

# CANADIAN DISTRICT WEST POLICY MANUAL

## INDEX

### SECTIONS

<b>DISTRICT / GENERAL.....</b>	<b>D 100</b>
<b>DISTRICT / CLUB.....</b>	<b>D 200</b>
<b>DISTRICT / BOARD.....</b>	<b>D 300</b>
<b>DISTRICT / CONVENTIONS.....</b>	<b>D 400</b>
<b>DISTRICT / FINANCIAL.....</b>	<b>D 500</b>
<b>DISTRICT / PROJECTS.....</b>	<b>D 600</b>
<b>DISTRICT / TRAINING.....</b>	<b>D 700</b>
<b>DISTRICT / JUNIOR CIVITAN.....</b>	<b>D 800</b>
<b>JUNIOR CIVITAN POLICIES.....</b>	<b>J 800</b>
<b>DISTRICT / CAMPUS CLUBS.....</b>	<b>D 900</b>
<b>DISTRICT / JOB DESCRIPTIONS.....</b>	<b>D 1000</b>
<b>DISTRICT / AWARDS PROGRAM.....</b>	<b>D 1100</b>

# CANADIAN DISTRICT WEST POLICY MANUAL

## INDEX BY SECTION

DISTRICT / GENERAL.....	D 100
CONSTITUTION & BY-LAWS.....	D 100 – 1
CONFLICT OF POLICY – CONSTITUTION & BY-LAWS.....	D 100 – 2
CONSTITUTION & INTERPRETATION OF DISTRICT POLICIES. .	D 100 – 3
NAME AND TERRITORIAL JURISDICTION.....	D 100 – 4
FISCAL YEAR.....	D 100 – 5
CIVITAN DISTRICT IN GOOD STANDING.....	D 100 – 6
HONOURARY CANADIAN.....	D 100 – 7
POLICY MANUAL.....	D 100 – 8
POLICY DEVELOPMENT.....	D 100 – 9
POLICY DRAFTING AND DISSEMINATION.....	D 100 – 10
INTERNATIONAL INSURANCE.....	D 100 – 11
DISTRICT INSURANCE.....	D 100 – 12
LEADERSHIP TRAINING AND DEVELOPMENT.....	D 100 – 13

# CANADIAN DISTRICT WEST POLICY MANUAL

## INDEX BY SECTION

<b>DISTRICT / CLUB.....</b>	<b>D 200</b>
<b>CLUB IN GOOD STANDING.....</b>	<b>D 200 – 1</b>
<b>CIVITAN MEMBER IN GOOD STANDING.....</b>	<b>D 200 – 2</b>
<b>CLUB RESPONSIBILITY – CONVENTIONS (DELEGATES).....</b>	<b>D 200 – 3</b>
<b>INCORPORATION.....</b>	<b>D 200 – 4</b>
<b>REMOVAL OF AN ELECTED CLUB OFFICER FROM OFFICE.....</b>	<b>D 200 – 5</b>
<b>COMMUNICATIONS.....</b>	<b>D 200 – 6</b>



# CANADIAN DISTRICT WEST POLICY MANUAL

## INDEX BY SECTION

DISTRICT / CONVENTIONS.....	D 400
CONVENTION AGENDA.....	D 400 – 1
CONVENTIONS – MEETING STATUS.....	D 400 – 2
APPOINTING OF THE CREDENTIALS COMMITTEE.....	D 400 – 3
DUTY OF THE CREDENTIALS COMMITTEE.....	D 400 – 4
DELEGATE / ALTERNATE VOTING.....	D 400 – 5
DISTRICT ELECTIONS – VOTING.....	D 400 – 6
MAJORITY VOTE FOR ELECTIONS.....	D 400 – 7
ELECTION CONVENTION.....	D 400 – 8
STANDING FOR ELECTED POSITION – GOVERNOR-ELECT.....	D 400 – 9
STANDING FOR ELECTED POSITION – AREA DIRECTOR.....	D 400 – 10
REGIONAL CONVENTION – DISTRICT SUBSIDIES.....	D 400 – 11
TICKET SALES.....	D 400 – 12
MEETING AGENDA.....	D 400 – 13
CANDIDATE REQUIREMENTS FOR DISTRICT OFFICE.....	D 400 – 14
CANDIDATE REQUIREMENTS FOR INTERNATIONAL OFFICE....	D 400 – 15
SELECTION OF CANDIDATE – INTERNATIONAL DIRECTOR.....	D 400 – 16
CONVENTION REGISTRATION / CANCELLATION FEES.....	D 400 – 17
DISTRICT WEEKEND CONVENTION – DISTRICT SUBSIDY.....	D 400 – 18
DISTRICT ONE-DAY CONVENTION – DISTRICT SUBSIDY.....	D 400 – 19
PROPOSED ANNUAL BUDGET.....	D 400 – 20
CHAIRPERSONS REPORTS.....	D 400 – 21

# CANADIAN DISTRICT WEST POLICY MANUAL

## INDEX BY SECTION

DISTRICT / FINANCIAL.....	D 500
REVENUE & EXPENDITURES – DUES.....	D 500 – 1
GROWTH AND DEVELOPMENT FUND.....	D 500 – 2
DISTRICT ACCOUNTS RECEIVABLE.....	D 500 – 3
OVERDUE ACCOUNTS.....	D 500 – 4
REGISTRATION FEES.....	D 500 – 5
COMMITTEE / CHAIRPERSON – SPECIAL ACCOUNTS.....	D 500 – 6
CHAIRPERSONS PROJECT FINANCIAL REPORTS.....	D 500 – 7
FUNDRAISING – SPECIAL FUNDS.....	D 500 – 8
DISTRICT EXPENSES.....	D 500 – 9
COMMITTEE CHAIRPERSONS & OTHER ATTENDING CONVENTIONS.....	D 500 – 10
DISTRICT AUDITOR.....	D 500 – 11
INTERNATIONAL DIRECTOR-ELECT TRAVEL EXPENSES.....	D 500 – 12
CLUB LEVY.....	D 500 – 13
TRAVEL EXPENSES (MILEAGE – MEALS).....	D 500 – 14
OFFICER / CHAIRPERSON CONVENTION EXPENSES.....	D 500 – 15
EXPENDITURES – TAXES.....	D 500 – 16
FUNDS ON LOAN TO COMMITTEE (S).....	D 500 – 17
RETENTION OF RECORDS.....	D 500 – 18
BUDGETARY SURPLUS.....	D 500 – 19

# CANADIAN DISTRICT WEST POLICY MANUAL

## INDEX BY SECTION

<b>DISTRICT / PROJECTS.....</b>	<b>D 600</b>
<b>CANDY BOX POLICY.....</b>	<b>D 600 – 1</b>
<b>CANDY BOX ADMINISTRATOR.....</b>	<b>D 600 – 2</b>
<b>CAKE SALES.....</b>	<b>D 600 – 3</b>
<b>CAKE CHAIRPERSON.....</b>	<b>D 600 – 4</b>
<b>CIVITAN AWARENESS FUND.....</b>	<b>D 600 – 5</b>

**CANADIAN DISTRICT WEST POLICY MANUAL**

**INDEX BY SECTION**

**DISTRICT / TRAINING.....D 700**

**OFFICER TRAINING ACADEMY.....D 700 – 1**

**TRAINING STAFF CERTIFICATION.....D 700 – 2**

**CERTIFICATION OF OFFICER TRAINING OF NEW CLUBS.....D 700 – 3**

**TRAINING COORDINATOR – JOB DESCRIPTION.....D 700 – 4**

**ORIENTATION & TRAINING OF INTERNATIONAL DIRECTOR...D 700 – 5**

# CANADIAN DISTRICT WEST POLICY MANUAL

## INDEX BY SECTION

DISTRICT / JUNIOR CIVITAN.....	D 800
JUNIOR CHAIRPERSON – JOB DESCRIPTION.....	D 800 – 1
SNO-DO CHAIRPERSON – JOB DESCRIPTION.....	D 800 – 2
JUNIOR GOVERNOR (EX-OFFICIO SENIOR BOARD MEETING)...	D 800 – 3
THE FOLLOWING POLICIES PERTAIN TO THE JUNIOR CIVITAN ORGANIZATION ARE RECORDED IN THIS SECTION UNDER JUNIOR CIVITAN FOR THE BENEFIT OF THE SENIOR MEMBERS WHO ARE INVOLVED IN JUNIOR CIVITAN.	
CONSTITUTION AND BY-LAWS.....	J 800 – 1
CONFLICT OF CONSTITUTION AND BY-LAWS.....	J 800 – 2
NAME AND TERRITORIAL JURISDICTION.....	J 800 – 3
FISCAL YEAR.....	J 800 – 4
INTERNATIONAL AND DISTRICT DUES.....	J 800 – 5
JUNIOR CIVITAN CLUB IN GOOD STANDING.....	J 800 – 6
POLICY BOOK MANUAL.....	J 800 – 7
POLICY DEVELOPMENT.....	J 800 – 8
JUNIOR CIVITAN IN GOOD STANDING.....	J 800 – 9
VACANCIES IN OFFICE.....	J 800 – 10
JUNIOR DISTRICT BOARD.....	J 800 – 11
BOARD ACTIVITIES – OPEN MEETINGS.....	J 800 – 12
EXPENDITURES.....	J 800 – 13
JUNIOR INTERNATIONAL CONVENTION	
DELEGATE EXPENSES.....	J 800 – 14
NOTICE OF BOARD MEETINGS.....	J 800 – 15
DISTRICT / JUNIOR CIVITAN CONTINUED	
ORDERING SUPPLIES FROM CIVITAN INTERNATIONAL.....	J 800 – 16

## **CANADIAN DISTRICT WEST POLICY MANUAL**

<b>TRAVEL EXPENSES (MEALS &amp; MILEAGE).....</b>	<b>J 800 – 17</b>
<b>JUNIOR GOVERNOR (SENIOR BOARD EX-OFFICIO MEMBER)....</b>	<b>J 800 – 18</b>
<b>NON-PAYMENT OF CLUB &amp; INTERNATIONAL DUES.....</b>	<b>J 800 – 19</b>
<b>CHAPERONS.....</b>	<b>J 800 – 20</b>
<b>NO-SHOW – DISTRICT EVENTS.....</b>	<b>J 800 – 21</b>
<b>JUNIOR ADVISOR.....</b>	<b>J 800 – 22</b>
<b>SUBSTANCE ABUSE.....</b>	<b>J 800 – 23</b>
<b>JUNIOR TRANSPORTATION.....</b>	<b>J 800 – 24</b>
<b>DRESS CODE.....</b>	<b>J 800 – 25</b>
<b>JUNIOR CLUB AND JUNIOR ADVISOR CONFLICT.....</b>	<b>J 800 – 26</b>
<b>HOSTING A JUNIOR DISTRICT EVENT.....</b>	<b>J 800 – 27</b>
<b>ELECTION PROCEDURES FOR THE JUNIOR DISTRICT BOARD..</b>	<b>J 800 – 28</b>
<b>SNO-DO BILLETING.....</b>	<b>J 800 – 29</b>
<b>DISTRICT TELEPHONE CALLS.....</b>	<b>J 800 – 30</b>
<b>PERMISSION FORM PACKAGE.....</b>	<b>J 800 – 31</b>

**CANADIAN DISTRICT WEST POLICY MANUAL**

**INDEX BY SECTION**

**DISTRICT / OPEN.....D 900**

**CAMPUS CLUBS – DUES.....D 900 – 1**

# CANADIAN DISTRICT WEST POLICY MANUAL

## INDEX BY SECTION

<b>DISTRICT / JOB DESCRIPTIONS.....</b>	<b>D 1000</b>
<b>INTERNATIONAL DIRECTOR.....</b>	<b>D 1000 – 1</b>
<b>IMMEDIATE PAST GOVERNOR.....</b>	<b>D 1000 – 2</b>
<b>GOVERNOR.....</b>	<b>D 1000 – 3</b>
<b>GOVERNOR-ELECT.....</b>	<b>D 1000 – 4</b>
<b>AREA DIRECTOR.....</b>	<b>D 1000 – 5</b>
<b>AD HOC COMMITTEE (S).....</b>	<b>D 1000 – 6</b>
<b>AWARDS CHAIRPERSON.....</b>	<b>D 1000 – 7</b>
<b>BULLETIN EDITOR.....</b>	<b>D 1000 – 8</b>
<b>CAKE CHAIRPERSON.....</b>	<b>D 1000 – 9</b>
<b>CANDY BOX CHAIRPERSON.....</b>	<b>D 1000 – 10</b>
<b>CHAPLAIN.....</b>	<b>D 1000 – 11</b>
<b>COMMITTEE CHAIRPERSONS – GENERAL.....</b>	<b>D 1000 – 12</b>
<b>CONSTITUTION &amp; BY-LAW COMMITTEE.....</b>	<b>D 1000 – 13</b>
<b>EVENTS CHAIRPERSON.....</b>	<b>D 1000 – 14</b>
<b>FINANCE COMMITTEE.....</b>	<b>D 1000 – 15</b>
<b>GROWTH &amp; RETENTION MANAGER.....</b>	<b>D 1000 – 16</b>
<b>JUDGE ADVOCATE.....</b>	<b>D 1000 – 17</b>
<b>JUNIOR CIVITAN.....</b>	<b>D 1000 – 18</b>
<b>SERGEANT-AT-ARMS.....</b>	<b>D 1000 – 19</b>
<b>SECRETARY.....</b>	<b>D 1000 – 20</b>
<b>SNO-DO CHAIRPERSON.....</b>	<b>D 1000 – 21</b>

**CANADIAN DISTRICT WEST POLICY MANUAL**

**DISTRICT / JOB DESCRIPTIONS CONTINUED**

**TRAINING COORDINATOR.....D 1000 – 22**

**TREASURER.....D 1000 – 23**

**DISTRICT HONOUR KEY JUDGING CHAIRPERSON.....D 1000 – 24**

**GOVERNOR-ELECT DESIGNATE.....D 1000 – 25**

**INTERNATIONAL FOUNDATION DISTRICT LIAISON.....D 1000 – 26**

**YOUTH LEADERSHIP AND DIVERSITY CONFERENCE.....D 1000 – 27**

**CANADIAN DISTRICT WEST POLICY MANUAL**

**INDEX BY SECTION**

**DISTRICT / AWARDS PROGRAM.....D 1100**  
**AWARDS POLICY.....D 1100 – 1**

## **CANADIAN DISTRICT WEST POLICY MANUAL**

### **SECTION D 100 - GENERAL**

#### **D 100-1 - CONSTITUTION & BY-LAWS**

**ADOPTED: 06/86                      LAST AMENDED:**

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

#### **D 100 – 2 - CONFLICT OF POLICY / CONSTITUTION & BY-LAWS**

**ADOPTED: 06/86                      LAST AMENDED:**

**In the even of conflict of any District Policy with the Constitution and By-Laws of Civitan International, the latter shall prevail.**

#### **D 100 – 3 - CONSTRUCTION & INTERPRETATION - DISTRICT POLICIES**

**ADOPTED: 06/86                      LAST AMENDED:01/07**

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

#### **D 100 – 4 - NAME & TERRITORIAL JURISDICTION**

**ADOPTED: 06/86                      LAST AMENDED: 01/07**

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

## **CANADIAN DISTRICT WEST POLICY MANUAL**

### **D 100 – 5 - FISCAL YEAR**

**ADOPTED: 06/86**

**LAST AMENDED:**

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

### **D 100 – 6 - CIVITAN DISTRICT IN GOOD STANDING**

**ADOPTED: 07/86**

**LAST AMENDED: 07/04**

**Reference International Policy 0305 LAST AMENDED 03/97**

**Cross Reference International Policies # 0306, #0307**

**The international board shall monitor all activities of a district. Only the international board has the authority to place a district on probation. If a district is placed on probation by the board, headquarters staff and the international director representing the district shall work together to monitor the district's status as outlined in international board policy #0306, "Sanctions for Districts Which Fail To Maintain Good Standing."**

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

**Districts in-good-standing shall:**

- 1. Remain current in its financial obligations and reports to Civitan International.**
- 2. Operates in accordance with the current Constitution, By-Laws and Policies of Civitan International.**
- 3. Have the following trained officers, as required by Civitan International: governor, governor-elect and area director.**
- 4. Have a growth plan on file with Civitan International for the current administrative year.**

## **CANADIAN DISTRICT WEST POLICY MANUAL**

### **D 100 – 7 - HONOURARY CANADIAN**

**ADOPTED: 04/89**

**LAST AMENDED: 07/07**

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

**Nominations for Honourary Canadian may be made by any Civitan Club or Member in GOOD STANDING. Applications must be made in writing and received by the District Governor prior to March 15<sup>th</sup>. Only nominations received in accordance with the provisions of this policy will be eligible for consideration by the committee.**

**The individual will be chosen from the nominations received by a committee consisting of the International Director, Governor and Governor-Elect from Canadian Districts East and West at the Region Five Governors Update.**

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

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

### **D 100 – 8 - POLICY MANUAL**

**ADOPTED: 04/90**

**LAST AMENDED: 10/08**

**This manual is maintained by the District Judge Advocate.**

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

**All members of the District Board (including District Treasurer, District Secretary, and the Judge Advocate), District Chairpersons and All Club President-Elects.**

#### **NOTES:**

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

## **CANADIAN DISTRICT WEST POLICY MANUAL**

### **D 100 – 9 - POLICY DEVELOPMENT**

**ADOPTED: 04/90**

**LAST AMENDED: 01/07**

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

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

**The District Board accepts the definition of policy as:**

**Policies are principles adopted by the District Board to chart a course of action. They tell what is wanted; they may include why and how much. Policies should be broad enough to permit the administration sufficient flexibility to administer the intent of the policy and narrow enough to give clear guidance. Policies are guides for action by the administration, which then sets the rules and regulation to provide specific directions.**

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

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

### **D 100 – 10 - POLICY DRAFTING & DISSEMINATION**

**ADOPTED: 04/90**

**LAST AMENDED: 01/07**

#### **POLICY DRAFTING**

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

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

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

## **CANADIAN DISTRICT WEST POLICY MANUAL**

### **POLICY DISSEMINATION**

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

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

#### **D 100 - 11 - INTERNATIONAL INSURANCE**

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

#### **D 100 - 12 - DISTRICT INSURANCE**

ADOPTED: 10/ 02

LAST AMENDED 03/04

The insurance for Canadian District West forms part of the Regional policy currently in place with Canadian District East.

The insurance fee of two dollars (\$2.00) shall be billed once yearly, in the January quarterly billing based on the December roster from Civitan International.

#### **D 100 - 12 - DISTRICT INSURANCE (Continued)**

ADOPTED: 10/ 02

LAST AMENDED 03/04

Clubs signing new members after the billing date will not be required to forward an additional two dollar (\$2.00) fee per new member for insurance coverage.

#### **D100- 13- LEADERSHIP TRAINING AND DEVELOPMENT**

ADOPTED: 07/04

LAST AMENDED

Reference International Policy 0406

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

The goals of such program shall be as follows;

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

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

**ISSUE YEAR 2008-2009**

## **CANADIAN DISTRICT WEST POLICY MANUAL**

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

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

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

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

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

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

## CANADIAN DISTRICT WEST POLICY MANUAL

### SECTION D 200 - CLUB

#### D 200 – 1 - CLUB IN GOOD STANDING

**ADOPTED: 09/83                      LAST AMENDED: 07/04**  
**Reference International Policy 0304      LAST AMENDED 01/07**

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

- 1. Has not had its charter suspended or revoked for non-payment of its financial obligations to Civitan International.**
- 2. Has at least fifteen (15) active members on file with Civitan International or with the European Division.**
- 3. Has an approved club Constitution and Bylaws as required by and in conformity with the International Constitution and Bylaws. Clubs chartered after July 1972 must also become INCORPORATED prior to the end of their first year of operation.**
- 4. Is NOT delinquent in filing reports to Civitan International. (For District delinquent filing see ITEM 9)**
- 5. Can certify that its current President, President-Elect, Secretary and Treasurer have attended the training academy for the current administrative year as required by Civitan International and the District. This participation is to be certified by the District Training Coordinator to the Governor, District Board and Civitan International. Club Officers should be trained PRIOR to taking office October 1<sup>st</sup>, but the FINAL DEADLINE for said training shall be NOVEMBER 15<sup>th</sup> of the current administrative year.**
- 6. Officers of a club chartered after this date must be trained within THIRTY DAYS of the CLUB CHARTER. Where a CHANGE OF OFFICER occurs MID-TERM the DISTRICT SECRETARY and TRAINING COORDINATOR must be advised immediately. The NEW OFFICER must be trained within THIRTY DAYS of ELECTION or APPOINTMENT**

**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.**

## CANADIAN DISTRICT WEST POLICY MANUAL

However, should a President, Secretary or Treasurer continue in office for a **THIRD CONSECUTIVE 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 office on a continuing basis.

7. The **DISTRICT GOVERNOR** shall, or cause to have, a Club **NOTIFIED OF THE SUSPENSION** of its **GOOD STANDING** by **CERTIFIED** or **REGISTERED MAIL**, to the last reported President and Secretary of the club. A Club, upon receipt of such notice, can **FILE** a **WRITTEN APPEAL** to the District Secretary, which then shall be heard and decided upon by a **MAJORITY VOTE** at the next District Board meeting of Canadian District West; such **SUSPENSION** shall **REMAIN IN FORCE** unless lifted by the District Board.
8. A representative of the Club in question may attend the Board Meeting.
9. Is not more than three months in arrears of any indebtedness to Canadian District West or any of its **ADMINISTRATIVE UNITS**. The list of **ADMINISTRATIVE UNITS** include the following; Cake project, Candy box project, Events, District Dues, District growth fund, Levy, Supplies and any other Administrative unit required at the discretion of the District Board.

### D 200 – 2 - CIVITAN MEMBER IN GOOD STANDING

**ADOPTED: 07/88**                      **LAST AMENDED: 07/04**

Reference International Policy 0304.1    **LAST AMENDED: 03/97**

A)            A            member            in            good            standing            shall            be:

1. Eighteen (18) years of age or older;
2. Of good character and reputation;
3. An Active member of a Civitan Club;
4. Not delinquent in his/her financial obligations to his/her club, Canadian District West and Civitan International;
5. Is in compliance with club, District or International requirements concerning attendance, duties and obligations;
6. Is not in a status of membership suspension and revocation and is not in a provisional or probationary status.

