of Civitan. It shall be the duty of the public relations chair to:

- (a) Encourage media use by clubs to promote their activities and plan "How To" and "Who To" motivational programs, as well as educational opportunities at district meetings.
- (b) Review and approve official photographs and written material on district activities before approval by the governor and before publication.
- (c) Appoint a committee, if deemed necessary, to assist in promoting the district.

320. MEETING AND ANNUAL CONVENTION COORDINATOR(S).

- (a) The Governor-Elect shall appoint a Meeting and Convention Coordinator by March 1st of each year to serve from that point and through September 30th of the year the governor-elect serves as governor.
- (b) The coordinator is directly responsible to the Governor-Elect and the board of directors and shall make reports to this body upon direction from the Governor-Elect or the board of directors.

- (c) During the governor-elect's term the coordinator shall have the following responsibilities:
 - (1) The coordinator, on being advised by the Governor-Elect and the board of directors of the dates and city locations for the district meetings, shall be responsible for locating and contracting all meeting sites, sufficiently in advance of the timetable, as well as plan the necessary meals, meeting rooms, equipment, and expenses.
 - (2) The coordinator, once the board of directors determines the date of the annual convention and the membership recommends the city and site of the convention (according to policy 132), the coordinator will obtain site information to include motels/hotels and rates, accommodations of meetings to the hotel/motel.
 - (3) At the spring district meeting (or meeting prior to the annual district convention), the coordinator shall present this information in writing to the club presidents and district officers, and shall announce the information for all of the proposed cities to the members in attendance.
 - (4) Once the vote is taken by the board of directors during the meeting prior to the start of the annual district convention, the coordinator will be responsible for contracting the convention site, as well as plan the necessary meals, meetings, equipment, and expenses.
- (d) During the governor-elect's term as governor the coordinator shall continue to serve at the pleasure of the governor and shall serve as the coordinator of a committee appointed by the Governor for the purpose of planning, organizing and directing district meetings and the annual convention.

321. CANDY/COIN BOX CHAIR(S). The Candy/Coin Box Chair(s) will be responsible for providing leadership to all clubs within the district relative to achieving the overall goals of the Civitan International Candy/Coin Box project. The district candy/coin box chair shall be appointed by the governor and shall report to and be directly accountable to the district governor. General performance objectives include:

- (a) To increase the number of clubs participating in the candy/coin box project.
- (b) To increase the productivity of clubs that are only marginally successful.
- (c) To compile and analyze weekly statistics of club activities by implementing a uniform club recordkeeping system.
- (d) To coordinate and conduct candy/coin box workshops.
- (e) To encourage clubs to properly recognize the local participating business establishments.
- (f) To develop a district awards program to properly recognize individual and club outstanding achievements.
- (g) To work with the staff of Civitan International and the club candy/coin box chairs to attain the district candy/coin box dollar goal.
- (h) To educate all Civitan members working on the Civitan International Candy/Coin Box Project that the training materials, information, systems, trademarks and concepts concerning the project are confidential proprietary information of Civitan International and should be kept confidential except for such limited disclosure as is required in the operation of the project and that such materials, information, systems, trademarks and concepts should not be used for the financial gain of any such member or disclosed to outside organizations for their use.

322. FRUITCAKE COMMITTEE. In conjunction with the Civitan International Board Policies on fruitcake, a Fruitcake committee will be established in the district. The Fruitcake committee will be composed of the Fruitcake Chair (appointed by the governor) who will serve as the Chair and appoint three members to said committee. This committee will have the authority to:

- (a) Make decisions about fruitcake placement in new stores.
- (b) Enforce the “unwritten gentlemen’s agreement” that the store(s) a club serviced last year will be serviced by them the next year unless the store(s) were serviced illegally the past year in which case the club that serviced the store(s) year before last regains the right to service those store(s) the next year.
- (c) Act as a “clearing house” for clubs as to the service of any store.
- (d) Resolve any conflicts as to which clubs will service which stores: (Clubs must notify the district Fruitcake Chair for resolution of any conflicts.).
- (e) Notify the store manager (where another club has placed cake and did not have the right to do so) to write the check to the appropriate Civitan Club.
- (f) Assign new stores when opened, first consideration will be given to the Civitan Club in that community. If that club does not want another store to service, then the first club that has called the district Fruit Cake chair will have first priority to the new store.
- (g) In the event a club that has been found guilty of servicing a store taken illegally from another club and for reasons a store cannot be restored to the original servicing club, the board of directors will recommend an appropriate penalty based on International Fruitcake policy No. 1300.
- (h) Each Civitan Club will submit a list of stores (names and complete addresses), amount of cake ordered and amount of cake sold to the district Fruit Cake Chair that were serviced during “Fruit Cake Season” after closing all of the fruitcake accounts. This listing will be the “official list” as far as the district Fruit Cake committee is concerned as to which stores a club serviced.

323. LONG RANGE PLANNING COMMITTEE. The Long Range Planning committee shall consist of the governor, the governor-elect and at least three (3) Past Governors who shall be responsible for planning for growth and development, retention and finances for the district for a five (5) year period. The Plan and Goals should be for 1 year, 3 years and 5 years. The past governors shall be appointed by the governor and shall serve staggering terms, with one governor serving one (1) year, one governor serving two (2) years and one governor serving three (3) years, so as to provide continuity. If there are not three past governors willing to serve, other Civitans may be appointed to serve on the committee provided they have been in Civitan for no less than three (3) years.

324. CLUB GROWTH COMMITTEE. Each club is required under qualifications for the Honor Club Award (this is not required on all awards) to have a Growth committee.

- (a) It is recommended that this committee be chaired by a past club president when possible.
- (b) The chairperson will be the club point of contact for growth and retention and report to the club president.
- (c) Area Directors and Growth and Retention Management Team will be available to provide assistance and coordination.

325. CLUBS FALLING BELOW 15 MEMBERS.

- (a) Clubs (and their members) with less than the required membership standard of 15 shall:
 - (1) Receive the Civitan Magazine and other mailings.
 - (2) Be allowed to make purchases at the Civitan International supply house on their club account.
 - (3) Be entitled to one vote at district and international meetings.
 - (4) Be invoiced quarterly international dues based on minimum charter billing of \$150.00 per quarter.
 - (5) Be invoiced for district dues based on the number of club members.
- (b) The club shall be encouraged to build its membership to 15 or more and the club will be provided with free recruitment material as requested.
- (c) Further information on these clubs may be found at Civitan International Policy 0315.

326. FINANCIAL OBLIGATIONS TO CIVITAN INTERNATIONAL, INC. See Civitan International Policy No. 0316.

327. RETURN OF CLUB CHARTER. See Civitan International Policy No. 0317.

PART 4 - MISCELLANEOUS

400. COURTESIES SHOWN VISITING DIGNITARIES. It shall be the policy of the district to treat visiting dignitaries with the greatest respect and show appreciation by providing the following courtesies:

- (a) An invitation well in advance of visit date.
- (b) An agenda four (4) to six (6) weeks prior to the visit.
- (c) Room when appropriate.
- (d) Meals when appropriate.
- (e) An escort (pick up, entertainment, transport, etc.).
- (f) Appropriate publicity.
- (g) If a fee is not involved with their visit, an appropriate reasonable priced gift from the district may be in order.

401. CAPTIONS. The captions contained herein are for convenience purposes only and shall be construed so as to change the clear meaning of the section or paragraph.

Recommended By the Bylaws and Policy Committee and Adopted by the District Board of Directors in Fayetteville, Georgia, on August 4, 2007.