## **CANADIAN DISTRICT WEST POLICY MANUAL**

**B) A member in good standing may transfer his or her membership from one club to another only if he or she obtains a certificate of good standing and a release from the originating club.**

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

**ADOPTED: 05/86**

**LAST AMENDED: 07/07**

**It shall be the duty of each Club to be represented at each Convention and or District-wide Meeting by its full number of delegates (or alternates).**

#### **CLUB DELEGATES**

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

#### **VOTES**

**The number of votes available to each CLUB IN GOOD STANDING is set down by INTERNATIONAL CONSTITUTION & BYLAWS – ARTICLE V SECTION 14. The vote availability is as follows:**

**Up to 14 MEMBERS – 1 VOTE**

**15 TO 19 MEMBERS – 2 VOTES**

**20 TO 29 MEMBERS – 3 VOTES**

**30 TO 39 MEMBERS – 5 VOTES**

**40 TO 49 MEMBERS – 6 VOTES**

**50 TO 59 MEMBERS – 7 VOTES**

**60 TO 69 MEMBERS – 8 VOTES**

**70 TO 79 MEMBERS – 9 VOTES**

**OVER 80 MEMBERS – 10 VOTES**

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

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

**ISSUE YEAR 2008-2009**

## **CANADIAN DISTRICT WEST POLICY MANUAL**

### **D 200 – 4 - INCORPORATION**

**ADOPTED: 05/86                      LAST AMENDED:**

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

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

**ADOPTED: 04/97                      LAST AMENDED: 01/07**

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

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

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

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

### **D 200 – 6 - COMMUNICATIONS**

**ADOPTED: 12/98                      LAST AMENDED: 07/07**

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

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

**ISSUE YEAR 2008-2009**

## CANADIAN DISTRICT WEST POLICY MANUAL

### SECTION D 300 - BOARD

#### D 300 – 1 - TERM OF OFFICE

**ADOPTED: 06/86                      LAST AMENDED: 01/07**

**Reference International Bylaw Article V, Sections 45, 27, and 51 and all associated CURRENT International Policy**

**The Governor and Governor-Elect shall serve for one year. Effective October 1<sup>st</sup>, 2006 the positions of Elected Director will be combined with the position of Lt. Governor AND shall be known as Area Director and serve for two years on a staggered basis as per International Bylaws Article 5, Section 45. All officers shall take office October 1<sup>st</sup> following their election.**

**No one shall be eligible for nomination or election unless HE/SHE has met the qualifications established by the policies of CIVITAN INTERNATIONAL and has completed the required documentation prior to their nomination as required by District Policy.**

**It shall be the duty of the retiring Secretary of the district to prepare the minutes of the Annual Convention and to distribute the complete accounts of the District to the end of the fiscal year.**

**No AREA DIRECTOR may hold office for more than TWO CONSECUTIVE YEARS FOLLOWING THEIR ELECTION.**

**No more THAN 1 (ONE) PAST GOVERNOR SHALL BE ELECTED IN ANY GIVEN YEAR.**

**No District Chairperson may hold office for more than TWO CONSECUTIVE YEARS FOLLOWING THEIR APPOINTMENT.**

**Any EXCEPTION to this policy must be approved by the District Board prior to their ELECTION or appointment and/or have prior approval of the current International Director, as required.**

#### D 300 – 2 - VACANCIES IN OFFICE

**ADOPTED: 06/86                      LAST AMENDED:**

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

## **CANADIAN DISTRICT WEST POLICY MANUAL**

### **D 300 – 3 - BOARD MEETINGS**

**ADOPTED: 06/86**

**LAST AMENDED: 01/09**

The District Board shall hold up to **FOUR** regular meetings during each year at such time and place, as it shall determine.

Before or at their first meeting all members of the Board and Committee Members shall sign a Code of Ethics and a Confidentiality Agreement.

At all Board meetings guests will sign a Confidentiality Agreement or initial a previously signed one.

The Confidentiality Agreement and the Code of Ethics shall be kept by the District Secretary.

### **D 300 – 4 - BOARD ACTIVITIES OPEN MEETINGS**

**ADOPTED: 06/86**

**LAST AMENDED:**

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

### **D 300 – 5 - BOARD ACTIVITIES - MEETING INVITATIONS & VOTING**

**ADOPTED: 06/86**

**LAST AMENDED:**

Only District Board members and those Civitans specifically invited by the chairperson may speak to an issue, which will be heard at District Board Meetings. Only elected District Board members will vote on any decision.

### **D 300– 6 - APPOINTMENTS - SERGEANT-AT-ARMS, CHAPLAIN & CHAIRPERSONS**

**ADOPTED: 06/86**

**LAST AMENDED: 07/07**

The Governor will appoint a Sergeant-at-arms and a Chaplain for each convention and such chairperson(s) as, in the Governor's opinion, are required for the District to function effectively. The following requirements are necessary for each candidate to be eligible for the appointment.

#### **SERGEANT-AT-ARMS**

- (a) Be an active member in good standing of a chartered Civitan club in good standing.

#### **CHAPLAIN**

## **CANADIAN DISTRICT WEST POLICY MANUAL**

- (a) Be an active member in good standing of a chartered Civitan club in good standing.

### **OTHER CHAIRPERSONS**

- (a) Be an active member in good standing of a chartered Civitan club in good standing.

### **D 300 –7 - FOUNDATION LIAISON**

**ADOPTED: 06/86                      LAST AMENDED: 01/07**

**Prior to the Annual Meeting of Civitan International Foundation of Canada the District Board of The Canadian District West of Civitan International will appoint a member of the Board as a trustee of The Civitan International Foundation of Canada, prior to August 31<sup>st</sup>.**

### **D 300 – 8 - OFFICERS – COMPENSATION**

**ADOPTED: 06/86                      LAST AMENDED: 01/07**

**All officers shall serve without compensation. No member of the District Board shall accept any remunerative employment from District or Civitan International.**

### **D 300 – 9 - EXPENDITURES**

**ADOPTED: 06/86                      LAST AMENDED: 01/07**

**All District expenditures shall be approved by the District Board and shall be made by cheque signed by any two of the authorized signing officers, these to be the Governor, Governor-Elect, Past Governor and Treasurer.**

### **D 300 –10 - TRANSACTION APPROVAL – CONVENTION**

**ADOPTED: 05/86                      LAST AMENDED: 01/07**

**All transactions of the DISTRICT OFFICERS, DISTRICT COMMITTEES and of the DISTRICT BOARD shall be subject to the approval and ratification of a CONVENTION.**

### **D 300 – 11 - INTERNATIONAL CONVENTION DELEGATE EXPENSES**

**ADOPTED: 09/86                      LAST AMENDED:**

**The District Board will allocate funds in the Annual District Budget to cover the expenses relating to the International Convention. Said funds shall be utilized by the GOVERNOR and GOVERNOR-ELECT who shall serve as the TWO DISTRICT VOTING DELEGATES. Said funds shall be advanced if requested by either District Officer to reduce out of pocket expenses. All requests must be made in writing to the District Board prior to approval.**

## **CANADIAN DISTRICT WEST POLICY MANUAL**

### **D 300 –12 - SPECIAL BOARD MEETINGS**

**ADOPTED: 06/86                      LAST AMENDED:**

Special meetings of the District Board may be held at the call of the Governor or of a majority of the members of the District Board and at least (7) day's notice shall be given to all District Board Members and all club Presidents of all such meetings.

### **D 300 – 13 - NOTICE OF BOARD MEETINGS**

**ADOPTED: 06/86                      LAST AMENDED:**

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

### **D 300 –14 - SECRETARY AND TREASURER REPORTS AND AREA DIRECTOR 60-DAY CLUB ACTIVITY REPORTS**

**ADOPTED: 06/86                      LAST AMENDED: 07/07**

#### **TREASURER REPORT:**

The TREASURER shall make a report to the District at the ANNUAL CONVENTION and to the DISTRICT BOARD at each of its meetings and shall make such other reports as may be directed by the District Board. The books and records shall at all times be open to the inspection of the District Board. The TREASURER shall see to it that an ANNUAL AUDIT of the District expenses is performed and the ANNUAL REPORT is made to the District Board and the CONVENTION, within thirty days (30) after the closing of any ANNUAL or SPECIAL CONVENTION, or any meeting of the District Board, and of any meeting of the officers of the District.

#### **SECRETARY REPORT:**

The SECRETARY thereof shall make a concise report of the proceedings in writing of all meetings, which are called at the executive level and at the Convention level. The books and records shall at all times be open to the inspection of the District Board. Upon approval thereof by the District Board shall send such report to the SECRETARY of CIVITAN INTERNATIONAL and to all of the CLUB PRESIDENTS and PAST GOVERNORS and shall include therein copies of all resolutions and make recommendations adopted by and complete synopsis of all action taken at said meeting.

#### **AREA DIRECTOR 60-DAY CLUB ACTIVITY REPORT:**

The Area Director is responsible to return to the Current Governor and Governor-Elect a copy of ALL 60 Day Club Reports from each club in their assigned AREA. These reports are due to be returned no later than the last day of each alternate month or unless otherwise requested by the GOVERNOR.

**ISSUE YEAR 2008-2009**

## **CANADIAN DISTRICT WEST POLICY MANUAL**

### **D 300 – 15 - COMMITTEE REPORTING**

**ADOPTED: 04/90**

**LAST AMENDED:**

**All District Committees shall report to the governor in writing, where applicable at least 15 days prior to each District Board Meeting and District-wide Meeting/Convention.**

### **D 300 – 16 - BOARD OF DIRECTORS**

**ADOPTED: 04/90**

**LAST AMENDED:**

**Reference International Policy #0303**

**Responsibilities**

**The business of the District shall be administered and managed by the District Board in accordance with the Bylaws and policies of Civitan International.**

#### **Duties:**

**The general duties of the District Board shall be to:**

- **Monitor and give general supervision and direction to the administration of the District;**
- **Function as the principal policy- making group for the District;**
- **Develop plans for the District and its programs. It shall be the specific tasks of the District Board to:**
- **Adopt new District policies or make changes in existing policies;**
- **Establish and change areas of the District for efficiency of administration;**
- **Review and approve the Governor-Elects planned work program and appointments for his/her year as Governor;**
- **Determine what (if any) District business is to be conducted at District Meetings other than conventions;**
- **Determine method of certifying voting delegates to District conventions;**
- **Determine distribution of minutes of District-wide Meetings and Conventions;**
- **Approve disbursement of all District funds that are consistent with budgeted items;**
- **Determine that District finances are managed in accordance with accepted accounting practices;**
- **Determine official depositories for District funds;**

## **CANADIAN DISTRICT WEST POLICY MANUAL**

- **Designate officers for signing District cheques;**
- **Establish and provide effective control of and review budgets for existing and future District projects with emphasis on projects of a short term nature;**
- **Perform any other responsibilities or duties assigned by the International Board of Directors as deemed necessary for the smooth operation of the District.**
- **Approve ad hoc committees submitted by the Governor;**
- **Prepare a District budget for the subsequent year;**
- **Review the annual audit report of District finances;**
- **Determine whether Governor or Governor-Elect is unable to fulfill the duties of the office and recommend removal from office, if necessary;**
- **Determine date and place of District-wide Meetings and special conventions and date of annual conventions;**
- **Prepare programs of annual conventions;**
- **Call special conventions, if needed;**

### **D 300 – 17 - ORDERING SUPPLIES FROM CIVITAN INTERNATIONAL**

**ADOPTED: 02/91                      LAST AMENDED:**

**All supplies being ordered on behalf of Canadian District West from Civitan International must first be authorized by the District Governor or in his/her absence the Governor-Elect and a purchase order number assigned by the District Treasurer. THIS PURCHASE ORDER MUST BE ASSIGNED PRIOR TO THE ORDERING OF SUPPLIES.**

### **D 300-18 - FIVE YEAR GROWTH PLAN**

**ADOPTED: 02/91                      LAST AMENDED:**

**It shall be the responsibility of the District Board to develop a five-year plan to direct the growth and expansion of Canadian District West. The plan shall include objectives for numerical increases of clubs and members as well as locations for development of new clubs in areas where Civitan does not exist.**

## **CANADIAN DISTRICT WEST POLICY MANUAL**

The District Board, in its annual planning activities, shall develop, review and modify the five-year growth plan. The five-year planning horizon shall be maintained each year developing an additional year of growth objectives.

Responsibility for implementation of the growth plan shall be delegated to the District Growth Manager and his/her committee. Each year they shall prepare a PLAN to incorporate specific growth objectives and strategies for the coming year. The plan shall be presented to the District Board for review and approval no later than the final District Board Meeting of the year prior to implementation.

The District Board will review the progress towards achieving the targets of the growth plan AT EACH OF THE BOARD MEETINGS and make any necessary modifications at that time. Recommendations from the Growth and Retention Committee for strategic changes will be acted upon by the District Board.

### **D 300 – 19 - START DATE OF TERM FOR COMMITTEE CHAIRPERSONS**

**ADOPTED: 03/01**

**LAST AMENDED: 07/07**

The start date of the term of office for all Committee Chairpersons will be October 1<sup>st</sup> except for the Training Coordinator who will start on November 16<sup>th</sup>, the Sno Do Chairperson who will start on the day following the Region 5 Convention, and the Junior Chairperson who will start on July 1<sup>st</sup>.

# CANADIAN DISTRICT WEST POLICY MANUAL

## CIVITAN, CANADIAN DISTRICT WEST CODE OF ETHICS

**Civitan, Canadian District West officers and committee members shall be bound by the following set of guidelines upon assuming office. Any Civitan representing the organization shall:**

- \* Maintain the confidentiality of all documents, programs, and projects at the club and district levels and that such information shall not be used for personal, political, or financial gain.**
- \* Refrain from any discussion or written communication that might malign the character or good name of any Civitan member; nor engage in any activity designed to bring disfavour or public scorn upon another Civitan or the Civitan organization.**
- \* Respect the cultural, ethnic, social, and religious diversity within the organization and shall encourage tolerance and understanding of those differences among Civitan members.**
- \* Avoid any fiscal impropriety or potential conflict of interest and will disclose such conflicts promptly should they arise.**
- \* Uphold the tenets expressed in the Civitan Creed and endeavour to promote these ideals through the performance of his or her duties.**
- \* Conduct himself or herself and represent a standard of excellence in such a way as to bring credit to the organization.**

**Any violation or breach of these codes may result in disciplinary action, including dismissal from the office held.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**

# CANADIAN DISTRICT WEST POLICY MANUAL

## CONFIDENTIALITY AGREEMENT

### CIVITAN CANADIAN DISTRICT WEST

The undersigned agrees to preserve and protect the confidentiality of the proprietary and confidential information relating to Civitan Canadian District West's finances, administration and membership, including, but not limited to, membership and other mailing lists, financial statements and budgets, Board of Trustees meeting minutes and exhibits, and other similar data. Both during and after the term of the undersigned's position with Civitan Canadian District West, the undersigned agrees not to disclose or disseminate such information to any third party and not to use such information for his or her own benefit, for the benefit of his or her employer, its officers, directors or employees, including leased employees, or for the benefit of any third party, without the prior written consent of Civitan Canadian District West.

All such proprietary and confidential information used or generated during the course of the undersigned's position with Civitan Canadian District West is the property of Civitan Canadian District West. The foregoing obligations shall not apply to (a) information which, at the time of disclosure, was in the public domain; (b) information which the undersigned or his or her affiliates can establish by reasonable proof was in his or her possession at the time of its disclosure by Civitan Canadian District West or was subsequently and independently developed by the undersigned, employees of the undersigned or his or her affiliates who had no knowledge of the information; or (c) information required to be disclosed under compulsion of law.

The undersigned represents and warrants not to disclose or use Civitan Canadian District West's proprietary information other than as is permitted hereunder.

---

Signature

---

Date

---

Printed Name

## CANADIAN DISTRICT WEST POLICY MANUAL

### SECTION D 400 - CONVENTIONS

#### D 400 –1 - CONVENTION AGENDA

**ADOPTED: 05/86**

**LAST AMENDED: 01/07**

**AT EVERY CONVENTION THERE SHALL BE INCLUDED IN THE AGENDA THE FOLLOWING:**

- (a) The presentation of a report of the District Board by the District Governor.**
- (b) The presentation of a report of both the Secretary and Treasurer or Secretary/Treasurer of the District.**
- (c) The presentation of any proposed amendments to the District Policies.**
- (d) The Confirmation of amendments to District Policies made by the District Board since the last Convention.**
- (e) The election of the officers of the District Board at the SPRING CONVENTION.**
- (f) The nomination of two delegates and two alternate delegates to the next following Convention of Civitan International at the SPRING CONVENTION.**
- (g) Presentation of the District Budget for ensuing year at the REGION 5 CONVENTION.**
- (h) Such other matters as shall be decided upon by the Convention.**

#### D 400 – 2 - CONVENTION – MEETING STATUS

**ADOPTED: 09/86**

**LAST AMENDED:**

##### **MEETING STATUS**

**Effective October 1<sup>st</sup>, 1986 that all District-wide Meetings (one day and weekend meetings) be designated as “CONVENTIONS”.**

## **CANADIAN DISTRICT WEST POLICY MANUAL**

### **D 400 – 3 - APPOINTMENT OF THE CREDENTIALS COMMITTEE**

**ADOPTED: 06/86                      LAST AMENDED: 03/02**

The GOVERNOR shall, at least thirty-days (30) prior to the annual convention appoint a CREDENTIALS COMMITTEE of two (2) delegates and shall designate the chairperson thereof.

### **D 400 – 4 - DUTY OF CREDENTIALS COMMITTEE**

**ADOPTED: 06/86                      LAST AMENDED: 11/97**

It shall be the duty of the Credentials Committee to determine the eligibility of delegates or alternates. All questions concerning the right of a delegate to vote shall be conclusively determined by the Election Committee. They shall prepare, distribute and count the ballots and announce the vote. Before opening the polls, they shall prepare a list of delegates (or alternates) entitled to vote, and provide a copy to the District Secretary.

### **LATE ATTENDANCE OF CLUB DELEGATE**

Should a club delegate be late with just cause for a District Convention and arrive after the Credentials Committee has closed the delegate may ask the Governor of the District to have the seated voting delegates vote on allowing the delegate to enter the delegates area and therefore amend the credentials report and number of voting delegates.

### **D 400 – 5 - DELEGATE / ALTERNATE VOTING**

**ADOPTED: 05/86                      LAST AMENDED:**

In the absence of a delegate from a meeting of the Convention at which a question is submitted, an accredited alternate may cast the vote to which the delegate, if present, would be entitled. No delegate or alternate shall vote by proxy.

### **D 400 – 6 - DISTRICT ELECTIONS – VOTING**

**ADOPTED: 06/86                      LAST AMENDED:**

All voting shall be by secret ballot. A separate vote shall be taken for each office to be filled. All candidates are entitled to appoint a witness to verify the ballot count was accurate. These appointed witnesses shall play no part in the actual counting of the ballots until the final results are tabulated by the Convention scrutinizers.

**ISSUE YEAR 2008-2009**

## **CANADIAN DISTRICT WEST POLICY MANUAL**

### **D 400 – 7 - MAJORITY VOTE FOR ELECTIONS**

**ADOPTED: 06/86                      LAST AMENDED:**

**A majority of all votes cast shall be necessary for the election of the GOVERNOR-ELECT. In the event no candidate receives a majority, further ballots shall be cast and the name of the candidate receiving the smallest number of votes being dropped from the list on each successive ballot. Balloting shall continue until an election results.**

### **D 400 – 8 - ELECTION CONVENTION**

**ADOPTED: 09/86                      LAST AMENDED: 10/08**

**The elections for Canadian District West of Civitan will be held during the business meeting of the SPRING CONVENTION or at a following regular convention or specially called convention so convened. Nominations for elected positions will commence on January 01 of the current year.**

**The election will follow the following procedure:**

**The first ballot cast will be the GOVERNOR-ELECT, after the Governor-Elect is elected the remaining candidates if any will have the opportunity to add their name to the directors' ballot if they wish to run for this office.**

**The second ballot will be for the PAST GOVERNOR DIRECTOR.**

**The third ballot cast will be for the elected AREA DIRECTOR required to complete the slate of officers for the following year.**

### **D 400 – 9 - STANDING FOR ELECTION DISTRICT POSITION GOVERNOR/GOVERNOR-ELECT**

**ADOPTED: 07/88                      LAST AMENDED: 08/97**

**REFER TO D 400 – 15 FOR THE DETAILS OF THIS POLICY.**

### **D 400 – 10-STANDING FOR ELECTION DISTRICT POSITION AREA DIRECTOR**

**ADOPTED: 07/88                      LAST AMENDED: 03/06**

**ISSUE YEAR 2008-2009**

## **CANADIAN DISTRICT WEST POLICY MANUAL**

**REFER TO D 400 – 14 FOR THE DETAILS OF THIS POLICY.**

### **D 400 – 11 - REGIONAL CONVENTION – DISTRICT SUBSIDIES**

**ADOPTED: 06/86**

**LAST AMENDED:**

**Matching subsidies for REGION CONVENTIONS must be budgeted by District Governors to include the following list of required expenses:**

- |   |                                |
|---|--------------------------------|
| <b>1. Music</b>                           | <b>2. Mailing</b>              |
| <b>3. Printing</b>                        | <b>4. Badges &amp; Ribbons</b> |
| <b>5. Wine &amp; Flowers (head table)</b> | <b>6. Misc. supplies</b>       |
| <b>7. Honour Key Breakfast</b>            |                                |

### **D 400 – 12 - TICKET SALES**

**ADOPTED: 05/86**

**LAST AMENDED:**

**At each CONVENTION held by Canadian District West of Civitan International, the HOST CLUB shall be the only one to have for sale games of chance, raffles, hockey pools, etc.**

**A club wishing to introduce a project of this nature at a CONVENTION, District or Area Wide Meeting must have the permission of the DISTRICT GOVERNOR and the HOST CLUB.**

### **D 400 – 13 - MEETING AGENDA**

**ADOPTED: 06/86**

**LAST AMENDED: 10/08**

**The agenda of all business scheduled to be covered at the next DISTRICT CONVENTION shall be sent to all CLUBS by the DISTRICT SECRETARY with the notice of the meeting thirty days (30) prior to the meeting.**

### **D 400 – 14 - CANDIDATE REQUIREMENTS FOR DISTRICT OFFICERS**

**ADOPTED: 08/97**

**LAST AMENDED: 03/04**

**Reference: Civitan International Policy 0301 Last Amended 3/04**

**A candidate for the office of the District Governor or District Governor-Elect shall:**

- 1. Be an active member in good standing of a chartered Civitan club in good standing in his/her District.**
- 2. Secure the endorsement of his/her club or a majority of the clubs in his/her area.**

**ISSUE YEAR 2008-2009**

## **CANADIAN DISTRICT WEST POLICY MANUAL**

- 3. Shall have been trained as an Accredited Club Builder.**
- 4. Have served as a Club President for a full year or major portion thereof and have as served as District Director, Lt. Governor or District Secretary and/or Treasurer for a full year or major portion thereof in his/her District or in another District or have served no less than two years as chairperson of one or more standing committees of his/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 subsection (c) above if no other qualified person is willing to run. In the event of a 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 hereinafter described.**
- 6. Execute a statement indicating that he/she has read and understands the requirements set out in International Policy #0800 and further that he/she agrees to abide by said requirements to the best of his/her ability.**
- 7. The candidate for this position must fill in the attached nomination form (located at the back of section D 400) and have it delivered to the Nominations Chairperson (Immediate Past Governor) prior to any formal nomination being announced on the floor of the Convention for approval.**

**A candidate for the office of a AREA Director shall:**

**Be an active member in good standing of a chartered Civitan club in good standing in his/her District.**

- 1. Secure the endorsement of his or her Club or the majority of clubs in his or her District.**
- 2. Have served as Club President for a full year or major portion thereof or have served as District Secretary, Treasurer, Lt. Governor or as a chairperson of a standing committee of his/her District for a least one year.**
- 3. The candidate for this position must fill in the attached nomination form (located at the back of section D 400) and have it delivered to the Nominations Chairperson (Immediate Past Governor) prior to any formal nomination being announced on the floor of the Convention for approval.**

**Candidates for District Offices shall have successfully completed at least one District Officer Training Academy.**

## **CANADIAN DISTRICT WEST POLICY MANUAL**

**Above criteria for candidates for the office of Director may be waived by the District Board where there is no other qualified person 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 described.**

**The candidate for this position must fill in the attached nomination form (located at the back of section D400) and have it delivered to the Nominations Chairperson (Immediate Past Governor) prior to any formal nomination being announced on the floor of the Convention for approval.**

### **D 400 – 15 - CANDIDATES REQUIREMENTS FOR INTERNATIONAL OFFICE**

**ADOPTED: 06/86**

**LAST AMENDED: 03/04**

**Reference: International Policy 0228**

**Last Amended 03/03**

**A candidate for the office of International President-Elect shall:**

- 1. Be an active member in good standing of a chartered Civitan club in good standing in his/her District.**
- 2. Have served as Club President and Past Governor or International Director.**
- 3. Must have been trained as an Accredited Club Builder.**
- 4. Secure the endorsement of his/her club and have such endorsement certified to the International Office by the Club Secretary in accordance with procedures set forth in these policies.**
- 5. Be approved by the Nominating Committee as a qualified candidate for the office in accordance with the provisions of Article VIII, Section 5 of the By-Laws.**
- 6. Execute a statement indicating that he/she has read and understands the requirements set out in International Policy #0800 and further that he/she agrees to abide by said requirements to the best of his/her ability.**
- 7. If currently serving as an ex officio or elected member of the international board, shall not announce candidacy prior to the elections business session of the convention, after which his/her vacancy has been filled for the administration year beginning the following October 1.**

## **CANADIAN DISTRICT WEST POLICY MANUAL**

**A candidate for the office of International Director shall:**

- 1. Be an active member in good standing of a chartered Civitan club in good standing in his/her District.**
- 2. Have served as Club President and have completed or be completing an elected or appointed position on the District level.**
- 3. Must be trained as an Accredited Club Builder.**
- 4. Secure the endorsement of his/her club and have such endorsement certified to the International Office by the Club Secretary in accordance with procedures set forth in these policies.**
- 5. Be approved by the Nominating Committee as a qualified candidate for the office in accordance with the provisions of Article VIII, Section 5 of the By-Laws.**
- 6. Execute a statement indicating that he/she has read and understands the requirements set out in International Policy #0800 and further that he/she agrees to abide by said requirements to the best of his/her ability.**

### **D 400 – 16 - SELECTION OF CANDIDATE FOR INTERNATIONAL DIRECTOR**

**ADOPTED: 06/86**

**LAST AMENDED:**

**This policy shall be in effect provided that the annual joint convention of Canadian District East and West, known as the Region Five Convention be held.**

**The office of International Director is held by a duly elected active Civitan for a period of Two (2) consecutive years. Requirements for this office are prescribed in the International By-Laws.**

**The selection of the candidate for International Director is conducted by mutual agreement of Canadian District East and Canadian District West. The International Director is alternately selected from Canadian East and Canadian West.**

**Nominations for the office are to be entertained at the winter and spring Convention/Meetings of the NOMINATING DISTRICT during the year immediately prior to the office becoming vacant. Voting for selection of our candidate shall be held at the Region 5 convention of the same year.**

**Nominees are to be afforded by both Districts the opportunity to address the delegates at a District Convention/Meeting. Nominee's presentation, including introduction shall be given up to 7 minutes.**

## **CANADIAN DISTRICT WEST POLICY MANUAL**

### **VOTING**

**Voting shall be conducted by the incumbent International Director and shall be by secret ballot. Only certified delegates FROM BOTH DISTRICTS shall be permitted to cast their vote. The selected nominee shall be presented as our candidate for International Director, Region 5 to Civitan International for election to office in accordance with the International Constitution and Bylaws at the following International Convention.**

#### **D 400 – 17 - CONVENTION REGISTRATION / CANCELLATION FEES**

**ADOPTED: 02/91**

**LAST AMENDED:**

**Because prior knowledge of the number of delegates planning to attend a District Convention/Meeting is required in order to reserve adequate sized meeting rooms, prepare materials and make catering arrangements and/or commitments, it is the policy of Canadian District West:**

- 1. Cancellation due to a BONIFIDE EMERGENCY (death, emergency illness) shall be honoured regardless of the date and a full refund provided.**
- 2. “NO SHOWS” who pre-registered but failed to claim their registration packet will receive no refund, as Canadian District West will be required to pay for meals/functions ordered for them.**
- 3. “NO SHOWS” who pre-registered but failed to pay the registration fee and claim their registration packet will be INVOICED by the District as Canadian District West will be required to pay for meals/functions ordered for them.**
- 4. Hotel/Motel cancellations are subject to the cancellation policy of the Hotel/Motel. Any fees billed to Canadian District West will be invoiced to the individual member responsible for the reservation.**
- 5. All refunds / no show charges will be approved by the District Board.**
- 6. Any discrepancies/appeals must be registered with the District Treasurer and will be addressed as an agenda item at the District Board meeting immediately following receipt of the appeal by the District Treasurer.**

## **CANADIAN DISTRICT WEST POLICY MANUAL**

### **D 400 – 18 - DISTRICT ONE DAY CONVENTION – DISTRICT SUBSIDY**

**ADOPTED: 10/98**

**LAST AMENDED:**

The subsidy for the **DISTRICT ONE DAY CONVENTION** may be requested up to 30 days prior to the convention. The subsidy, which forms part of the District Budget, is to offset the cost for the following list of required expenses:

**1. Guest speaker**

**2. Room rental**

**3. Misc. supplies**

Any expenditure over the budgeted amount will be the responsibility of the Host Club(s).

The Host Club(s) will complete a financial statement outlining the above noted costs with a copy of the receipts. The report will be supplied to the District Treasurer within 30 days.

### **D 400 – 19 AREA DIRECTOR MEETINGS – DISTRICT SUBSIDY**

The subsidy for the **AREA DIRECTOR'S MEETINGS** may be requested up to 30 days prior to the meeting. The subsidy, which forms part of the District Budget, is to offset the cost for the meeting.

Any expenditure over the budgeted amount will be the responsibility of the **AREA DIRECTOR**.

### **D 400 – 20 - PROPOSED ANNUAL BUDGET**

**ADOPTED: 10/01**

**LAST AMENDED:**

The proposed annual budget shall be sent to all **CLUBS** by the **DISTRICT SECRETARY** with the notice of the **ANNUAL CONVENTION** thirty days (30) prior to the meeting.

## **CANADIAN DISTRICT WEST POLICY MANUAL**

### **D 400 – 21 - CHAIRPERSON REPORTS**

**ADOPTED: 03/02**

**LAST AMENDED:**

**Effective October 1<sup>st</sup>. 2002, all District Chairpersons are required to submit their reports no later than 5 weeks before the start of any District Convention to the DISTRICT SECRETARY who shall send them to all CLUBS with the notice of the meeting at least thirty days (30) prior to the meeting.**

# CANADIAN DISTRICT WEST POLICY MANUAL

## NOMINATION FOR GOVERNOR-ELECT

**\*\* Please note**

**This nomination form must be completed and returned to the NOMINATIONS CHAIRPERSON prior to the nominations opening at the convention. It is the candidate's responsibility to get the nomination form to the NOMINATIONS CHAIRPERSON (Immediate Past Governor).**

**Attention: NOMINATIONS CHAIRPERSON**

**NAME:** \_\_\_\_\_

**CLUB:** \_\_\_\_\_

**OFFICES HELD:** \_\_\_\_\_  
**(DISTRICT)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OFFICES HELD:** \_\_\_\_\_  
**(CLUB)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **DECLARATION:**

**I, THE UNDERSIGNED, DECLARE THAT THE ABOVE INFORMATION IS CORRECT. I HAVE READ AND UNDERSTAND THE INFORMATION CONTAINED IN CIVITAN INTERNATIONAL POLICY #0800 AND CURRENT CIVITAN INTERNATIONAL POLICY 0301 AND I AM PREPARED TO ALLOW MY NAME TO STAND AS A CANDIDATE FOR GOVERNOR-ELECT.**

**SIGNED:** \_\_\_\_\_

**CLUB PRESIDENT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**OFFICE USE ONLY**

**(Nominators)**

**MOVED:** \_\_\_\_\_

**CANADIAN DISTRICT WEST POLICY MANUAL**

SECONDED: \_\_\_\_\_

**NOMINATION FOR AREA DIRECTOR**

**\*\* Please note**

**This nomination form must be completed and returned to the NOMINATIONS CHAIRPERSON prior to the nominations opening at the convention. It is the candidate's responsibility to get the nomination form to the NOMINATIONS CHAIRPERSON (Immediate Past Governor).**

**Attention: NOMINATIONS CHAIRPERSON**

**NAME:** \_\_\_\_\_

**CLUB:** \_\_\_\_\_

**OFFICES HELD:** \_\_\_\_\_  
**(DISTRICT)**

\_\_\_\_\_  
\_\_\_\_\_

**OFICES HELD:** \_\_\_\_\_  
**(CLUB)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DECLARATION:**

**I, THE UNDERSIGNED, DECLARE THAT THE ABOVE INFORMATION IS CORRECT. I HAVE READ AND UNDERSTAND THE INFORMATION CONTAINED IN DISTRICT POLICY D 400-15 AND I AM PREPARED TO ALLOW MY NAME TO STAND AS A CANDIDATE FOR AREA DIRECTOR.**

**SIGNED:** \_\_\_\_\_

**CLUB PRESIDENT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**OFFICE USE ONLY**

**(Nominators)**

**MOVED BY:** \_\_\_\_\_

**CANADIAN DISTRICT WEST POLICY MANUAL**

SECONDED BY: \_\_\_\_\_

**NOMINATION FOR PAST GOVERNOR DIRECTOR**

**\*\* Please note**

**This nomination form must be completed and returned to the NOMINATIONS CHAIRPERSON prior to the nominations opening at the convention. It is the candidate's responsibility to get the nomination form to the NOMINATIONS CHAIRPERSON (Immediate Past Governor).**

**Attention: NOMINATIONS CHAIRPERSON**

**NAME:** \_\_\_\_\_

**CLUB:** \_\_\_\_\_

**OFFICES HELD:** \_\_\_\_\_  
**(DISTRICT)** \_\_\_\_\_  
\_\_\_\_\_

**OFICES HELD:** \_\_\_\_\_  
**(CLUB)** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DECLARATION:**

**I, THE UNDERSIGNED, DECLARE THAT THE ABOVE INFORMATION IS CORRECT. I HAVE READ AND UNDERSTAND THE INFORMATION CONTAINED IN DISTRICT POLICY D 400-15 AND I AM PREPARED TO ALLOW MY NAME TO STAND AS A CANDIDATE FOR PAST GOVERNOR DIRECTOR**

**SIGNED:** \_\_\_\_\_

**CLUB PRESIDENT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**OFFICE USE ONLY**

**(Nominators)**

**MOVED BY:** \_\_\_\_\_

## CANADIAN DISTRICT WEST POLICY MANUAL

SECONDED BY: \_\_\_\_\_

### SECTION D 500 - FINANCIAL

#### D 500 – 1 - DUES

**ADOPTED: 06/86**

**LAST AMENDED: 07/03**

Each club shall pay to the District an annual amount of EIGHTEEN DOLLARS (\$18.00) for each full member of the Club and NINE DOLLARS (\$9.00) for each half member, as shown on the Civitan International Quarterly Billing Roster Report, at the rate of FOUR DOLLARS AND FIFTY CENTS (\$4.50) or TWO DOLLARS AND TWENTY-FIVE CENTS respectively per quarter, payable not later than 20 days after the billing date. No adjustment of the amount due is allowed.

Each Civi-Young style club shall pay to the District an annual amount of NINE DOLLARS (\$9.00) for each member of the Club as shown on the Civitan International Quarterly Billing Roster Report, at the rate of TWO – TWENTYFIVE (\$2.25) respectively per quarter, payable not later than 20 days after the billing date. No adjustment of the amount due is allowed.

#### D 500 – 2 - GROWTH & DEVELOPMENT FUND

**ADOPTED: 07/90**

**LAST AMENDED: 07/03**

Each club shall pay to the District an annual amount of SIX DOLLARS (\$6.00) for each full member of the Club and THREE DOLLARS (\$3.00) for each half member, as shown on the Civitan International Quarterly Billing Roster Report, at the rate of ONE DOLLAR AND FIFTY CENTS (\$1.50) per quarter or SEVENTY-FIVE CENTS respectively, payable not later than 20 days after the billing date. No adjustment of the amount due is allowed.

Each Civi-Young style club shall pay to the District an annual amount of THREE DOLLARS (\$3.00) for each member of the Club as shown on the Civitan International Quarterly Billing Roster Report, at the rate of SEVENTY-FIVE CENTS (\$0.75) respectively per quarter, payable not later than 20 days after the billing date. No adjustment of the amount due is allowed.

These funds are designated and restricted for use solely to advance the Growth and Development of Civitan in the District. Funds may not be diverted to other District programs without the express permission of Club members authorized at a District Convention.

When and if the fund reaches fifteen thousand dollars (\$15,000.00) a transfer process approved by the District Board will return all excess funds over fifteen thousand dollars (\$15,000.00) back to the APPLIED LEVY of Canadian District West on a per member basis and based on the report of membership of Civitan International at that time.

**ISSUE YEAR 2008-2009**

## **CANADIAN DISTRICT WEST POLICY MANUAL**

### **D 500 – 3 - DISTRICT ACCOUNTS RECEIVABLE**

**ADOPTED: 09/82                      LAST AMENDED: 07/90**

**District accounts are due and payable as outlined in policies D500–1, 500–2 and 500-13.**

**A penalty of 3% per month is to be assessed on overdue accounts.**

### **D 500 – 4 - OVERDUE ACCOUNTS**

**ADOPTED: 09/83                      LAST AMENDED:**

**The Treasurer will advise the Clubs when they are 30, 60, and 90 days in arrears accounts. Overdue dates are to be calculated by the Treasurer’s billing dates.**

### **D 500 – 5 - REGISTRATION FEES**

**ADOPTED: 06/86                      LAST AMENDED: 10/01**

**The District Board shall establish the registration fees to be paid to defray the expenses of the Area Meetings and Annual conventions of the District.**

### **D 500 – 6 - COMMITTEE CHAIRPERSON – SPECIAL ACCOUNTS**

**ADOPTED: 10/85                      LAST AMENDED: 01/94**

**Operating Committees may draw funds from the District Treasurer upon approval by the District Board. Each Committee shall appoint a treasurer who will establish a bank account with signing officers being the following: COMMITTEE CHAIRPERSON, COMMITTEE TREASURER, DISTRICT TREASURER and the DISTRICT GOVERNOR.**

**The issuing of cheques from the Committee Chairperson – Special Account will require any two of the four signing officers for validation.**

**Bank account number(s) and location of the bank account to be submitted to the District Treasurer immediately after account is established.**

**Monthly reports outlining any movement of funds will be furnished as required to the District Board and/or District Treasurer.**

## **CANADIAN DISTRICT WEST POLICY MANUAL**

### **D 500 – 7 - CHAIRPERSONS PROJECT FINANCIAL REPORT**

**ADOPTED: 10/85                      LAST AMENDED:**

**Each District Chairperson who has a designated account is required to supply the District Treasurer with a monthly-reconciled bank balance. At fiscal year end, a full reporting on these accounts by way of copies of the General Journal and bank statements is to be submitted to the District Treasurer to be included in the documents given to the District Auditor.**

### **D 500 – 8 - FUND RAISING – SPECIAL FUNDS**

**ADOPTED: 10/85                      LAST AMENDED:**

**Where SPECIAL FUNDS have been solicited/raised for a SPECIAL PROJECT, the District Treasurer will administer such SPECIAL FUNDS. Signing Officers on the account will be: DISTRICT TREASURER, SPECIAL PROJECT CHAIRPERSON, and the GOVERNOR. Two signatures are required for withdrawals.**

### **D 500 – 9 - DISTRICT EXPENSES**

**ADOPTED: 06/86                      LAST AMENDED: 11/07**

**All expenses of District Officers and such chairpersons of committees as approved by the District Board incurred in the performance of their duties shall be paid out of the funds allocated for the purpose in the annual budget.**

**A request for reimbursement of funds shall be submitted within 60 days of an event or the amount shall be forfeited, except at the fiscal year end, when expenses will be submitted within 15 days of the year end or they shall be forfeited.**

### **D 500 – 10 - COMMITTEE CHAIRPERSONS & OTHERS ATTENDING CONVENTIONS**

**ADOPTED: 12/88                      LAST AMENDED: 08/05**

**Committee chairpersons and other persons who participate in District Conventions shall be reimbursed for convention expenses provided that they were invited by the District Governor from funds budgeted for convention expenses. The following District Chairpersons will not be reimbursed for attendance at ALL DISTRICT CONVENTIONS- Sno-Do, Training, Youth Seminar, and Dance-a-thon. These Chairpersons shall only be reimbursed for attending the Conventions PRIOR TO AND/OR FOLLOWING their Events, as directed in District Policy. The District Governor shall request written documentation announcing upcoming events from these Chairpersons, AS REQUIRED. (See section D1000-14 for convention restrictions)**

## **CANADIAN DISTRICT WEST POLICY MANUAL**

**Convention expenses shall be limited to TRAVEL ACCOMMODATIONS and CONVENTION FEES at the “Early Bird Rate”.**

### **D 500 – 11 - DISTRICT AUDITOR**

**ADOPTED: 06/86**

**LAST AMENDED: 10/01**

**The District Board shall annually appoint an AUDITOR and cause the books of accounts of the District to be audited as of September 30<sup>th</sup> or more frequent intervals and shall receive the auditors annual report at the first regular meeting of the District Board held after the preparation and delivery of said report. A copy of the audited District report shall be delivered to each club President after the delivery to the District Board.**

### **D 500 – 12 - INTERNATIONAL DIRECTOR-ELECT TRAVEL EXPENSE**

**ADOPTED: 06/86**

**LAST AMENDED:**

**It is the policy of this District that \$250.00 be set aside each year to help defray travel costs for the International Director-Elect to attend the Annual International Convention. A Payment of \$500.00 is to be made once every two years.**

### **500 – 13 - CLUB LEVY**

**ADOPTED: 05/84**

**LAST AMENDED: 07/07**

**Canadian District West of Civitan International will assess a LEVY for specific DISTRICT PROGRAM COSTS. The LEVY would apply to the following programs deemed beneficial to all clubs and be shared equally among ALL ACTIVE CLUBS and approved as part of the ANNUAL DISTRICT BUDGET.**

**JUNIOR CIVITAN**

**DISTRICT, INTERNATIONAL & AREA MEETINGS**

**TRAINING ACADEMY**

**NOTE: It is the opinion of the District Board that the foregoing programs are legitimate PROJECTS and as such can be taken out of the CLUB PROJECT ACCOUNT if the CLUB desires.**

## **CANADIAN DISTRICT WEST POLICY MANUAL**

### **PAYMENTS**

The clubs that are in Canadian District West will pay a CLUB LEVY in FOUR QUARTERS (4) commencing the 1<sup>st</sup> quarter after the first anniversary date and will be invoiced by the DISTRICT TREASURER.

The Civi-Young style Club will be exempt from the Levy for a three-year period and will commence the 1<sup>st</sup> quarter after the third anniversary date and will be invoiced by the DISTRICT TREASURER.

N.B. Clubs on modified billing are exempt.

### **D500 – 14 - TRAVEL EXPENSES (MEALS & MILEAGE)**

**ADOPTED: 07/90**

**LAST AMENDED: 11/06**

Authorized travel expenses for DISTRICT OFFICERS and CHAIRPERSONS shall be reimbursed at a maximum of:

**Mileage: \$0.20 cents per kilometer**

**Meals:       \$ 5.00 – Breakfast**

**\$ 7.00 – Lunch**

**\$10.00 – Dinner**

### **D 500 – 15 - CONVENTION EXPENSES – (OFFICERS & CHAIRPERSONS)**

**ADOPTED: 08/90**

**LAST AMENDED: 01/00**

### **DISTRICT CONVENTION EXPENSES**

Convention expenses for DISTRICT OFFICERS and AUTHORIZED CHAIRPERSONS shall be paid as follows:

#### **WEEKEND CONVENTIONS:**

- 1. Travel, accommodations and registration fees at the “Early Bird” rate unless prior arrangements have been made with the Governor.**

## **CANADIAN DISTRICT WEST POLICY MANUAL**

- 2. Friday dinner and Sunday breakfast if travel is over 200 miles (320 km) unless Friday dinner is included in the Weekend Convention program.**

**Mileage and eligible meal allowances shall be reimbursed at rates stipulated in District Policy 500 – 14.**

### **ONE DAY CONVENTIONS:**

- 1. Travel and registration fees at the “Early Bird” rate unless prior arrangements have been made with the Governor.**

**Mileage and eligible meal allowances shall be reimbursed at rates stipulated in District Policy 500 – 14.**

### **D 500 – 16 - EXPENDITURES – TAXES**

**ADOPTED: 12/92                      LAST AMENDED:**

**All quotes or estimates of expenses proposed to, or expenditures approved by the District Board of Canadian District West must be inclusive of all taxes and or gratuities.**

### **D 500 – 17 - FUNDS ON LOAN TO COMMITTEE (S)**

**ADOPTED: 10/94                      LAST AMENDED:**

**The District Treasurer will enter any funds that have been borrowed or loaned from the District Treasury by any Committee. The loan will be a MEMO ITEM at the bottom of the Financial Report. The MEMO ITEM will be shown until the funds have been returned to the District Treasury.**

### **D 500 – 18 - RETENTION OF RECORDS**

**ADOPTED: 03/01                      LAST AMENDED:**

**The District Treasurer will retain a copy of the Annual Auditors Report and all Board Minutes permanently. All other financial records are to be retained for a period of 10 years after which they may be destroyed.**

### **D 500 – 19 - BUDGETARY SURPLUS**

**ADOPTED: 12/01                      LAST AMENDED:**

**Any District budgetary surplus from the previous year, that has not been approved to be part of the budget, is to be used to reduce the charges to the clubs for the Club Levy commencing in the second quarter.**

## CANADIAN DISTRICT WEST POLICY MANUAL

### SECTION D 600 - PROJECTS

#### D 600 – 1 - CANDY BOX POLICY

**ADOPTED: 06/87**

**LAST AMENDED: 07/07**

The fiscal year for the Candy Box Project shall be from October 1<sup>st</sup> to September 30<sup>th</sup> of the following year.

#### **BOXES**

Only the approved boxes supplied by Civitan International shall be used in the Candy Box Project.

The Boxes shall be obtained from the Treasurer at a fee set by Civitan International or the District Board.

Any replacement parts: lids, money trays, lock or metal clips shall be supplied by the Treasurer. Lost, damaged or stolen boxes shall be reported forthwith to the District Candy Box Chairperson.

#### **CARDS**

Only the cards authorized by Civitan International for use in Canada shall be used in conjunction with the District Candy Box Project.

Cards are available through the Treasurer at a cost set by the Treasurer and approved by the District Executive Board.

#### **ADVERTISING MATERIAL**

The advertising material for the Candy Box Project is available through the Treasurer at a cost set out by the Treasurer and approved by the District Executive Board.

#### **CANDY**

Each club will supply its own high quality wrapped candy that will be used in the District Candy Box Project.

**NOTE:** The storage of the candy to keep it fresh should be in a cool dry location.

#### **CLUB REPORTING**

The club will remit 15% of the monthly gross receipts to the District Treasurer as noted on the monthly report.

**ISSUE YEAR 2008-2009**

## **CANADIAN DISTRICT WEST POLICY MANUAL**

Monthly reports are to be forwarded to the District Treasurer to be received by the 7<sup>th</sup> day of each month, or if the remittance is a small amount, the reports are to be forwarded quarterly.

Each Club may retain 20% of the total boxes on hand as new location or replacement boxes. Any boxes not being used over the 20% must be returned to the District Candy Box Administrator.

### **BOX LOCATIONS**

Each Club must supply the District Candy Box Administrator a detailed listing of the box locations.

Changes in the box locations must be reported immediately to the District Candy Box Administrator.

### **DISTRIBUTION OF CANDY BOX FUNDS**

Each Club Executive Board must be able to supply on request to the District Board through the Candy Box Administrator a financial report outlining the use of the net proceeds retained by the Club from the Candy Box Project. The funds must be spent in accordance with the authorized card.

### **CANDY BOX AWARDS**

- 1. CLUB WITH THE HIGHEST GROSS REVENUE AND REPORTS ON TIME.  
(Banner Patch)**

### **SIGNING OF AGREEMENT FORM**

Any Club within Canadian District West taking part in the Candy Box Project shall sign an agreement with the District. The District Candy Box Administrator must provide to each Club the approved form supplied by Civitan International. Copies of these forms will be provided to all Club Presidents & president-elects at the yearly District Training Academy.

A copy of the Candy Box Agreement is attached to this policy.

### **D 600 – 2 - CANDY BOX ADMINISTRATOR/ PAST GOVERNOR DIRECTOR.**

**ADOPTED: 04/90                      LAST AMENDED: 07/07**  
**JOB DESCRIPTION**

The current Past Governor Director will fill the District Candy Box Administrator position during his or her term of office.

### **BOXES AND CARDS**

**ISSUE YEAR 2008-2009**

## **CANADIAN DISTRICT WEST POLICY MANUAL**

The Treasurer will be responsible for ordering, distributing and receiving the candy boxes issued during his or her term of office.

He or she will stock the necessary box repair parts required and have on hand a supply of display cards. He or she will also have on hand the literature.

### **REPORTING**

The Treasurer will keep up to date monthly records of all the Club activities within the District Candy Box Project. These records must be ready for transfer to the incoming Candy Box Administrator by October 1<sup>st</sup>.

The Treasurer will report to Civitan International on a quarterly basis.

The Treasurer will record all the candy box locations in the District.

### **CANDY BOX AWARDS**

The treasurer shall report the winning Club to the District Awards Chairperson prior to October 31<sup>st</sup>.

### **D 600 – 3 - CAKE SALES**

**ADOPTED: 06/87**

**LAST AMENDED: 06/98**

### **GENERAL**

The Cake Committee shall be responsible for the sales of cakes direct to the clubs of Canadian District West as well as through Civitan Enterprises. Civitan Enterprises is established to pursue commercial sales of cake and other products where those sales will have special pricing or where those sales will be made which geographically affect all or some of the clubs.

### **INVENTORY**

The District Cake Committee will control all District cake inventory and will be the sole ordering agent for cakes from Claxton Bakery. The committee will stock standard 3x1lb and 5x1lb light and dark cakes only. Other cake sizes can be ordered by individual clubs provided the order is received by the cake chairperson no later than November 15<sup>th</sup> of each year. All cakes ordered by special order will become the property and financial responsibility of the club placing the order. All clubs must report their cake inventory to the cake chairperson no later than May 31<sup>st</sup> annually. Any sales of District inventory below the club cost must be approved by the clubs.

## **CANADIAN DISTRICT WEST POLICY MANUAL**

### **FINANCES**

The fiscal year for the cake program shall be from July 1<sup>st</sup> to June 30<sup>th</sup>. The cake committee shall turn over to the District Treasurer a financial report along with monies owing to the District by July 15<sup>th</sup> of each year.

### **CAKE LEVY**

A LEVY (minimum of \$0.25 per pound) to be determined by the Board annually will be charged to the Clubs and Civitan Enterprises. Such levy will be ratified at the annual meeting in September as part of the Budget.

Separate bank accounts shall be maintained for Civitan Enterprises and for club sales.

The net profits from Civitan Enterprises shall be returned to the clubs who participated in the cake program on the basis of the following formula:

**Net Profits from Civitan Enterprises**

**Divided by**

**Total Pounds sold by district for the current year**

**Multiplied by**

**Total pounds ordered and paid for by the club.**

The District Board shall not draw monies from the cake accounts in excess of the amount budgeted annually without the approval of the clubs. The cake accounts shall be allowed to build a combined cash/inventory reserve in excess of budget to a maximum of \$90,000.00 in order to eliminate the need for annual borrowing.

Annual profits which generated in excess of cash/inventory reserve will be turned over to the District Treasurer to be held in a special fund to be used for Civitan Awareness as per district Policy #600- 5.

### **D 600 – 4 - CAKE CHAIRPERSON & CAKE ORDER PERSON**

**ADOPTED: 06/87**

**LAST AMENDED: 07/07**

See D 600 - 3

## **CANADIAN DISTRICT WEST POLICY MANUAL**

### **D 600 – 5 - CIVITAN AWARENESS FUND**

**ADOPTED: 09/91**

**LAST AMENDED: 03/06**

**Funds generated by District Policy D 600 – 3 will be held by the District Treasurer in a special account to be used for Civitan Awareness. When the funds reaches fifteen thousand dollars (\$15,000.00) it will be capped with any amounts in excess of the cap be used to offset up to 50% of the Club Levy (annually) until the excess funds are exhausted.**

**The Civitan Awareness fund is an amount of money set aside and to be used for the benefit of Civitan in Canadian District West. The purpose of the Fund is to further the principles of Civitan within the District and is specifically designed to provide a resource for:**

- 1. Promoting and advertising Civitan.**
- 2. Motivating and inspiring Civitans and Clubs.**
- 3. Providing communication channels between Clubs, District and International.**
- 4. Offsetting any deficits in the Annual District Budget or any shortfalls between cake profits and the amount required from cakes in the Annual District Budget.**

**The Fund is not to be used for other charity or service work that falls under the responsibility of the individual Clubs.**

**The Fund is a restricted account no part of which can be used without the approval of 67% of the voting delegates at District Convention. The only exception to this would be a shortfall between the cake profits and the amount required from cakes in the Annual District Budget.**

**Since the District Budget has already been approved by Club Delegates at a Convention, any shortfall will automatically be provided from this Fund to the extent that the money is available.**

**Revenue for the Fund will be supplied from the following sources:**

- 1. 40% of any surplus recorded by the District Cake Program over and above the \$90,000.00 Reserve Fund and the amount required by the District Budget. The remaining 60% to be returned to the clubs which participate in the annual cake program using the same formula that is used to distribute the net profits from Civitan Enterprises. (D600-3)**
- 2. Donations from Clubs or other sources designated specifically for the Fund.**

**ISSUE YEAR 2008-2009**

# CANADIAN DISTRICT WEST POLICY MANUAL

## Civitan International Annual Candy Box Program Agreement

Club Name-----District-09-Charter Number-----

1. Civitan International owns and operates a money-raising project for charity (herein referred to as "the project"), has obtained approval for the use of the registered name and emblem of Civitan, has developed and promoted the project with the assistance of Civitan International, and has otherwise contributed to making the project available to Civitan clubs for fund-raising purposes.
2. Any Civitan club may participate in the project. If the club operates candy boxes outside its own community, Civitan International policies, including policy 1310, will apply, with any disputes to be resolved by the District Governor.
3. In the event of termination of the club's participation in the project for any reason, the District Candy Box Administrator shall be notified in order to transfer locations and supplies to other clubs or to Civitan International.
4. The club agrees that it will display in standardized boxes provided only by the Civitan International Candy Box Manager. The club hereby acknowledges the standard vending box and the phrase, "Your Change Changes things", and duly registered properties of Civitan International and that any other use other than authorized by Civitan is strictly prohibited. The club acknowledges that the wording and/or layout of such cards may not be changed without the expressed prior consent of the Civitan International Candy Box Manager.
5. The proceeds from the operation of the project shall be disbursed as per current District Policy.
6. The club agrees that its share of funds obtained from the project shall be used only for activities dealing with or related to assisting persons with mental or physical disabilities. The club further agrees to maintain the usual and customary standardized records, so as to account for the use of the funds for the stated purpose of the project, and to handle the funds in accordance with all government regulations regarding use of charitable funds.
7. This agreement expires at the end of each Civitan fiscal year, although the Foundation may extend its terms while awaiting a renewed agreement from the club. This agreement may be terminated by the club by giving sixty(60) days written notice to the Civitan International Foundation and the District Administrator, and the agreement may be terminated by the Civitan International Foundation, upon giving similar notice or whenever the club shall fail to comply with any of the provisions of the agreement.
8. This agreement does not take effect until the following information is provided to the District Candy box Administrator, who will in turn advise the Civitan International Candy Box Manager of your club's participation.

### District Candy Box Administrator

Name\_\_\_\_\_

Address\_\_\_\_\_

City and Postal Code\_\_\_\_\_

Home Phone Number\_\_\_\_\_

### Club Candy Box Chairperson

Name\_\_\_\_\_

Address\_\_\_\_\_

City and Postal Code\_\_\_\_\_

Home Phone Number\_\_\_\_\_

## CANADIAN DISTRICT WEST POLICY MANUAL

### SECTION D 700 - TRAINING

#### D 700 – 1 - OFFICER TRAINING ACADEMY

**ADOPTED: 04/90                      LAST AMENDED: 07/04**  
**Reference International Policy 0404    LAST AMENDED 03/01**

**The District shall budget and plan for a District and Club Officer Training Academy each year.**

**The Civitan International Department of Leadership Development shall develop and provide all training materials, modules and program outlines for the District and Club Officer Training Academy. This training material must be fully covered by the District Training team during the Training Academy. The information shall be considered the minimum requirements for approved Officer Training.**

**At the option of a District, club secretaries and treasurers may utilize on-line training provided by Civitan International. All training requirements will be specified on-line at Civitan's home page ([www.civitan.org](http://www.civitan.org)).**

**Districts are encouraged, but not required, to develop those training modules as needed to supplement the materials and programs as provided by Civitan International.**

**Civitan International strongly recommends that no officer training take place prior to May 15<sup>th</sup>. The district training shall take place between May 15<sup>th</sup> and September 1<sup>st</sup>. Make-up training shall be completed by November 15<sup>th</sup>.**

#### **Additional Information:**

**Failure on the part of any required Club Officer/Chairperson to participate in their respective training session will result in their club becoming financially responsible for any subsequent training at a cost of \$20.00 per person being trained. The Clubs are to be billed by the Treasurer.**

#### D 700 – 2 - TRAINING STAFF CERTIFICATION

**ADOPTED: 04/90                      LAST AMENDED:**

**Prior to the District Training Academy each year, the DTC in conjunction with the District Governor-Elect, shall select and train those Civitans who will assist in the training of all Club and District Officers. Only those individuals as selected and reported to Civitan International shall be permitted to conduct Officer Training.**

## **CANADIAN DISTRICT WEST POLICY MANUAL**

### **D 700 – 3 - CERTIFICATION OF OFFICER TRAINING OF NEW CLUBS**

**ADOPTED: 04/90**

**LAST AMENDED:**

The District shall certify to Civitan International that the Officers of a new Civitan Club have been trained by a member of the District Training Staff within THIRTY (30) days of the charter presentation.

New Club Officers trained for a partial term, then continuing in that office for a full term, shall attend the next scheduled District Training Academy.

### **D 700 – 4 - JOB DESCRIPTION – TRAINING COORDINATOR**

**ADOPTED: 04/90**

**LAST AMENDED: 08/05**

The District Governor-Elect shall be required to appoint a DTC not later than March 1<sup>st</sup> of each year. The DTC shall report to and be directly accountable to the Governor-Elect. (Convention attendance restrictions as per D-500-10 and D1000-14)

#### **GENERAL RESPONSIBILITIES**

The prime responsibility of the DTC is to assist the Governor-Elect in the planning, preparation and implementation of the District Training Program.

The DTC is in direct charge off all training for those officers requiring training who assume their positions on or after October 1<sup>st</sup>.

The individual should also see that all officers of newly Chartered Clubs are trained within THIRTY (30) days of charter presentation. He/she should be available to assist with other District education programs.

#### **SPECIFIC DUTIES:**

- 1. To plan the District Training Academy:**
  - a. Select the date(s) and site(s)**
  - b. Select and train needed training personnel**
  - c. Correspond with Club and District Officers**
  
- 2. To prepare the District Training Academy:**
  - a. Establish training objectives**
  - b. Establish an action plan**
  - c. Assign specific training responsibilities**
  - d. Acquire needed training materials**
  
- 3. To evaluate the District Training Academy.**

## **CANADIAN DISTRICT WEST POLICY MANUAL**

- 4. To establish any necessary make-up sessions.**
- 5. To immediately advise the Governor/District Board of all officers not trained as required by Civitan International. Identify Clubs not in good standing in order that appropriate notification can be sent regarding “VOTING” rights and status.**
- 6. To file mandated training status reports with Civitan International as required by Civitan International.**
- 7. To assist throughout the year as resource person in regards to training and education.**

### **D 700 – 5 - ORIENTATION & TRAINING OF INTERNATIONAL DIRECTORS**

**ADOPTED: 04/90**

**LAST AMENDED:**

**All incoming International Directors shall attend an orientation and training session to be held when practical following the International Convention in order to better prepare them to assume office the following October 1. Follow-up training and orientation may be provided for when and where appropriate.**

**The Director of and the Department of Leadership Training in conjunction with the Civitan Leadership Academy and other persons who may be designated by the President shall develop a program and materials for such orientation and training.**

**The Director of Leadership Training, the incoming President, the outgoing Senior Director and other necessary parties as determined by the director of Leadership Training shall conduct and participate in such orientation and training sessions.**

**At this orientation and training session, all incoming International Directors shall always receive growth management training as required by International Policy #0800, Section D. Training shall be prepared and conducted by professional staff and selected volunteers, who shall be designated by the incoming President and the Executive Vice-President.**

## CANADIAN DISTRICT WEST POLICY MANUAL

### SECTION D 800 – JUNIOR CIVITAN

#### D 800 – 1 - JUNIOR CIVITAN CHAIRPERSON – JOB DESCRIPTION

**ADOPTED: 04/90**

**LAST AMENDED: 03/07**

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

#### **RESPONSIBILITIES**

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

#### **DUTIES:**

1. **Keep the Senior Governor and District Board informed concerning all activities of the Junior program.**
2. **Work with the Junior Governor and Junior Board in planning the year's activities (provide guidance and suggestions – but do not hinder their operation).**
3. **Insure that the Junior District and Clubs operate under the Junior Civitan International Constitution and District By-Laws and Policies.**
4. **Insure that financial records are kept in accordance with standard procedures set by the Senior District.**
5. **Establish a district budget for approval of both Senior and Junior District Boards.**
6. **Insure that each established Club pays their Annual International and District dues for their membership. Dues are payable November 1<sup>st</sup> each year and are delinquent December 1<sup>st</sup>.**
7. **Promote new Club charters as well as growth in established Clubs.**
8. **Plan and coordinate with Junior District Officers a Club Officer Training Academy, District Meetings, projects, District Board Meetings and a District Convention in April/ May.**

## **CANADIAN DISTRICT WEST POLICY MANUAL**

### **DUTIES TO CIVITAN**

- 1. Advise the names and addresses of new District/Club Officers immediately upon election.**
- 2. Assist in collection of dues 60 days or more in arrears.**
- 3. Promote International Programs, Projects and Conventions to encourage maximum participation.**

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

**ADOPTED: 04/90                      LAST AMENDED: 03/96**

**SEE JOB DESCRIPTION SECTION D – 1000 – 28.**

### **D 800 – 3 - JUNIOR DISTRICT GOVERNOR**

**ADOPTED: 07/90                      LAST AMENDED: 03/96**

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

## **CANADIAN DISTRICT WEST POLICY MANUAL**

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

### **J 800 – 1 - CONSTITUTION AND BYLAWS**

**ADOPTED: 08/94                      LAST AMENDED:**

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

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

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

**ADOPTED: 08/94                      LAST AMENDED:**

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

### **J 800 – 3 - NAME AND TERRITORIAL JURISDICTION**

**ADOPTED: 08/94                      LAST AMENDED:**

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

### **J 800 – 4 - FISCAL YEAR**

**ADOPTED: 08/94                      LAST AMENDED:**

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

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

## **CANADIAN DISTRICT WEST POLICY MANUAL**

### **J 800 – 5 - INTERNATIONAL AND DISTRICT DUES**

**ADOPTED: 08/94                      LAST AMENDED:**

**The International and District dues are due November first.**

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

### **J 800 – 6 - JUNIOR CIVITAN CLUB IN GOOD STANDING**

**ADOPTED: 08/94                      LAST AMENDED:**

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

- (1) Is current in its financial obligations and sends appropriate reports to the Junior District and to Junior Civitan International;**
- (2) Is operating in accordance with the current Constitution, Bylaws and Policies of Junior Civitan International;**
- (3) Has had all it's Club officers properly trained at the Junior District's annual training academy;**
- (4) Has NOT missed two consecutive District Meetings without providing a valid reason in writing to the District Governor and the Junior District Chairperson within FIFTEEN DAYS of the District Meeting.**

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

### **J 800 – 7 - POLICY BOOK MANUAL**

**ADOPTED: 08/94                      LAST AMENDED:**

**This manual is maintained by the Junior Civitan Chairperson.**

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

### **J 800 – 8 - POLICY DEVELOPMENT**

**ADOPTED: 08/94                      LAST AMENDED:**

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

**ISSUE YEAR 2008-2009**

## **CANADIAN DISTRICT WEST POLICY MANUAL**

### **J 800 – 8 - POLICY DEVELOPMENT CONTINUED:**

**The Junior District Board accepts the definitions of policy as:**

**Policies adopted by the Junior District Board to chart a course of action. They tell what is wanted. They may include why and how much. Policies should be broad enough to permit the administration of the Junior District, should have sufficient flexibility to administer the intent of the policy and focused enough to give clear guidance. Policies are guides for action by the Junior District Board, which then sets the rules and regulations to provide specific directions.**

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

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

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

### **J 800 – 9 - JUNIOR CIVITAN IN GOOD STANDING**

**ADOPTED: 08/94                      LAST AMENDED:**

**A member in good standing shall be:**

- (1) Between twelve and eighteen years of age as of July first or a full time high school student. Membership extended to a full time high school student over the age of eighteen years of age must be ratified by the sponsoring Senior Club, the Junior Civitan Chairperson and the Senior Board.**
- (2) Of good character and reputation.**
- (3) An active member of a Junior Civitan Club in good standing.**
- (4) Not delinquent in his/her financial obligations to his/her Club, Junior Civitan District or Junior Civitan International.**

## **CANADIAN DISTRICT WEST POLICY MANUAL**

- (5) In compliance with Club, Junior Civitan District and Junior Civitan International requirements concerning attendance, duties and obligations.**
- (6) Not in a status of membership suspension and revocation and is not in a provisional or probationary status.**

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

### **J 800 – 10 - VACANCIES IN OFFICE**

**ADOPTED: 08/94                      LAST AMENDED:**

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

### **J 800 – 11 - JUNIOR DISTRICT BOARD**

**ADOPTED: 08/94                      LAST AMENDED: 03/01**

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

### **J 800 – 12 - BOARD ACTIVITIES – OPEN MEETINGS**

**ADOPTED: 08/94                      LAST AMENDED:**

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

### **J 800 – 13 - EXPENDITURES**

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

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

**ISSUE YEAR 2008-2009**

## **CANADIAN DISTRICT WEST POLICY MANUAL**

**All expense sheets must be submitted once a month on the approved expense form (SEE APPENDIX "A")**

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

### **J 800 – 14 - JUNIOR INTERNATIONAL CONVENTION DELEGATE EXPENSES**

**ADOPTED: 08/94**

**LAST AMENDED: 03/07**

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

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

### **J 800 – 15 - NOTICE OF BOARD MEETINGS**

**ADOPTED: 08/94**

**LAST AMENDED:**

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

### **J 800 – 16 - ORDERING SUPPLIES FROM CIVITAN INTERNATIONAL**

**ADOPTED: 08/94**

**LAST AMENDED:**

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

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

**ADOPTED: 08/94**

**LAST AMENDED: 03/07**

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

**Mileage: 0.20 cents per kilometer**

**Meals: 5.00 – Breakfast**

**7.00 – Lunch**

**10.00 – Dinner**

**ISSUE YEAR 2008-2009**

## CANADIAN DISTRICT WEST POLICY MANUAL

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

**ADOPTED: 08/94                      LAST AMENDED:**

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

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

**ADOPTED: 08/94                      LAST AMENDED:**

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

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

### **J 800 – 20 - CHAPERONES**

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

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

**Each Club shall provide ONE chaperone for every TEN Juniors.**

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

### **J 800 – 21 - NO SHOW – DISTRICT EVENT**

**ADOPTED: 08/94                      LAST AMENDED:**

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

## **CANADIAN DISTRICT WEST POLICY MANUAL**

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

### **J 800 – 22 - JUNIOR ADVISOR**

**ADOPTED: 08/94                      LAST AMENDED:**

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

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

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

### **J 800 – 22 - JUNIOR ADVISOR CONTINUED:**

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

### **J 800 – 23 - SUBSTANCE ABUSE**

**ADOPTED: 08/94                      LAST AMENDED:**

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

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

### **J 800 – 24 - JUNIOR TRANSPORTATION**

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

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

- (1) The Junior's Advisor has given his/her permission;**
- (2) The parent or guardian of all Juniors involved, driver and passengers must give their permission in writing to the appropriate Club Advisor;**
- (3) The Junior Civitan Chairperson must be informed by the Advisor and must give his/her permission;**

## **CANADIAN DISTRICT WEST POLICY MANUAL**

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

### **J 800 – 25 - DRESS CODE**

**ADOPTED: 08/94                      LAST AMENDED:**

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

#### **J 800 – 25 - DRESS CODE CONTINUED:**

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

### **J 800 – 26 - JUNIOR CLUB AND JUNIOR ADVISOR CONFLICT**

**ADOPTED: 08/94                      LAST AMENDED:**

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

### **J 800 – 27 - HOSTING A JUNIOR DISTRICT EVENT**

**ADOPTED: 08/94                      LAST AMENDED:**

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

- (1) Within seven weeks of the event, the location, theme and approximate cost should be known and passed along to the Junior Governor and the Junior Civitan Chairperson;**
- (2) At approximately this point in time, an agenda for the event should have final approval from the Junior Governor and the Junior Civitan Chairperson. Both these people will be expected to provide a substantial amount of input in the preparation of the agenda beforehand;**
- (3) Within five weeks, the date, time, place, theme, and approximate cost and dress code should be sent to all Junior Club Presidents and Junior Advisors;**
- (4) Three weeks before the event, a map to the location and the final member cost should be sent to all Junior Club Presidents and Junior Advisors;**
- (5) Two weeks before the event, all responses from the Clubs should be in the hands of the sponsoring Club (no-show policy in effect at all events from this point on).**

## **CANADIAN DISTRICT WEST POLICY MANUAL**

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

**ADOPTED: 08/94**

**LAST AMENDED:**

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

- (1) A letter of intent from the candidates will be sent to the Junior Governor and the Junior Civitan Chairperson no later than TEN days prior to the Convention;**
- (2) All candidates must be nominated and duly seconded at the Convention by voting delegates;**
- (3) Further nominations from the floor may then take place for each office to be filled;**
- (4) A list of those nominated should immediately be circulated to all the voting delegates;**
- (5) For the election to be valid, at least fifty-one (51) percent of the Junior District's Clubs must be represented at the Convention (voting by proxy will not be accepted);**
- (6) Voting will start for the office of Governor. When the Governor has been chosen, unsuccessful candidates, if any for that office may then be nominated for any of the remaining offices to be voted on;**
- (7) Voting will continue for Deputy Governor, Secretary and Lieutenant Governors. In each case, unsuccessful candidates, if any for that office may then be nominated for any of the remaining offices to be voted on;**
- (8) In the event of a tie vote where three or more persons are running for that office, the candidate polling the least number of votes is dropped from the ballot and another vote is taken for the remaining candidates. If only two candidates are running the current governor may cast the deciding vote;**
- (9) A report listing the newly elected officers must be sent to Junior Civitan International, the Senior Governor and the Senior Governor-Elect within thirty days of the election.**

### **J 800 – 29 - SNO-DO BILLETING**

**ADOPTED: 08/94**

**LAST AMENDED:**

**All Canadian Juniors who wish to be billeted in Barrie for the Sno-Do event (either the weekend or for one night) must have the approval of the Sno-Do Committee and the Junior Civitan Chairperson at least three weeks in advance of the event. Anyone who does not get approval will not be able to attend any of the events.**

## **CANADIAN DISTRICT WEST POLICY MANUAL**

### **J 800 – 30 - DISTRICT TELEPHONE CALLS**

**ADOPTED: 0//94                      LAST AMENDED:**

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

### **J 800 – 31 - PERMISSION FORM PACKAGE**

**ADOPTED: 08/94                      LAST AMENDED:**

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

**CANADIAN DISTRICT WEST POLICY MANUAL**

**SECTION D 900 – CAMPUS CLUBS**

**D 900 – 1 - CAMPUS CLUB – DUES**

**ADOPTED: 10/92**

**LAST AMENDED:**

**In addition to payment of Civitan International dues mandated by International Policy, each club shall pay annual District Dues stipulated in District Policies 500 – 1 and 500 – 1.1 as follows for each active or associate member of the Club (dues payment required is based on Civitan International records as of the date of billing).**

**Annual District dues:**

**1<sup>st</sup> Quarter full year.....One Half normal fee  
2<sup>nd</sup> Quarter paid after December 31.....Two Thirds of one half  
3<sup>rd</sup> Quarter paid after March 31.....One Third of one half**

## CANADIAN DISTRICT WEST POLICY MANUAL

### SECTION D 1000 – JOB POSITIONS

#### D 1000 – 1 - INTERNATIONAL DIRECTOR

**ADOPTED: 04/90**

**LAST AMENDED:**

#### **RESPONSIBILITIES**

**Directors of Civitan International shall assume these responsibilities and any other changes that might be assigned to them by the Board of Directors and the International President. At the annual International Directors orientation session these responsibilities shall be included in the training session.**

**To provide all growth management functions, as required by International Policy #0800.**

**To be certain his/her regional responsibilities are effectively and efficiently performed. Responsibilities that should be detailed by written policy.**

**To represent the Board and International within his/her Region via various forms of communication.**

**To represent those under his/her supervision at the Board of Directors meetings.**

**To act as advisor to all District Governors.**

**To project a sense of Civitan community and achievements on District visits.**

**To educate appropriate Civitans in his/her region on International Policies and programs.**

**To represent fairly the Board and the International adoptions regardless of their personal beliefs.**

**To develop policy at the International level.**

**To supervise (within policy limits) his/her Districts.**

**To introduce legislation for the good of all Civitans.**

**To create the best image possible for Civitan.**

**To encourage growth in clubs and members.**

**To assist Governors to recognize their problems and to resolve them.**

**To help ensure a program in every District that is conducive to developing good leadership.**

**To be well versed in Civitan history and education.**

## **CANADIAN DISTRICT WEST POLICY MANUAL**

**To help develop an accepted public relations program for each District.**

**To use the administrative latitude and flexibility afforded to each International Director by the Constitution, International policies and the International President.**

**To recognize problems before they become major issues.**

**To use the office of International Director to further the Creed and ideals of Civitan.**

**To covenant to comply strictly during his or her term of office and thereafter with Policy #1309 and to use his or her best efforts to ensure that all proprietary information, best systems, trademarks and other trade secrets concerning fund raising are kept confidential, except to the limited extent that their disclosure is necessary to the operation of the particular fundraising project.**

**To covenant to refuse during his or her term of office and thereafter to enter into business arrangements that use or are based directly or indirectly upon Civitan International's proprietary information, systems, trademarks or other trade secrets concerning fundraising for the gain of any organization other than Civitan International, its regions, districts or clubs or to assist any business using such information, systems, trademarks or other trade secrets by providing financing for such or investing in such.**

### **D 1000 – 2 - IMMEDIATE PAST GOVERNOR**

**ADOPTED: 04/90**

**LAST AMENDED: 03/04**

#### **RESPONSIBILITIES**

**The Immediate Past Governor shall be a voting member of the District Board and shall use his/her experience to assist the Governor as requested and assigned.**

#### **DUTIES**

**It shall be the duty of the Immediate Past Governor to:**

**Coordinate and manage the International Awards Program within the District. He/she shall promote participation by individuals, clubs and the District in the International Awards Program by soliciting entries and assisting with the application process.**

#### **Chairperson of the NOMINATING COMMITTEE**

**Execute such other duties and responsibilities as may be assigned by the Governor or District Board.**

## **CANADIAN DISTRICT WEST POLICY MANUAL**

**D 1000 – 3 - GOVERNOR**

**ADOPTED: 04/90**

**LAST AMENDED: 03/04**

**Reference International Policy #302 Last amended 03/04**

### **RESPONSIBILITIES**

**The Governor shall be the Chief Executive Officer of the District. He/she shall exercise general supervision over the affairs of the District subject only to the District Board, the delegates to the Annual District Convention and the International Board of Civitan International. He/she shall further the purposes of Civitan International and the District. He/she shall promote the interests and coordinate the work of District Officers and of member clubs within the District. He/she shall at all times act as a representative of Civitan International in all relations with member clubs in the District.**

### **DUTIES**

**It shall be the duty of the District Governor to:**

**Implement, supervise, and direct the District growth program and comply with the requirements set out in International Policy #0800.**

**Preside at all District wide meetings, District Conventions and meetings of the District Board.**

**Serve as ex-officio member of all District Committees.**

**Appoint District officers, project chairmen and District committees as provided in the Bylaws and Policies of Civitan International and in District policies. Recommend ad hoc committees as needed.**

**Work with the District Board to develop policies and programs for the District.**

**Work with the Area Directors, project chairpersons, and District committees to ensure that the policies and programs of Civitan International and the District are carried out.**

**Remove from office any appointed District Officer who is unable or fails to perform his/her duties.**

**Appoint person to fulfill any office (other than Governor-Elect) in the event of a vacancy.**

**ISSUE YEAR 2008-2009**

## **CANADIAN DISTRICT WEST POLICY MANUAL**

**Attend the Governors' 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, and any meetings or conferences conducted by Civitan International or the International Director for District Governors.**

**Attend all the District wide meetings and area meetings in his/her District.**

**Prepare for District Board approval, program, format and agenda for District wide meetings and District Conventions, and prepare the agenda for meetings of the District Board. Prepare or supervise the preparation of the format and agenda for area meetings.**

**Designate Parliamentarian for District wide meetings and District Conventions.**

**Perform any other responsibilities or duties required by the By-Laws, or assigned by the International Board and/or the District Board.**

### **D 1000 – 4 - GOVERNOR-ELECT**

**ADOPTED: 04/90**

**LAST AMENDED: 03/04**

**Reference International Policy # 0302    Last Amended 03/04**

**The Governor-Elect is responsible for becoming familiar with all District Civitan activities and to prepare for assuming the job of Governor. He/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/she shall assist the Governor in the management of the Growth and Retention program on district level and shall operate under the direction of the District Board of Directors.**

### **DUTIES**

**It shall be the duty of the District Governor-Elect to:**

**Assume the office of Governor in the event of vacancy.**

**Develop plans and programs for District operation and growth for the next fiscal year.**

**Develop a Growth Plan for the next fiscal year. The form used will be supplied by Civitan International.**

## **CANADIAN DISTRICT WEST POLICY MANUAL**

**Communicate the need for growth, methods to achieve growth, and benefits from these efforts to all members**

**Assist the District Governor in supervising and directing the District Growth and Retention program.**

**Conduct growth and retention related education and training seminars on a regular basis.**

**Serve as the Civitan International Foundation Liaison.**

**Assist all District Officers and Growth and Retention personnel as needed.**

**Develop plans and programs for District operation and growth for the next year.**

**Develop with his/her District Manager of Growth and Retention a growth plan for his/her administration year. The form used will be supplied by Civitan International. The plans shall be approved by the District Board of Directors**

**Subject to review and approval by the District Board, appoint Project Chairpersons, Committee Chairpersons, and Committees. All such appointments to be approved no later than the last District Board Meeting before the Annual Convention with the following exception:**

**The Junior Chairperson is required prior to Junior International year ending June 30th.**

**The appointment of the Training Coordinator and the Sno Do Chairperson is the responsibility of the Governor-Elect Designate. Provide a copy of the District Job Description for their position prior to their assuming office and ensure that they are familiarized with the District Policy pertaining to that job. (i.e. bank accounts, expense claims, reporting to the District Board etc...)**

**Provide for training of District and Club Officers for the next fiscal year and ensure that they are trained.**

**Attend the Governors-Elect Academy, the International Convention, plus any special meetings for Governor-Elects held prior to or after the International Convention at the Convention site, and any other meetings conducted by Civitan International or the International Director for Governors-Elect.**

**Attend all District-wide meetings, District Conventions, and meetings of the District Board.**

**Perform any other duties assigned by the District Board or Governor.**

**Perform any other responsibilities or duties assigned by the International Board.**

## **CANADIAN DISTRICT WEST POLICY MANUAL**

### **D 1000 – 5 - AREA DIRECTOR**

**ADOPTED: 04/90**

**LAST AMENDED: 07/07**

#### **RESPONSIBILITIES**

**Shall be an Elected member of the District Board and help perform all duties related to it. The Area Director also, shall be directly responsible and accountable to the Governor and the Board of Directors for the proper operation of the Clubs in his/her assigned area. He/she is to provide whatever consultation and assistance needed.**

#### **DUTIES**

**It shall be the duty of the Area Director to:**

**Conduct a minimum of 6 (SIX) conferences/visitations with his/her assigned Clubs (2 visitations & 4 conferences) as required by policies of Civitan International and the District.**

**Visit each newly affiliated Club in the assigned area within thirty days of chartering and thereafter as often as directed by District Board of the Governor.**

**Report to the Governor and Civitan International on the prescribed form for each conference/visitation within sixty days.**

**Conduct area meetings as directed by the District Governor as required and defined by Civitan International policies.**

**Provide liaison between Clubs, Club Presidents and the District Governor with reference to policies and standards for Clubs established by Civitan International and the District.**

**To assist the Governor and/or Governor-Elect to provide that all Club Officers are properly trained as required by Civitan International.**

**Encourage inter-club relations.**

**Promote club's attendance at all area, District wide and International functions.**

**Attend all District wide meetings, District Conventions and any other meetings called by the Governor or the District Board which require their attendance.**

## **CANADIAN DISTRICT WEST POLICY MANUAL**

**Perform all other responsibilities and duties assigned by the Governor.**

**1. To contact each club in His/Her Area of representation and complete the required 60 Day Report Form.**

**Work with District Manager of Growth and Retention.**

### **D 1000 – 6 - AD HOC COMMITTEE (S)**

**ADOPTED: 04/90**

**LAST AMENDED: 08/05**

#### **RESPONSIBILITIES**

**May be appointed at the Governor's/District Boards discretion. The Governor/District Board must establish the task, perimeters and responsibilities of the committee.**

**The chairperson will report back to the Governor/District Board with their findings and recommendations.**

**(As Dance-a-thon is currently held in alternate years, the position of Dance-a-thon Chairperson would be considered an ADHOC appointment and would be subject to Convention restrictions as per D500-10 and D1000-14)**

### **D 1000 – 7 - AWARD CHAIRPERSON**

**ADOPTED: 10/87**

**LAST AMENDED: 07/03**

#### **RESPONSIBILITIES**

**Coordinate and administer the District and International Awards Programs on behalf of Canadian District West.**

## **CANADIAN DISTRICT WEST POLICY MANUAL**

### **DUTIES**

**Purchase and prepare all Awards for presentation in accordance with the District Awards Program.**

**Prepare copies of the District and International Awards Program for distribution at the annual District training Academy to District Officers and Club Presidents.**

**Send reminder notices to all Clubs of Awards that must be applied for 60 days prior to the deadline date established in the award Program with instructions for submitting and/or applications as necessary.**

**Coordinate Awards, Judges and committees as required. Appoint the Chairperson of the Honour Key Judging Committee from past recipients of the Honour Key.**

**Shall meet with the Awards Committee composed of the Past Area Directors as required.**

**Arrange for purchase and prepare Officers pins for the ANNUAL INSTALLATION OF DISTRICT OFFICERS.**

**Review the Awards Program annually and recommend changes, revisions, grandfathering of existing awards and new awards to the District Board.**

**The Honourary Canadian which must be applied for (ref: C.D.W. Policy Manual 100 – 7) will be published in the winter issue of the Beaver Tales prior to the submission date of the award to remind the membership to submit their nominations.**

### **D 1000 – 8 - BULLETIN EDITOR**

**ADOPTED: 04/90**

**LAST AMENDED: 12/97**

### **RESPONSIBILITIES**

**To publish an informative bulletin, highlighting activities of Clubs, District and International events at least FOUR times a year and distributed to members at least sixty (60) days prior to District Conventions. The Bulletin will include complete details of all District and International projects pertaining to Canadian District West and may include a Convention Registration Form (REFERENCE: D 500 – 5 - REGISTRATION FEES).**

## **CANADIAN DISTRICT WEST POLICY MANUAL**

### **DUTIES**

**The Editor will serve as coordinator and publisher of the Canadian District West Bulletin.**

**Distribute the Bulletin to all Civitans within the District. Send copies to the International Director, the Canadian District East Governor and Bulletin Editor and the Editor of the International Magazine.**

**Accept invitations to visit Clubs for the purpose of covering SPECIAL CLUB ACTIVITIES that are newsworthy items and publish those items in an effort to stimulate the interest of the Clubs and individual Civitans.**

**Secure updated information to be reported on from the Governor, Governor-Elect, Lt. Governors and committee Chairpersons prior to publishing each issue of the Bulletin.**

**The Bulletin Editor must supply the District Governor with the final copy of each bulletin for approval prior to it being sent to the printer for publication.**

#### **D 1000 – 9 - CAKE CHAIRPERSON**

**ADOPTED: 04/90**

**LAST AMENDED:**

**PLEASE REFER TO SECTION 600 – 4 FOR THE INFORMATION PERTAINING TO THE JOB DESCRIPTION FOR THIS POSITION.**

#### **D 1000 – 10 - CANDY BOX ADMINISTRATOR/PAST GOVERNOR DIRECTOR**

**ADOPTED: 04/90**

**LAST AMENDED: 03/04**

**PLEASE REFER TO SECTION 600 – 2 FOR THE INFORMATION PERTAINING TO THE JOB DESCRIPTION FOR THIS POSITION**

#### **D 1000 – 11 - CHAPLAIN**

**ADOPTED: 04/90**

**LAST AMENDED 07/07**

## **CANADIAN DISTRICT WEST POLICY MANUAL**

### **DUTIES**

**Render invocation at all District Banquets, Luncheons, Dinners and Business Meetings.**

### **D 1000 – 12 - COMMITTEE CHAIRPERSON (S)**

**ADOPTED: 04/90**

**LAST AMENDED: 07/07**

### **RESPONSIBILITIES**

**To promote and coordinate all activities pertaining to designated committee.**

### **DUTIES**

**Circulate to the Clubs and the District Board, details of work already in progress and the plans for the future.**

**Advise Clubs how to obtain more information.**

**Report to the District Board and the Conventions at regular intervals on the progress of your activities and provide a status report of your Committee at each District Board meeting.**

**Furnish the District Secretary a written status report on your Committee at least 14 days prior to each District Board meeting.**

### **D 1000 – 13 - CONSTITUTION AND BYLAWS COMMITTEE**

**ADOPTED: 04/90**

**LAST AMENDED:**

### **RESPONSIBILITIES**

**Chaired by the District Judge Advocate, the Constitution and Bylaws Committee shall familiarize themselves with the Constitution, Bylaws and Policies of Civitan International and Policies of Canadian District West and shall make recommendations to the governor and District Board of Directors for amendments to the District Policies.**

## **CANADIAN DISTRICT WEST POLICY MANUAL**

**It is the responsibility of this Committee to review all amendments to the International Constitution, Bylaws and Policies and ensure that the District Policies are amended where necessary.**

### **D 1000 – 14 - EVENTS CHAIRPERSON**

**ADOPTED: 04/90**

**LAST AMENDED:**

#### **RESPONSIBILITIES**

**Oversee the operation of all District events and be responsible along with the HOST CLUB for the operation of all District wide meetings (CONVENTIONS) and the Region Five Convention when held in our District.**

#### **DUTIES**

**Obtain from the incoming Governor as early as possible, the list of events and the Host Clubs for the coming year. If the booking for any Meeting has not been made by the previous Chairperson or Governor, take the necessary action to complete the booking immediately. Weekend Meetings/Conventions must be booked a minimum of ONE YEAR ahead of the year in which it is held.**

**Meet with the HOST CLUB early in October to initiate plans for the meetings. Consult the hotel or facility for prices, accommodation, meals etc. Outline Club and District responsibilities to the HOST CLUB. Secure from the HOST CLUB PRESIDENT the representative to work with you on all negotiations. Work with the HOST CLUB to prepare a budget and set fees for attendees. If necessary, visit the site to familiarize yourself with the facilities and the management.**

**Notify the Hotel Convention Director or Manager with the names of those solely responsible for making any changes in plans, etc. once the basic format has been established.**

**Keep in CLOSE CONTACT with the HOST CLUB representative to make sure that the HOST CLUB is performing all necessary duties.**

**Arrive at the site of the Meeting or Convention early to make sure that all is in order and that the Registration Desk is prepared.**

**Oversee the overall operation of the event making sure that everything is running smoothly. Pay special attention to the needs of visiting guests.**

## **CANADIAN DISTRICT WEST POLICY MANUAL**

**Present to the District Board a FINANCIAL STATEMENT on completion of the event.**

**Liaise with DISTRICT EAST to ensure the smooth running of the Region Five Convention.**

**Assist the HOST CLUB in every way possible at all District events to make sure they are operated on a sound financial basis and in the best interest of Civitan and the District with special care being given to the proper format and seating arrangements at the head table.**

**Other special responsibilities may be assigned from time to time by the Governor.**

### **D 1000 – 15 - FINANCE COMMITTEE**

**ADOPTED: 04/90**

**LAST AMENDED:**

#### **RESPONSIBILITIES**

**Appointed by the Governor-Elect prior to assuming office as Governor, the Finance Committee shall help him/her in the preparation of the annual budget for approval of the District Board of Directors prior to July 31 each year.**

**During the Governors term of office this committee shall assist the District Officers in all financial matters.**

### **D 1000 – 16 - GROWTH AND RETENTION MANAGER**

**ADOPTED: 04/90**

**LAST AMENDED:**

**The District Growth Manager shall be appointed by the District Board upon recommendations of the District Governor-Elect and shall normally be appointed for a period of two to five years. The District Board shall evaluate the appointee's performance at least annually to ensure effectiveness and continuity. Under no circumstances shall an appointee serve in the capacity longer than five years.**

#### **QUALIFICATIONS**

**The District Growth and Retention Manager shall have participated in one or more Civitan International New Club Building Seminars. It is also strongly recommended that the District**  
**ISSUE YEAR 2008-2009**

## **CANADIAN DISTRICT WEST POLICY MANUAL**

**Growth and Retention Manager have built at least one existing senior club at the time of appointment.**

### **RESPONSIBILITIES / DUTIES**

**The District Growth Manager shall assist the District Governor in the management of the growth and retention program on the District level and shall operate under the direction of the District Board. The District Growth Manager's activities should include, but not be limited to the following:**

**Develop with the Governor-Elect a District Growth Plan on the form supplied by Civitan International.**

**Communicate the need for growth, methods to achieve growth and benefits from these efforts to all members.**

**Assist the District Governor in supervising and directing the District growth programs.**

**Conduct growth related education and training seminars on a regular basis.**

**Assist all District Officers and growth personnel as needed.**

### **D 1000 – 17 - JUDGE ADVOCATE**

**ADOPTED: 04/90**

**LAST AMENDED:**

### **RESPONSIBILITIES**

**The District Judge Advocate shall perform the services of legal advisor and legal counsel to and for a District and its District Officers and the District Board of Directors. He/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 and the Sections of Article V.**

**He/she shall advise and assist the Clubs of his/her District in complying with the terms and provisions of Section 9 of Article I and shall advise and assist his District in District incorporation if it is not incorporated or in the performance of required corporate duties if is incorporated.**

**ISSUE YEAR 2008-2009**

## **CANADIAN DISTRICT WEST POLICY MANUAL**

**The District Judge Advocate, upon designation by the Governor so to act, shall serve as parliamentarian at District meetings and conventions and at meetings of the District Board and to this end, shall become acquainted with parliamentary procedure as prescribed in “Roberts Rules of Order”.**

**The District Judge Advocate shall perform such other duties and functions as may be assigned to him by the District Officers and the District Board.**

### **DUTIES**

**Chair the Constitution and Bylaw Committee.**

**Update the District Policy Manual and distribute amendments as required.**

**Distribute updated Policy Manual each year to the District Officers when they assume office and Area Directors and Club Presidents at their annual TRAINING ACADEMY.**

**Review all changes to the International Constitution, Bylaws and Policies making recommendations for necessary amendments to the District Policies resulting from such changes, to the District Board of Directors.**

### **D 1000 – 18 - JUNIOR CHAIRPERSON**

**ADOPTED: 04/90**

**LAST AMENDED: 03/07**

### **RESPONSIBILITIES**

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

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

## **CANADIAN DISTRICT WEST POLICY MANUAL**

### **DUTIES**

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

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

**Ensure that the Junior District and Clubs operate under the Junior Civitan International Constitution and District Bylaws and Policies.**

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

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

**Ensure that each established Club pays their Annual International and District dues for their membership. Dues are payable November 1<sup>st</sup> each year and are delinquent December 1<sup>st</sup>.**

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

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

### **DUTIES TO CIVITAN INTERNATIONAL**

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

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

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

**D 1000 – 19 - SERGEANT-AT-ARMS**

**ADOPTED: 04/90**

**LAST AMENDED: 07/07**

**ISSUE YEAR 2008-2009**

## **CANADIAN DISTRICT WEST POLICY MANUAL**

### **RESPONSIBILITIES**

**The Sergeant-at-arms will render assistance as requested by the Governor to ensure the orderly running of all District functions.**

**Remain alert during meetings and be ready to render assistance promptly.**

### **D 1000 – 20 - SECRETARY**

**ADOPTED: 04/90**

**LAST AMENDED:**

### **RESPONSIBILITIES**

**The Secretary maintains the official records of the District and performs such other duties as usually pertains to the functions of a Secretary. The Secretary may be designated as the agent for an incorporated District.**

### **DUTIES**

**It shall be the duty of the Secretary to:**

**Attend all District wide meetings, conventions and District Board meetings and act as Secretary of said meetings.**

**Keep minutes of all District wide meetings, conventions and meetings of the District Board. Transmit copies of these minutes to Civitan International and others designated by the Board within thirty days of close of each meeting.**

**Preserve and have accessible, District Policies and Procedures Manual.**

**Mail timely notices of all District wide meetings and Conventions to all District Officers and Club Presidents.**

**Mail notice of upcoming vacancies of District Officers and requirements for office to all current District Officers and Club Presidents.**

**Perform any other responsibilities and duties as may be assigned by the District Board or the Governor.**

## **CANADIAN DISTRICT WEST POLICY MANUAL**

**Meet with the person scheduled to succeed to the office for the next term to provide training, guidance and an orderly transfer of records and books.**

**D 1000 – 21 - SNO-DO CHAIRPERSON**

**ADOPTED: 04/90**

**LAST AMENDED: 07/07**

### **JOB DESCRIPTION**

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

### **RESPONSIBILITIES**

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

**On alternate years (August) arrange location and food for planning meeting with Civitan International Youth Development Director.**

**Hold planning meetings as required with Sno-Do committee.**

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

**Arrange locations plus food and entertainment for all events.**

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

**Arrange billeting for participating Junior Governors.**

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

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

**Arrange for snowmobiles and enlist support of local snowmobile club.**

**Arrange for Ontario Provincial Police training and escort during the snowmobile run.**

**ISSUE YEAR 2008-2009**

## **CANADIAN DISTRICT WEST POLICY MANUAL**

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

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

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

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

**Submit billet list to District Treasurer (\$100.00 tax receipt is issued to families who billet for four nights).**

### **RESPONSIBILITIES OF CIVITAN INTERNATIONAL**

#### **YOUTH DEVELOPMENT DIRECTOR**

**Arrange funding from Civitan International.**

**Approve Sno-Do committee decisions.**

**Make all pre-travel and travel arrangements**

**Print weekend itinerary.**

**Arrange Junior Governor's update meeting.**

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

**Send thank you to all Clubs who assisted.**

**Arrange for plaques for local businesses as required.**

**Arrange program for banquet including printed material.**

**Send thank you to Committee members.**

## **CANADIAN DISTRICT WEST POLICY MANUAL**

### **D 1000 – 22 - TRAINING COORDINATOR**

**ADOPTED: 04/90**

**LAST AMENDED:**

**The District Governor-Elect shall be required to appoint a DTC no later than March 1<sup>st</sup> of each year. The DTC shall report to and be directly accountable to the Governor-Elect.**

#### **GENERAL RESPONSIBILITIES**

**The prime responsibility of the DTC is to assist the Governor-Elect in the planning, preparation and implementation of the District Training Program. The DTC is in direct charge of all training for those officers, requiring training that assumes their positions on or after October 1<sup>st</sup>.**

**The individual should also see that all officers of newly Chartered Clubs are trained within THIRTY (30) days of charter presentation. He/she should be available to assist with other District education programs.**

#### **SPECIFIC DUTIES**

**To plan the District Training Academy:**

- (a) Select the date(s) and site(s)**
- (b) Select and train needed training personnel**
- (c) Correspond with club and District Officers**

**To prepare the District Training Academy:**

- (d) Establish training objectives**
- (e) Establish an action plan**
- (f) Assign specific training responsibilities**
- (g) Acquire needed training materials**

**To evaluate the District Training Academy.**

**To establish any necessary make-up sessions.**

**To immediately advise the Governor/District Board of all officers not trained as required by Civitan International. Identify Clubs not in good standing in order that the appropriate notification can be sent regarding “VOTING” rights and status.**

## **CANADIAN DISTRICT WEST POLICY MANUAL**

**To file mandated training status reports with Civitan International as required by Civitan International.**

**To assist throughout the year as resource person in regards to training and education.**

**D 1000 – 23 - TREASURER**

**ADOPTED: 04/90**

**LAST AMENDED:**

### **RESPONSIBILITIES**

**The Treasurer maintains the official financial records of the District and performs such other duties as usually pertains to the functions of a Treasurer.**

### **DUTIES**

**It shall be the duty of the Treasurer to:**

**Keep accurate and complete records following good accounting principles of all District financial transactions.**

**Submit financial statements and records as required by the By-Laws and Policies of Civitan International, the policies of the District, or by the District Board.**

**Receive and deposit all monies due the District.**

**Disburse monies within limitations of the District budget or by specific instructions of the District Board or the delegates to the District Convention.**

**Furnish written reports of District finances to each meeting of the District Board and to the annual District Convention.**

**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.**

**Attend all District wide meetings, Conventions and meetings of the District Board.**

**Perform any other responsibilities and duties as may be assigned by the District Board or the Governor.**

**ISSUE YEAR 2008-2009**

## **CANADIAN DISTRICT WEST POLICY MANUAL**

**Submit such reports as may be required by the laws of the State, Province and Nation.**

**Meet with the person scheduled to succeed to the office for the next term to provide training, guidance and an orderly transfer of books and records.**

### **D 1000 – 24 - DISTRICT HONOUR KEY – JUDGING CHAIRPERSON**

**ADOPTED: 12/98**

**LAST AMENDED:**

#### **RESPONSIBILITIES**

**The District Honour Key – Judging Chairperson is appointed by the Awards Committee Chairperson to coordinate a committee of no less than three past Honour Key recipients to judge the applications received for District Honour Key.**

#### **DUTIES**

**The chairperson will meet with or supply the past Honour Key Committee members with copies of the applications received and poll the committee for their voting results. The chairperson will then report to the Awards Chairperson with the results of the voting. The names of the committee members will not be released by the District Honour Key – Judging Chairperson.**

### **D 1000 – 25 - GOVERNOR-ELECT DESIGNATE**

**ADOPTED: 03/01**

**LAST AMENDED:**

#### **RESPONSIBILITIES:**

**The Governor-Elect Designate is responsible for appointing the Sno Do Chairperson for the event to be held in the year that he/she will be Governor and the Training Coordinator for the Club Officers who will serve in the year that he/she will be Governor.**

#### **DUTIES:**

**Subject to review and approval by the District Board, appoint the Sno Do Chairperson and the Training Coordinator. The appointment of the Sno Do Chairperson to be approved no later than the June District Board Meeting following his/her election and the appointment of the Training Coordinator no later than the last District Board Meeting before the Annual Convention.**

**ISSUE YEAR 2008-2009**

## **CANADIAN DISTRICT WEST POLICY MANUAL**

### **D- 1000 - 26 - INTERNATIONAL FOUNDATION DISTRICT LIAISON/GOVERNOR-ELECT**

**ADOPTED: 03/01                      LAST AMENDED: 03/04**  
**Reference International Policy #0302    Duties of Governor-Elect**

#### **RESPONSIBILITIES:**

**The International Foundation District Liaison is to assist the Civitan International Foundation in fostering awareness and revenue development of Foundation programs at the Club and District level. In cooperation with the Civitan International Research Center and the Planned Giving committees, the International Foundation liaisons shall promote awareness and financial interest in the Civitan International Research Center. They shall also promote involvement in the President's Council, Civitans at the Helm, candy box, and coin box programs, which all serve to fund the Civitan International Foundation and its flagship program, the Civitan International Research Center.**

#### **TRAINING:**

**The International Foundation Liaisons shall attend a special orientation session provided by the Civitan International Foundation at the annual international convention, coordinated by the International Foundation secretary-treasurer. The Liaison Director, Foundation committee chairs and the administrator of the Civitan International Research Center shall work directly with the Liaisons as needed for continuing education in Foundation activities. Make-up training shall be provided through materials from the World Headquarters.**

#### **BUDGET:**

**The International Foundation liaisons can be reimbursed up to \$200 per year. Expense vouchers with documentation are sent to the Civitan International Revenue Office for payment.**

#### **DUTIES:**

**To attend District, area, and Club meetings to speak on Foundation activities with a goal of visiting each club once a year and attending every District and Region meeting.**

**To review appropriate background materials and regular reports regarding the Civitan International Research Center, Planned Giving and Civitans at the Helm provided by Civitan International staff in order to communicate information about these programs to District Civitans.**

**To become involved with the Candy Box project, in support of the District Candy Box chair, as a cornerstone of the Research Center support base.**

## **CANADIAN DISTRICT WEST POLICY MANUAL**

To serve as a District resource of Planned Giving opportunities in cooperation with the Planned Giving Committee.

### **D-1000-27 YOUTH LEADERSHIP AND DIVERSITY CONFERENCE CHAIRPERSON**

**ADOPTED: 01-09**

**AMENDED:**

#### **RESPONSIBILITIES:**

Oversee and organize the entire event for Canadian District West.

#### **DUTIES:**

- a) Arrange transportation.
- b) Obtain necessary forms from the coordinator of the conference and distribute to the clubs, as soon as possible in the New Year in order for the sponsors/clubs to have plenty of lead-time to get students. This should happen no later than April 01.
- c) A cover sheet will be sent with the forms. This cover sheet will include: full cost for the participant (registration, t-shirt, meals and transportation), where to send the forms and payments and a time frame for this to happen.
- d) Set up a bus schedule.
- e) Acknowledge to the student, club and advisor receipt of the application.
- f) Make sure all the returned forms are filled out properly and fully. If not follow up to acquire the missing information.
- g) Produce a spreadsheet to be forwarded to the Conference Director with a copy to the District Treasurer to track payments.
- h) Arrange for Chaperones to accompany the participants.
- i) Have Chaperones fill out the registration form so the District Treasurer can forward their participation fee.
- j) Copies of the information package shall be mailed to each participant, sponsoring club and advisors along with the bus schedule no later than mid-June.
- k) Contact the participants to confirm that they received the information package, verify that they are still attending and verify the pickup location.
- l) Copies of the application, pickup locations and spreadsheet are to be given to the Chaperones before the departure date.
- m) Upon arrival in Hillsdale have all participants call home.
- n) On the return trip the participants shall be given a copy of the application form so that they can thank their sponsors.
- o) File a final report to the CDW board and District meeting at the Region 5.
- p) **AT ALL TIMES IT WILL BE IMPRESSED UPON EVERYONE THAT THE PARTICIPANTS DO NOT DO ANY TRAVELLING UN-ACCOMPANIED.**

## CANADIAN DISTRICT WEST POLICY MANUAL

### SECTION D 1100 – AWARDS

**ADOPTED: 10/87**

**LAST AMENDED: 10/08**

**The purpose of the District Awards Program is to recognize excellence and achievement at the District, Club and Individual levels.**

**Awards will be in the form of banner patches for Club recognition and keeper plaques or pins for individual recognition or other special awards as approved by the District Board.**

**All Club President-Elects will receive Award Program training at the annual District Training Academy.**

**It shall be the responsibility of the District Awards Chairperson to inform the Judge Advocate of updates.**

**Changes to the District Awards Program must be approved by the District Board upon recommendation by the District Awards Chairperson. The outgoing District Awards Chairperson shall submit a report for their term in office and should provide recommendations, if any, for the incoming District Awards Chairperson.**

**The Awards Committee shall be comprised of the Immediate Past Governor and his/her Area Directors along with any other Civitan deemed necessary.**

**All awards, which are applied for, must be submitted to the Awards Chairperson on the official forms contained in the Awards Manual. All award applications must be postmarked or hand delivered to the Awards Chairperson by the official submission date noted on the individual award being applied for.**

**The Honourary Canadian, which must be applied for (Ref: C.D.W. Policy Manual 100 – 7) will be published in the winter issue of the Beaver Tails prior to the submission date of the award to remind the membership to submit their nominations.**

**CANADIAN DISTRICT WEST POLICY MANUAL**

**INDEX – LIST OF AWARDS & RECIPIENTS PRESENTED BY  
CANADIAN DISTRICT WEST**

**AWARD**

**Dan Glen.....1**

**Dan Glen Recipients.....2**

**District Candy Box.....3**

**District Candy Box Recipients.....4**

**Buster Lafayette.....5**

**Buster Lafayette Recipients.....7**

**William L. Murphy.....8**

**William L. Murphy Recipients.....9**

**Jack Scott.....10**

**Jack Scott Recipients.....11**

**Jack Scott Application.....13**

**Bud Gallop.....14**

**Bud Gallop Recipients.....15**

**Bud Gallop Application.....16**

**Gerry King.....17**

**Gerry King Recipients.....18**

**Gerry King Application.....19**

**Ernie Moore.....20**

**Ernie Moore Recipients.....21**

**Ray Hergert.....23**

**Ray Hergert Recipients.....24**

**CANADIAN DISTRICT WEST POLICY MANUAL**

**INDEX – LIST OF AWARDS & RECIPIENTS PRESENTED BY  
CANADIAN DISTRICT WEST**

**AWARD CONTINUED**

**King Evans.....25**

**King Evans Recipients.....26**

**Peter Street.....27**

**Peter Street Recipients.....28**

**Peter Street Application.....30**

**Wes Armstrong.....31**

**Wes Armstrong Recipients.....32**

**Wes Armstrong Application.....33**

**Heel Award.....34**

**Heel Award Recipients.....35**

**O.H. Evans.....36**

**O.H. Evans Recipients.....37**

**G.R. Montgomery.....39**

**G.R. Montgomery Recipients.....40**

**Ed Davies.....41**

**Ed Davies Recipients.....42**

**Douglas R. Jordan Civitan of the Year.....43**

**Douglas R. Jordan Civitan of the Year Recipients.....44**

**Douglas R. Jordan Civitan of the Year Application.....45**

**District Honour Key.....46**

**District Honour Key Recipients.....48**

**District Honour Key Application.....50**

**CANADIAN DISTRICT WEST POLICY MANUAL**

**INDEX – LIST OF AWARDS & RECIPIENTS PRESENTED BY  
CANADIAN DISTRICT WEST**

**AWARD CONTINUED**

**Honourary Canadian.....51**

**Honourary Canadian Recipients.....52**

**Dick & Mary Ann Ivens “TEAM CIVITAN”.....53**

**Dick & Mary Ann Ivens “TEAM CIVITAN” Recipients.....54**

**Dick & Mary Ann Ivens “TEAM CIVITAN” Application.....55**

**Bert Palmer “FRIEND TO YOUTH”.....56**

**Bert Palmer “FRIEND TO YOUTH” Recipients.....57**

**Bert Palmer “FRIEND TO YOUTH” Application.....58**

**CANADIAN DISTRICT WEST POLICY MANUAL**

**INDEX – SUMMARY OF AWARDS WHICH \*MUST\* BE APPLIED FOR**

**Buster Lafayette.....5**

**William L. Murphy.....8**

**Jack Scott.....10**

**Jack Scott Application.....13**

**Bud Gallop.....14**

**Bud Gallop Application.....16**

**Gerry King.....17**

**Gerry King Application.....19**

**Peter Street.....27**

**Peter Street Application.....30**

**Wes Armstrong.....31**

**Wes Armstrong Application.....33**

**Douglas R. Jordan.....43**

**Douglas R. Jordan Application.....45**

**District Honour Key.....46**

**District Honour Key Application.....50**

**Honourary Canadian.....51**

**Dick & Mary Ann Ivens “TEAM CIVITAN” .....53**

**Dick & Mary Ann Ivens “TEAM CIVITAN” Application.....55**

**Bert Palmer “FRIEND TO YOUTH”.....56**

**Bert Palmer “FRIEND TO YOUTH” Application.....58**

## CANADIAN DISTRICT WEST POLICY MANUAL

### LIST OF AWARDS PRESENTED BY CANADIAN DISTRICT WEST

<b>AWARDS</b>	<b>PURPOSE</b>	<b>APPL. FOR</b>	<b>SUBMIT DATE</b>	<b>PRESENTATION DATE</b>
<b>Dan Glen</b>	<b>Greatest Net Increase in Membership</b>	<b>NO</b>		<b>Fall Convention</b>
<b>District Candy Box</b>	<b>Candy Box – Highest Gross Income</b>	<b>NO</b>		<b>Fall Convention</b>
<b>Buster Lafayette</b>	<b>Outstanding Club Bulletin</b>	<b>YES</b>	<b>See Manual</b>	<b>Spring Convention</b>
<b>Wm L. Murphy</b>	<b>Outstanding Scrapbook</b>	<b>YES</b>	<b>See Manual</b>	<b>Spring Convention</b>
<b>Jack Scott</b>	<b>Outstanding Community Service</b>	<b>YES</b>	<b>Oct. 31</b>	<b>Spring Convention</b>
<b>Bud Gallop</b>	<b>Outstanding Club Service Mentally/Physically Challenged</b>	<b>YES</b>	<b>Oct. 31</b>	<b>Spring Convention</b>
<b>Gerry King</b>	<b>Outstanding Club Service to Youth</b>	<b>YES</b>	<b>Oct. 31</b>	<b>Spring Convention</b>
<b>Ernie Moore</b>	<b>New Member Sponsorship</b>	<b>NO</b>		<b>Fall Convention</b>
<b>Ray Hergert</b>	<b>Outstanding District Director/Chairperson</b>	<b>NO</b>		<b>Fall Convention</b>
<b>King Evans</b>	<b>Outstanding Active Past Governor</b>	<b>NO</b>		<b>Fall Convention</b>
<b>Peter Street</b>	<b>Outstanding President</b>	<b>YES</b>	<b>Oct. 31</b>	<b>Spring Convention</b>
<b>Ed Davies</b>	<b>Outstanding Area Director</b>	<b>NO</b>		<b>Fall Convention</b>
<b>Heel Award</b>	<b>Special recognition from fellow heels</b>	<b>NO</b>		<b>Fall Convention</b>
<b>Wes Armstrong</b>	<b>Outstanding Non-Civitan Volunteer</b>	<b>YES</b>	<b>Oct.31</b>	<b>Spring Convention</b>

## CANADIAN DISTRICT WEST POLICY MANUAL

### LIST OF AWARDS PRESENTED BY CANADIAN DISTRICT WEST

PAGE TWO

<b>AWARDS</b>	<b>PURPOSE</b>	<b>APPL. FOR</b>	<b>SUBMIT DATE</b>	<b>PRESENTATION DATE</b>
<b>Dick &amp; Mary Ann Ivens TEAM CIVITAN</b>	<b>Outstanding couple working to better Civitan</b>	<b>YES</b>	<b>Oct. 31</b>	<b>Spring Convention</b>
<b>Bert Palmer FRIEND TO YOUTH</b>	<b>Outstanding Senior working with Junior Civitan</b>	<b>YES</b>	<b>Oct. 31</b>	<b>Spring Convention</b>
<b>O.H. Evans</b>	<b>Club Cake Sales – Highest Average Per Member</b>	<b>NO</b>		<b>Spring Convention</b>
<b>G.R. Montgomery</b>	<b>Club Cake Sales – Greatest Increase Over Previous Year</b>	<b>NO</b>		<b>Spring Convention</b>
<b>Honourary Canadian</b>	<b>Outstanding support to Civitan in Canada (Ref: C.D.W. Policy 100–7)</b>	<b>YES</b>	<b>Mar. 15</b>	<b>International Convention (Canada Party)</b>
<b>Douglas Jordan</b>	<b>Civitan of the Year</b>	<b>YES</b>	<b>Jul. 31</b>	<b>Region Convention (Dinner)</b>
<b>District Honour Key</b>	<b>Outstanding Individual Service</b>	<b>YES</b>	<b>Jul. 31</b>	<b>Region Convention (Dinner)</b>

**CANADIAN DISTRICT WEST POLICY MANUAL**

**LIST OF AWARD WINNERS PRESENTED BY CANADIAN DISTRICT WEST**

**To be completed by Awards Chairperson and Past Governor and returned to Judge Advocate for Policy Book update**

<b>AWARD YEAR:</b>	<b>CLUB</b>	<b>AWARD WINNER</b>
Dan Glen	_____	_____
District Candy Box	_____	_____
Buster Lafayette	_____	_____
William L. Murphy	_____	_____
Jack Scott	_____	_____
Bud Gallop	_____	_____
Gerry King	_____	_____
Ernie Moore	_____	_____
Ray Hergert	_____	_____
King Evans	_____	_____
Peter Street	_____	_____
Wes Armstrong	_____	_____
Heel Award	_____	_____
O.H. Evans	_____	_____
G.R. Montgomery	_____	_____
Ed Davies	_____	_____
Douglas R. Jordan Civitan of the Year	_____	_____

**CANADIAN DISTRICT WEST POLICY MANUAL**

**LIST OF AWARD WINNERS PRESENTED BY CANADIAN DISTRICT WEST**

**To be completed by Awards Chairperson and Past Governor and returned to Judge Advocate for Policy Book update**

<b>AWARD YEAR:</b>	<b>CLUB</b>	<b>AWARD WINNER</b>
<b>District Honour Key</b>	_____	_____
<b>Honourary Canadian</b>	_____	_____
<b>Dick &amp; Mary Ann Ivens</b>	_____	_____
<b>Bert Palmer</b>	_____	_____

<b>TITLE.....: Dan Glen (Banner Patch)</b>
<b>PRESENTED FOR.....: Greatest Net Increase In Membership</b>
<b>DATE AWARDED.....: Fall Meeting</b>
<b>APPLIED FOR.....: No</b>
<b>SELECTION RESPONSIBILITY.....: Past Governor</b>

**DESCRIPTION**

**This award is presented to the Club showing the GREATEST NET INCREASE in membership from October 1<sup>st</sup> to September 30<sup>th</sup> of the Civitan fiscal year. This award will not be extended to clubs, which have merged during the Civitan fiscal year, or to clubs currently in the process of merger during the Civitan fiscal year.**

**THIS AWARD IS BASED ON CIVITAN INTERNATIONAL RECORD**

**Dan Glen (Banner Patch)**

**PAST RECIPIENT**

<b>YEAR</b>	<b>CLUB</b>
2009 – 2010	
2008 -- 2009	
2007 – 2008	Oakville & Midland ( tie )
2006 – 2007	Oakville
2005 -- 2006	
2004 – 2005	
2003 – 2004	Victoria Village
2002 – 2003	
2002	Toronto Lung Transplant
2000 – 2001	Mississauga
1999 – 2000	Not Awarded.....
1998 – 1999	Don Mills
1997 – 1998	Mississauga Centennial & Pickering ( tie )
1996 – 1997	Second City.....
1995 – 1996	London-Middlesex
1994 – 1995	London-Middlesex
1993 – 1994	Midland
1992 – 1993	Dundas District
1991 – 1992	Barrie
1990 – 1991	Burlington
1989 – 1990	Kitchener Waterloo
1988 – 1989	Burlington
1987 – 1988	Kawartha Lakes
1986 – 1987	Barrie
1985 – 1986	Second City
1984 – 1985	Agincourt
1983 – 1984	Second City
1982 – 1983	Barrie
1981 – 1982	North York
1980 – 1981	Agincourt / Mississauga
1979 – 1980	Agincourt / Mississauga
1978 – 1979	Burlington
1977 – 1978	North York
1976 – 1977	Bramalea
1975 – 1976	Aurora
1974 – 1975	(Not Issued)
1973 – 1974	Newmarket
1972 – 1973	Newmarket
1971 – 1972	Oakville

<b>TITLE.....: District Candy Box (Banner Patch )</b>
<b>PRESENTED FOR .....: Candy Box – Highest Gross Income</b>
<b>DATE AWARDED.....: Fall Meeting</b>
<b>APPLIED FOR.....: No</b>
<b>SELECTION RESPONSIBILITY.....: Candy Box Administrator or assigned District Board Representative</b>

**DESCRIPTION**

**This award is to be presented to the Club with the highest gross revenue, which has filed the required reports on time as per District Policy #600 – 1.**

**District Candy Box (Banner Patch )**

**PAST RECIPIENT**

<b>YEAR</b>	<b>CLUB</b>
<b>2009 – 2010</b>	
<b>2008 – 2009</b>	
<b>2007 – 2008</b>	<b>Midland</b>
<b>2006 – 2007</b>	<b>Midland</b>
<b>2005 – 2006</b>	<b>Midland</b>
<b>2004 – 2005</b>	
<b>2003 – 2004</b>	<b>Midland</b>
<b>2002 – 2003</b>	<b>London-Middlesex</b>
<b>2001 – 2002</b>	
<b>2000 – 2001</b>	
<b>1999 – 2000</b>	
<b>1998 – 1999</b>	
<b>1997 – 1998</b>	
<b>1996 – 1997</b>	<b>London-Middlesex</b>
<b>1995 – 1996</b>	<b>Peterborough</b>
<b>1994 – 1995</b>	<b>Peterborough</b>
<b>1993 – 1994</b>	<b>Peterborough</b>
<b>1992 – 1993</b>	<b>Peterborough</b>
<b>1991 – 1992</b>	<b>London-Middlesex</b>
<b>1990 – 1991</b>	<b>London-Middlesex</b>
<b>1989 – 1990</b>	<b>London-Middlesex</b>
<b>1988 – 1989</b>	<b>London-Middlesex</b>
<b>1987 – 1988</b>	<b>London-Middlesex</b>
<b>1986 – 1987</b>	<b>London-Middlesex</b>
<b>1985 – 1986</b>	<b>London-Middlesex</b>
<b>1984 – 1985</b>	<b>London-Middlesex</b>
<b>1983 – 1984</b>	<b>London-Middlesex</b>
<b>1982 – 1983</b>	<b>London-Middlesex</b>

<b>TITLE.....: Buster Lafayette (Banner Patch)</b>
<b>PRESENTED FOR .....: Outstanding Club Bulletin</b>
<b>DATE AWARDED.....: Spring Convention</b>
<b>APPLIED FOR.....: Yes – Bulletin Distribution as Outlined</b>
<b>SELECTION RESPONSIBILITY.....: Awards Committee</b>

**DESCRIPTION**

**THIS AWARD MUST BE APPLIED FOR**

The following criteria will be used in judging the Club bulletin:

- 1) **Newsworthy Content.....60%**

Bulletin should contain items of timely interest that concern Club members, their activities, the programs and actions required of members. Emphasis should be upon information that will assist the members in achieving the objectives set for the club.

- 2) **Contribution to Programs.....10%**

Although a bulletin may entertain with jokes and gossip, its primary function is to make members aware of the programs of the Club, the District, and Civitan International. Strong consistent coverage of these programs, including both persuasive and informative articles is needed for consideration as a winning bulletin.

- 3) **Timeliness.....10%**

Bulletins should be issued on a regular basis as often as the club meets and be distributed to each member.

- 4) **Format.....5%**

The bulletin may be of any physical size and shape that is conducive to good communications, but should incorporate these elements: Name of Civitan Club, Address of the Club (or Secretary), Date of Issue, Meeting place and time, Roster of officers and a Civitan emblem.

**Buster Lafayette (Banner Patch) – page 2**

**5) Attractiveness.....5%**

**Neatness and taste in the selection of type and illustrations are essential.**

**6) Readability.....5%**

**Type size and styles should be selected for maximum readability and should be reproduced clearly. Writing clarity enters into this consideration as maximum emphasis is placed upon clear, concise and complete expression.....**

**7) Family Humour.....5%**

**Can your bulletin be read and enjoyed by all members of your family (including children) without undue concern or embarrassment?**

**MANDATORY REQUIREMENTS**

- 1. Cover page must show your Club name, the charter number, bulletin number and the date.**
- 2. Somewhere in the bulletin you must include: the Name of the Civitan Club, Meeting place and time, and Club roster of officers including phone numbers.**
- 3. All clubs are requested to include the District Bulletin Editor, District Awards Chairperson and the District Governor in their Club Bulletin mailing list. When each issue is published it must be sent to the above three parties.**

**Buster Lafayette (Banner Patch)**

**PAST RECIPIENT**

<b>YEAR</b>	<b>CLUB</b>
<b>2009 – 2010</b>	
<b>2008 – 2009</b>	
<b>2007 – 2008</b>	<b>Dundas District</b>
<b>2006 – 2007</b>	<b>Dundas District</b>
<b>2005 – 2006</b>	<b>Dundas District</b>
<b>2004 – 2005</b>	<b>Dundas District</b>
<b>2003 – 2004</b>	<b>Dundas District</b>
<b>2002 – 2003</b>	<b>Dundas District &amp; Midland (tie)</b>
<b>2001 – 2002</b>	<b>Dundas District</b>
<b>2000 – 2001</b>	<b>Dundas District</b>
<b>1999 – 2000</b>	<b>Dundas District</b>
<b>1998 – 1999</b>	<b>Oakville</b>
<b>1997 – 1998</b>	<b>Dundas District</b>
<b>1996 – 1997</b>	<b>Dundas District</b>
<b>1995 – 1996</b>	<b>Dundas District</b>
<b>1994 – 1995</b>	<b>Dundas District</b>
<b>1993 – 1994</b>	<b>Agincourt</b>
<b>1992 – 1993</b>	<b>Dundas District</b>
<b>1991 – 1992</b>	<b>Agincourt</b>
<b>1990 – 1991</b>	<b>Agincourt</b>
<b>1989 – 1990</b>	<b>Agincourt</b>
<b>1988 – 1989</b>	<b>Agincourt</b>
<b>1987 – 1988</b>	<b>Agincourt</b>
<b>1986 – 1987</b>	<b>Agincourt</b>
<b>1985 – 1986</b>	<b>Agincourt</b>
<b>1984 – 1985</b>	<b>Agincourt</b>
<b>1983 – 1984</b>	<b>London-Middlesex</b>
<b>1982 – 1983</b>	<b>London-Middlesex</b>
<b>1981 – 1982</b>	<b>London-Middlesex</b>
<b>1980 – 1981</b>	<b>London-Middlesex</b>
<b>1979 – 1980</b>	<b>London-Middlesex</b>
<b>1978 – 1979</b>	<b>Mississauga Centennial</b>
<b>1977 – 1978</b>	<b>London-Middlesex</b>
<b>1976 – 1977</b>	<b>London-Middlesex</b>
<b>1975 – 1976</b>	<b>(Not Issued)</b>
<b>1974 – 1975</b>	<b>Oakville / Mississauga Centennial</b>
<b>1973 – 1974</b>	<b>Oakville</b>
<b>1972 – 1973</b>	<b>Brampton</b>
<b>1971 – 1972</b>	<b>North York</b>

<b>TITLE.....: Wm. L. Murphy (Banner Patch)</b>
<b>PRESENTED FOR .....: Outstanding Club Scrapbook</b>
<b>DATE AWARDED.....: Spring Convention</b>
<b>APPLIED FOR.....: Yes – Saturday morning of the Spring Convention</b>
<b>SELECTION RESPONSIBILITY.....: Awards Committee</b>

**DESCRIPTION**

**THIS AWARD MUST BE APPLIED FOR**

**This award is presented to the Club submitting the most outstanding scrapbook covering Club activities and scrapbooks for the immediate past fiscal year.**

**A scrapbook is a viable tool/vehicle to be used by Club members in recruiting new members and for anniversary gatherings.**

**Your scrapbook should be informative, illustrative and as attractive as possible and should tell your Club story (will it sell your Club to a prospective member?).**

**In judging the award, emphasis will be placed on the content, format, attractiveness and readability.**

**All submissions will be displayed at the Spring Convention to share ideas with other Civitans.**

**Wm. L. Murphy (Banner Patch)  
PAST RECIPIENT**

<b>YEAR</b>	<b>CLUB</b>
<b>2009 – 2010</b>	
<b>2008 – 2009</b>	
<b>2007 – 2008</b>	<b>Agincourt</b>
<b>2006 – 2007</b>	<b>Agincourt</b>
<b>2005 – 2006</b>	<b>Agincourt</b>
<b>2004 – 2005</b>	<b>Agincourt</b>
<b>2003 – 2004</b>	<b>Agincourt</b>
<b>2002 – 2003</b>	<b>Agincourt</b>
<b>2001 – 2002</b>	<b>Brampton</b>
<b>2000 – 2001</b>	<b>Agincourt</b>
<b>1999 – 2000</b>	<b>Agincourt</b>
<b>1998 – 1999</b>	<b>Agincourt</b>
<b>1997 – 1998</b>	<b>Midland</b>
<b>1996 – 1997</b>	<b>Dundas District</b>
<b>1995 – 1996</b>	<b>London-Middlesex</b>
<b>1994 – 1995</b>	<b>Mississauga Centennial</b>
<b>1993 – 1994</b>	<b>Mississauga Centennial</b>
<b>1992 – 1993</b>	<b>Dundas District</b>
<b>1991 – 1992</b>	<b>London-Middlesex</b>
<b>1990 – 1991</b>	<b>London-Middlesex</b>
<b>1989 – 1990</b>	<b>London-Middlesex</b>
<b>1988 – 1989</b>	<b>London-Middlesex</b>
<b>1987 – 1988</b>	<b>London-Middlesex</b>
<b>1986 – 1987</b>	<b>Agincourt</b>
<b>1985 – 1986</b>	<b>Agincourt</b>
<b>1984 – 1985</b>	<b>Agincourt / London-Middlesex</b>
<b>1983 – 1984</b>	<b>London-Middlesex</b>
<b>1982 – 1983</b>	<b>Second City</b>
<b>1981 – 1982</b>	<b>Midland</b>
<b>1980 – 1981</b>	<b>London-Middlesex</b>
<b>1979 – 1980</b>	<b>London-Middlesex</b>
<b>1978 – 1979</b>	<b>London-Middlesex</b>
<b>1977 – 1978</b>	<b>Midland</b>
<b>1976 – 1977</b>	<b>Oakville</b>
<b>1975 – 1976</b>	<b>Oakville</b>
<b>1974 – 1975</b>	<b>Mississauga Centennial</b>
<b>1973 – 1974</b>	<b>Barrie</b>
<b>1972 – 1973</b>	<b>Brampton / Midland</b>
<b>1971 – 1972</b>	<b>Midland</b>

<b>TITLE.....: Jack Scott (Banner Patch)</b>
<b>PRESENTED FOR .....: Outstanding Community Service</b>
<b>DATE AWARDED.....: Spring Convention</b>
<b>APPLIED FOR.....: Yes – by October 31<sup>st</sup></b>
<b>SELECTION RESPONSIBILITY.....: Awards Committee</b>

**DESCRIPTION**

**THIS AWARD MUST BE APPLIED FOR**

**This award is presented to the Club that provides the most outstanding service to the community through either a series of projects or a single major project. Any category of service is acceptable.**

**In judging this award, consideration will be given to the overall benefits to the community and the Club membership involved in the completion of the project(s). The number of Club members involved, man-hours spent in carrying out the project are important factors.**

**All projects submitted will be on display at the Spring Convention to encourage “idea exchanges” among Clubs. Supporting materials should be attached on pages no larger than 8 ½” x 11”.**

**List each project separately and be sure to include a graphic description, organization, how productive, benefits and member participation. Please print or type for easy reading.**

**SEE APPLICATION ATTACHED (page 13)**

**Jack Scott (Banner Patch)**

**PAST RECIPIENT**

<b>YEAR</b>	<b>CLUB</b>
<b>2009 – 2010</b>	
<b>2008 – 2009</b>	
<b>2007 – 2008</b>	<b>Midland</b>
<b>2006 – 2007</b>	<b>Midland</b>
<b>2005 – 2006</b>	<b>Midland</b>
<b>2004 – 2005</b>	<b>Midland</b>
<b>2003 – 2004</b>	<b>Midland</b>
<b>2002 – 2003</b>	<b>Midland</b>
<b>2001 – 2002</b>	<b>Midland</b>
<b>2000 – 2001</b>	<b>Midland</b>
<b>1999 – 2000</b>	<b>Midland</b>
<b>1998 – 1999</b>	<b>Midland</b>
<b>1997 – 1998</b>	<b>Midland</b>
<b>1996 – 1997</b>	<b>London-Middlesex</b>
<b>1995 – 1996</b>	<b>Midland</b>
<b>1994 – 1995</b>	<b>Burlington</b>
<b>1993 – 1994</b>	<b>Midland</b>
<b>1992 – 1993</b>	<b>(Not Issued)</b>
<b>1991 – 1992</b>	<b>(Not Issued)</b>
<b>1990 – 1991</b>	<b>Midland</b>
<b>1989 – 1990</b>	<b>London-Middlesex</b>
<b>1988 – 1989</b>	<b>Burlington</b>
<b>1987 – 1988</b>	<b>Midland</b>
<b>1986 – 1987</b>	<b>London-Middlesex</b>
<b>1985 – 1986</b>	<b>London-Middlesex</b>
<b>1984 – 1985</b>	<b>Agincourt</b>
<b>1983 – 1984</b>	<b>London-Middlesex</b>
<b>1982 – 1983</b>	<b>Midland</b>
<b>1981 – 1982</b>	<b>Midland</b>
<b>1980 – 1981</b>	<b>Don Mills</b>
<b>1979 – 1980</b>	<b>Oakville</b>
<b>1978 – 1979</b>	<b>Oakville</b>
<b>1977 – 1978</b>	<b>Midland</b>
<b>1976 – 1977</b>	<b>Aurora</b>
<b>1975 – 1976</b>	<b>Midland</b>
<b>1974 – 1975</b>	<b>Peterborough</b>
<b>1973 – 1974</b>	<b>(Not Issued)</b>

**Jack Scott (Banner Patch)**

**PAST RECIPIENT**

<b>YEAR</b>	<b>CLUB</b>
<b>1972 – 1973</b>	<b>Mississauga</b>
<b>1971 – 1972</b>	<b>Midland</b>
<b>1970 – 1971</b>	<b>(Not Issued)</b>
<b>1969 – 1970</b>	<b>East Toronto</b>
<b>1968 – 1969</b>	<b>Midland</b>
<b>1967 – 1968</b>	<b>Aurora</b>

**JACK SCOTT (BANNER PATCH)  
OUTSTANDING COMMUNITY SERVICE  
AWARD APPLICATION**

**CLUB NAME:**.....

**SUBMITTED BY:**.....

**NAME OF PROJECT:**.....

**MONTH AND YEAR OF PROJECT:**.....

**DESCRIPTION OF PROJECT:**.....

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

**PLEASE LIST EACH PROJECT SEPARATELY AND BE SURE TO INCLUDE A GRAPHIC DESCRIPTION, ORGANIZATION, HOW PRODUCTIVE, BENEFITS AND MEMBER PARTICIPATION. PLEASE PRINT OR TYPE FOR EASY READING. IF YOU REQUIRE ADDITIONAL SPACE, PLEASE USE BLANK SHEETS OF PAPER, NUMBER AND ATTACH.**

<b>TITLE.....: Bud Gallop (Banner Patch)</b>
<b>PRESENTED FOR .....: Outstanding Club Service to Mentally/Physically Challenged</b>
<b>DATE AWARDED.....: Spring Convention</b>
<b>APPLIED FOR.....: Yes – by October 31<sup>st</sup></b>
<b>SELECTION RESPONSIBILITY.....: Awards Committee</b>

**DESCRIPTION**

**THIS AWARD MUST BE APPLIED FOR**

**This award is presented to the Club, which has given the most outstanding service in any area of work with the mentally and/or physically challenged.**

**This award is based on either one major project or a series of projects and will be judged on the Club’s efforts in the area of working with the mentally and/or physically challenged citizens.**

**Consideration will be given to the number of Club members involved, man hours spent and benefits to the community.**

**All projects submitted will be on display at the Spring Convention to encourage “idea exchanges” among Clubs.**

**Supporting materials should be attached on pages no larger than 8 ½” x 11”. List each project separately and be sure to include a graphic description, organization, how productive, benefits and member participation. Please print or type for easy reading.**

**SEE APPLICATION ATTACHED (page 16)**

**Bud Gallop (Banner Patch)**

**PAST RECIPIENT**

<b>YEAR</b>	<b>CLUB</b>
<b>2009 – 2010</b>	
<b>2008 – 2009</b>	
<b>2007 – 2008</b>	<b>Burlington</b>
<b>2006 – 2007</b>	<b>Midland</b>
<b>2005 – 2006</b>	<b>Midland</b>
<b>2004 – 2005</b>	<b>Midland</b>
<b>2003 – 2004</b>	<b>Burlington</b>
<b>2002 – 2003</b>	<b>Burlington</b>
<b>2001 – 2002</b>	<b>Dundas</b>
<b>2000 – 2001</b>	<b>Midland</b>
<b>1999 – 2000</b>	<b>Midland</b>
<b>1998 – 1999</b>	
<b>1997 – 1998</b>	<b>Agincourt</b>
<b>1996 – 1997</b>	<b>Dundas District</b>
<b>1995 – 1996</b>	<b>Dundas District</b>
<b>1994 – 1995</b>	<b>Midland</b>
<b>1993 – 1994</b>	<b>London-Middlesex</b>
<b>1992 – 1993</b>	<b>Dundas District</b>
<b>1991 – 1992</b>	<b>Agincourt</b>
<b>1990 – 1991</b>	<b>Midland</b>
<b>1989 – 1990</b>	<b>Midland</b>
<b>1988 – 1989</b>	<b>Midland</b>
<b>1987 – 1988</b>	<b>London-Middlesex</b>
<b>1986 – 1987</b>	<b>Kawartha Lakes</b>
<b>1985 – 1986</b>	<b>London-Middlesex</b>
<b>1984 – 1985</b>	<b>Second City</b>
<b>1983 – 1984</b>	<b>London-Middlesex / Second City</b>
<b>1982 – 1983</b>	<b>London-Middlesex</b>
<b>1981 – 1982</b>	<b>London-Middlesex</b>
<b>1980 – 1981</b>	<b>Bramalea / Oakville</b>
<b>1979 – 1980</b>	<b>Bramalea</b>
<b>1978 – 1979</b>	<b>Bramalea</b>
<b>1977 – 1978</b>	<b>Durham</b>



<b>TITLE.....: Gerry King (Banner Patch)</b>
<b>PRESENTED FOR .....: Outstanding Club Service to Youth</b>
<b>DATE AWARDED.....: Spring Convention</b>
<b>APPLIED FOR.....: Yes – by October 31<sup>st</sup></b>
<b>SELECTION RESPONSIBILITY.....: Awards Committee</b>

**DESCRIPTION**

**THIS AWARD MUST BE APPLIED FOR**

**This award is presented to the Club that renders the most outstanding service in any area of YOUTH WORK. The award will be judged based on either one major project or a series of projects benefiting YOUTH.**

**Consideration will be given to the number of Club members involved, man hours spent and commitment to youth in the community.**

**All projects submitted will be on display at the Spring Convention to encourage “idea exchange” among Clubs.**

**Supporting materials should be attached on pages no larger than 8 ½” x 11”. List each project separately and be sure to include a graphic description, organization, how productive, benefits and member participation. Please print or type for easy reading.**

**SEE APPLICATION ATTACHED (page 19)**

**Gerry King (Banner Patch)**

**PAST RECIPIENT**

<b>YEAR</b>	<b>CLUB</b>
<b>2009 – 2010</b>	
<b>2008 – 2009</b>	
<b>2007 – 2008</b>	<b>Midland</b>
<b>2006 – 2007</b>	<b>Midland</b>
<b>2005 – 2006</b>	<b>Midland</b>
<b>2004 – 2005</b>	<b>Don Mills</b>
<b>2003 – 2004</b>	<b>Don Mills</b>
<b>2002 – 2003</b>	<b>Don Mills</b>
<b>2001 – 2002</b>	<b>Midland</b>
<b>2000 – 2001</b>	<b>Midland</b>
<b>1999 – 2000</b>	<b>Midland</b>
<b>1998 – 1999</b>	<b>Agincourt</b>
<b>1997 – 1998</b>	<b>Parkwoods</b>
<b>1996 – 1997</b>	<b>Kitchener-Waterloo</b>
<b>1995 – 1996</b>	<b>Agincourt</b>
<b>1994 – 1995</b>	<b>Dundas District</b>
<b>1993 – 1994</b>	<b>Dundas District</b>
<b>1992 – 1993</b>	<b>Parkwoods</b>
<b>1991 – 1992</b>	<b>(Not Issued)</b>
<b>1990 – 1991</b>	<b>Midland</b>
<b>1989 – 1990</b>	<b>Midland</b>
<b>1988 – 1989</b>	<b>Midland</b>
<b>1987 – 1988</b>	<b>London-Middlesex</b>

**THIS AWARD WAS REASSIGNED AT THIS TIME FROM MEMBERSHIP ATTENDANCE AT CONVENTIONS AND MEETINGS ETC. TO OUTSTANDING CLUB SERVICE TO YOUTH.**

<b>1986 – 1987</b>	<b>(Not Issued)</b>
<b>1985 – 1986</b>	<b>(Not Issued)</b>

<b>YEAR</b>	<b>PAST RECIPIENT</b>	<b>CLUB</b>
<b>1984 – 1985</b>	<b>Bert Palmer</b>	<b>London-Middlesex</b>
<b>1983 – 1984</b>	<b>Charlie Norris</b>	<b>Victoria Village</b>
<b>1982 – 1983</b>	<b>Wes Armstrong</b>	<b>Don Mills</b>



<b>TITLE.....: Ernie Moore (Keeper Plaque)</b>
<b>PRESENTED FOR .....: New Member Sponsorship</b>
<b>DATE AWARDED.....: Fall Convention</b>
<b>APPLIED FOR.....: No</b>
<b>SELECTION RESPONSIBILITY.....: Past Governor</b>

**DESCRIPTION**

**This award is presented to the individual Civitan who has sponsored the highest number of new members into Civitan during the immediate past administrative year.**

**This award is presented based on Club membership addition reports sent to the District Governor dated October 1<sup>st</sup> to September 30<sup>th</sup> of each fiscal year.**

**Ernie Moore (Keeper Plaque)**

<b>YEAR</b>	<b>PAST RECIPIENT</b>	<b>CLUB</b>
2009 – 2010		
2008 – 2009		
2007 – 2008	Sue Gibson/James McCannell	London/Oakville ( tie )
2006 – 2007	James McCannell	Oakville
2005 – 2006	Ron Genereaux	Dundas District
2005 – 2006	Stephanie Broadhagen	Toronto Lung Transplant
2004 – 2005		
2003 – 2004	Ron Lyner	Victoria Village.....
2002 – 2003	Bruce Cook	Toronto Lung Transplant
2001 – 2002	Bruce Cook	Toronto Lung Transplant
2000 – 2001	Bruce Cook	Toronto Lung Transplant
1999 – 2000	Bruce Cook	Toronto Lung Transplant
1998 – 1999		
1997 – 1998		
1996 – 1997		
1995 – 1996	Terry James	Pickering
1994 – 1995	Ed Davies	Kitchener Waterloo
1993 – 1994	Terry James	Agincourt
1992 – 1993	Terry James	Agincourt
1991 – 1992	Bill Cook	Mississauga Centennial
1990 – 1991	John Cook	Peterborough
1989 – 1990	Mary Anne Ivens	Midland
1988 – 1989	Jeff Mitchell	Second City
1987 – 1988	John Huke	Kawartha Lakes
1986 – 1987	Doris Muise	London-Middlesex
1985 – 1986	Peggy Slavic	Second City
1984 – 1985	Doris Muise	London-Middlesex (tie)
1984 – 1985	Deanna Palmer	London-Middlesex (tie)
1983 – 1984	Audry Carson	Town Two Oakville (tie)
1983 – 1984	Bob Green	Mississauga / Etobicoke (tie)
1982 – 1983	Paul Kneeshaw	Barrie
1981 – 1982	Jack Hussey	Bramalea
1980 – 1981	(Not Issued)	
1979 – 1980	Don Hewitt	Agincourt
1978 – 1979	(Not Issued)	
1977 – 1978	Carlo Corvess	North York
1976 – 1977	G. R. Montgomery	
1975 – 1976	Sam Vella	East Toronto

**Ernie Moore (Keeper Plaque)**

<b>YEAR</b>	<b>PAST RECIPIENT</b>	<b>CLUB</b>
1974 – 1975	Barry Floyd	
1973 – 1974	(Not Issued)	
1972 – 1973	(Not Issued)	
1971 – 1972	(Not Issued)	
1970 – 1971	(Not Issued)	
1969 – 1970	Jim Eldred	
1968 – 1969	Waiter Wolfe	
1967 – 1968	Ray Armstrong	

**THIS AWARD WAS RE-DEDICATED IN 1968 FOR GREATEST MEMBERSHIP.**

1966 – 1967	(Not Issued)
1965 – 1966	(Not Issued)
1964 – 1965	(Not Issued)

**PREVIOUS TO 1964, THIS AWARD WAS ISSUED TO A CLUB, NOT AN INDIVIDUAL.**

<b>YEAR</b>	<b>CLUB</b>
1963 – 1964	Smiths Falls
1962 – 1963	West Toronto
1961 – 1962	Don Mills
1960 – 1961	(Not Issued)
1959 – 1960	West Toronto / Windsor
1958 – 1959	East Toronto
1957 – 1958	West Toronto
1956 – 1957	Don Mills
1955 – 1956	East Toronto
1954 – 1955	West Toronto
1953 – 1954	West Toronto
1952 – 1953	(Not Issued)
1951 – 1952	London
1950 – 1951	London

<b>TITLE.....: Ray Hergert (Keeper Plaque)</b>
<b>PRESENTED FOR .....: Outstanding District Area Director/Chairperson</b>
<b>DATE AWARDED.....: Fall Convention</b>
<b>APPLIED FOR.....: No</b>
<b>SELECTION RESPONSIBILITY.....: Awards Committee</b>

**DESCRIPTION**

**This award is presented to an individual who has shown outstanding leadership as an Area Director or District Chairperson in any office, project or event.**

**The Governor-Elect is not eligible for this award.**

**Ray Hergert (Keeper Plaque)**

<b>YEAR</b>	<b>PAST RECIPIENT</b>	<b>CLUB</b>
2009 – 2010		
2008 – 2009		
2007 – 2008	Sue Gibson/Reg Howard	London/Barrie ( tie )
2006 – 2007	Sue Gibson	London-Middlesex
2005 – 2006	Sue Gibson	London-Middlesex
2004 – 2005		
2003 – 2004	Don Caldwell	Barrie
2002 – 2003	Jeff Mitchell	Second City
2001 – 2002	Laura Greig	Pickering .....
2000 – 2001	Tom Aikins	Second City
1999 – 2000	Frank Jurilj	Dundas District
1998 – 1999		
1997 – 1998		
1996 – 1997		
1995 – 1996	Frank Jurilj	Dundas District
1994 – 1995	John Veals	Agincourt (tie)
1994 – 1995	Ron Genereaux	Dundas District (tie)
1993 – 1994	William Hiscott	Credit Valley
1992 – 1993	Bob Evans	Brampton
1991 – 1992	Joyce Evans	Brampton
1990 – 1991	(Not Issued)	
1989 – 1990	Bert Palmer	London-Middlesex
1988 – 1989	John Cosgrey	Durham
1987 – 1988	William Hiscott	Credit Valley (tie)
1987 – 1988	Ralph Hogge	Oakville (tie)
1986 – 1987	Ted Hopkins	Agincourt
1985 – 1986	Ed McCleverty	Toronto Beaches
1984 – 1985	Ed McCleverty	Toronto Beaches
1983 – 1984	Bob Rae	Oakville
1982 – 1983	Ed McCleverty	East Toronto
1981 – 1982	Joe Jolliffe	Burlington
1980 – 1981	Ralph Hoffe	Oakville
1979 – 1980	J. D. MacLennan	Oakville
1978 – 1979	Wayne Van Exan	Oakville
1977 – 1978	Mort Dafoe	Barrie
1976 – 1977	John Reid	Peel Centennial
1975 – 1976	Ron LaBelle	Mississauga Centennial

<b>TITLE.....: King Evans (Keeper Plaque)</b>
<b>PRESENTED FOR .....: Outstanding Past Governor</b>
<b>DATE AWARDED.....: Fall Convention</b>
<b>APPLIED FOR.....: No</b>
<b>SELECTION RESPONSIBILITY.....: District Board</b>

**DESCRIPTION**

**This award is presented to a Past Governor who continues to be actively involved in their Club and District (Immediate Past Governor not eligible).**

**King Evans (Keeper Plaque)**

<b>YEAR</b>	<b>PAST RECIPIENT</b>	<b>CLUB</b>
2009 – 2010		
2008 – 2009		
2007 – 2008	Lyle Armstrong	Don Mills
2006 – 2007	Lyle Armstrong	Don Mills
2005 – 2006	Wayne Dorey	London-Middlesex
2004 – 2005		
2003 – 2004	Bob Green	Mississauga
2002 – 2003	Wayne Dorey	London-Middlesex
2001 – 2002	Bob Evans	Brampton
2000 – 2001	Bob Evans	Brampton
1999 – 2000	Val Dorey	London-Middlesex
1998 – 1999	Bob Evans	Brampton
1997 – 1998		
1996 – 1997		
1995 – 1996	Wayne Dorey	London-Middlesex
1994 – 1995	Don Hewitt	Agincourt (tie)
1994 – 1995	Ed Davies	Kitchener Waterloo (tie)
1993 – 1994	Don Hewitt	Agincourt
1992 – 1993	Ron Genereaux	Dundas District
1991 – 1992	Ralph Hogge	Oakville
1990 – 1991	(Not Issued)	
1989 – 1990	Bob Summerville	Burlington
1988 – 1989	Don Hewitt	Agincourt
1987 – 1988	Bob Green	Mississauga / Etobicoke
1986 – 1987	(Not Issued)	
1985 – 1986	Don Hewitt	Agincourt
1984 – 1985	Bert Palmer	London-Middlesex
1983 – 1984	Charles Norris	Victoria Village
1982 – 1983	Wes Armstrong	Don Mills

<b>TITLE.....: Peter Street (Keeper Plaque)</b>
<b>PRESENTED FOR .....: Outstanding President</b>
<b>DATE AWARDED.....: Spring Convention</b>
<b>APPLIED FOR.....: Yes – by October 31<sup>st</sup></b>
<b>SELECTION RESPONSIBILITY.....: Past Governor &amp; Awards Committee</b>

**DESCRIPTION**

**THIS AWARD MUST BE APPLIED FOR**

**This award is presented to the Club President who has contributed the greatest effort and leadership in the growth, development and successes in his or her Club and Civitan during his or her administrative year.**

**While not a mandatory requirement, it is anticipated the recipient will have lead his or her Club to International Honour Club status.**

**Nominees for this award are judged mainly on recommendations and information supplied by his or her Club, Area Director and Governor.**

**Submissions must include accomplishments with reference to new projects started. The success of existing projects, increased membership, improvement in fellowship, interest and participation of the President and his or her members in District functions.**

**Applications for this award may be made by a Civitan Club, Area Director, Governor or District Board.**

**SEE APPLICATION ATTACHED (page 30)**

**Peter Street (Keeper Plaque)**

<b>YEAR</b>	<b>PAST RECIPIENT</b>	<b>CLUB</b>
2009 – 2010		
2008 – 2009		
2007 – 2008	Gary Kirkwood	Burlington
2006 – 2007	Gary Kirkwood	Burlington
2005 – 2006	Sue Gibson	London-Middlesex
2004 – 2005		
2003 – 2004	Stephanie Broadhagen	Toronto Lung Transplant
2002 – 2003		
2001 – 2002	Anne Foglia	Toronto Lung Transplant
2000 – 2001	Joyce MacRae	Dundas District
2000 – 2001	Sylvia Hinds	Brampton
1999 – 2000	Mary Ann Ivens	Midland
1999 – 2000	Shirley Kellem	Brampton
1999 – 2000	Bob Deller	London-Middlesex
1998 – 1999	Jerry Fairbanks	Midland
1998 – 1999	Claire Ward	Brampton
1997 – 1998	Pauline Allen	Brampton
1997 – 1998	Bruce Davey	Dundas District
1997 – 1998	Ron Lyner	Victoria Village
1997 – 1998	Don Scott	Midland
1996 – 1997		
1995 – 1996	Mark Latremouille	Scarborough
1994 – 1995	June Burtch	Midland
1993 – 1994	Cheryl Engwer	Burlington
1992 – 1993	Pam Davies	Agincourt
1991 – 1992	Paul Scudds	Agincourt
1990 – 1991	John Smith	Peterborough
1989 – 1990	John Veals	Agincourt
1988 – 1989	Mary Anne Ivens	Midland
1987 – 1988	Wayne Dorey	London-Middlesex
1986 – 1987	Doris Muise	London-Middlesex (tie)
1986 – 1987	Gord Wallace	Agincourt (tie)
1985 – 1986	Bert Palmer	London-Middlesex
1984 – 1985	Terry James	Agincourt (tie)
1984 – 1985	Una Cooper	London-Middlesex
1983 – 1984	Donna Murphy	Second City
1982 – 1983	John Stephens	Barrie
1981 – 1982	Art Bostad	Burlington
1980 – 1981	Bill Hanson	Don Mills
1979 – 1980	Don Hewitt	Agincourt

**Peter Street (Keeper Plaque)**

<b>YEAR</b>	<b>PAST RECIPIENT</b>	<b>CLUB</b>
1978 – 1979	Jim Moores	Bramalea
1977 – 1978	Norm Heatherington	Burlington
1976 – 1977	Bob Aston	Victoria Village
1975 – 1976	Martin Johannessen	Oakville
1974 – 1975	Art Spencer	Burlington
1973 – 1974	Ken Lindey	Mississauga
1972 – 1973	Dick Ivens	Midland
1971 – 1972	Larry Smith	Kitchener Waterloo



<b>TITLE.....: Wes Armstrong (Keeper Plaque)</b>
<b>PRESENTED FOR .....: Outstanding Non-Civitan Volunteer</b>
<b>DATE AWARDED.....: Spring Convention</b>
<b>APPLIED FOR.....: Yes – by October 31<sup>st</sup></b>
<b>SELECTION RESPONSIBILITY.....: Award Committee</b>

**DESCRIPTION**

**THIS AWARD MUST BE APPLIED FOR**

**This award is presented to a volunteer outside of Civitan, active in any community or service area that in the opinion of the judges has shown outstanding and unselfish dedication to their cause.**

**This can be in any service field (i.e. Hospital, Cancer Society, Church, Scouting/Guiding, amateur sports or any other related field).**

**The volunteer must have been involved for at least ten years in the same or related areas. Submissions come from individual Clubs and must include details of applicant’s volunteer service, years of service, relevant data and supporting documentation.**

**The District shall, as a courtesy, offer 1 (ONE) complementary lunch ticket to the recipient of the award to attend the Spring Convention.**

**SEE APPLICATION ATTACHED (page 33)**

**Wes Armstrong (Keeper Plaque)**

<b>YEAR</b>	<b>RECIPIENT</b>	<b>CLUB APPLIED</b>
2009 – 2010		
2008 – 2009		
2007 – 2008	Mary Woods	
2006 – 2007		
2005 – 2006		
2004 – 2005	Mary Woods	Mississauga
2003 – 2004		
2002 – 2003		
2001 – 2002		
2000 – 2001	Bill Ebbers	Dundas District
1999 – 2000	(Not Issued)	
1998 – 1999		
1997 – 1998		
1996 – 1997		
1995 – 1996	(Not Issued)	
1994 – 1995	(Not Issued)	
1993 – 1994	(Not Issued)	
1992 – 1993	Tom Jakobek	Parkwoods
1991 – 1992	(Not Issued)	
1990 – 1991	(Not Issued)	
1989 – 1990	(Not Issued)	
1988 – 1989	(Not Issued)	
1987 – 1988	Kier Barker	

**THIS AWARD WAS REASSIGNED AT THIS TIME TO OUTSTANDING NON-CIVITAN VOLUNTEER.**

<b>YEAR</b>	<b>PAST RECIPIENT</b>	<b>CLUB</b>
1986 – 1987	(Not Issued)	
1985 – 1986	(Not Issued)	
1984 – 1985	Doris Muise	London-Middlesex
1983 – 1984	Deanna Palmer	London-Middlesex



<b>TITLE.....: Heel Award</b>
<b>PRESENTED FOR .....: Special Recognition of Fellow Heels</b>
<b>DATE AWARDED.....: Fall Convention</b>
<b>APPLIED FOR.....: No</b>
<b>SELECTION RESPONSIBILITY.....: Previous Years Heel + Two</b>

**DESCRIPTION**

**This award is presented to an active Civitan.**

**The Selection Committee is comprised of the previous years Heel and three to five other Heels that he/she selects from previous years.**

**It will be the decision of the Committee to establish the criteria and background necessary to formulate a winner for the current year.**

**The winner of the Heel Award will receive a keeper pin to prove that he/she is a Heel.**

## Heel Award

YEAR	PAST RECIPIENT	CLUB
2009 – 2010		
2008 – 2009	Val Marchant	Don Mills
2007 – 2008	( not issued )	
2006 – 2007	Eddie Sandford	Mississauga
2005 – 2006	Lyle Armstrong	Don Mills.....
2004 – 2005	Laura Grieg	Durham Region.....
2003 – 2004	Susan Cook	Toronto Lung Transplant
2002 – 2003	Val Dorey	London Middlesex
2001 – 2002	Debbie Hiscott	Mississauga
2000 – 2001	Vickie Scudds	Agincourt.....
1999 – 2000	John Veals	Agincourt.....
1998 – 1999	Ron Lyner	Victoria Village
1997 – 1998	Mary Anne Ivens	Midland
1996 – 1997	Wally French	Agincourt
1995 – 1996	Wayne Dorey	London-Middlesex
1994 – 1995	William Hiscott	Credit Valley
1993 – 1994	Dot Perras	London-Middlesex
1992 – 1993	Jessie Hogge	Credit Valley
1991 – 1992	Dick Ivens	Midland
1990 – 1991	Jack Phoenix	Kitchener Waterloo
1989 – 1990	Fred Chalk	Brampton
1988 – 1989	Bob Green	Mississauga / Etobicoke
1987 – 1988	Bryon Nash	Brampton
1986 – 1987	Una Cooper	London-Middlesex
1985 – 1986	Dan Glen	Kawartha Lakes
1984 – 1985	Joe Jolliffe	Burlington
1983 – 1984	Charlie Norris	Victoria Village
1982 – 1983	John Malec	Mississauga Centennial
1981 – 1982	Norm Moffat	Oakville
1980 – 1981	Bruce Jessiman	Victoria Village
1979 – 1980	Ed McCleverty	East Toronto
1978 – 1979	Gus DeFreitas	Parkwoods
1977 – 1978	Wayne Van Exan	Oakville
1976 – 1977	Peter Dee	North York
1975 – 1976	Murray Grose	Kitchener Waterloo
1974 – 1975	John Read	Mississauga Centennial
1973 – 1974	Louie Van Hooeyoonk	Peterborough
1972 – 1973	Ian Creigie	Oakville
1971 – 1972	Owen Marchant	Newmarket

<b>TITLE.....: O.H. Evans (Banner Patch &amp; Cash)</b>
<b>PRESENTED FOR .....: Club Cake Sales – Highest Average/Member</b>
<b>DATE AWARDED.....: Spring Convention</b>
<b>APPLIED FOR.....: No</b>
<b>SELECTION RESPONSIBILITY.....: Cake Chairperson</b>

**DESCRIPTION**

**This award is presented to the Club having the highest average sales per member in pounds of fruit cake (both Claxton and Canadian, if applicable and nuts if applicable). The award is based on figures received from the District Treasurer and the District Cake Chairperson according to the number of pounds of cake purchased in the current fiscal year.**

**These figures are computed into averages using the number of members reported on December's A & M reports by the District Cake Chairperson.**

**Any Club not having paid for the poundage it has purchased, including duty and freight by January 31<sup>st</sup> will not be eligible for this award.**

**O.H. Evans (Banner Patch and Cash)  
PAST RECIPIENT**

<b>YEAR</b>	<b>CLUB</b>
<b>2009 – 2010</b>	
<b>2008 – 2009</b>	
<b>2007 – 2008</b>	<b>London-Middlesex</b>
<b>2006 – 2007</b>	<b>London-Middlesex</b>
<b>2005 – 2006</b>	<b>London-Middlesex</b>
<b>2004 – 2005</b>	<b>London-Middlesex</b>
<b>2003 – 2004</b>	<b>London-Middlesex</b>
<b>2002 – 2003</b>	<b>London Middlesex</b>
<b>2001 – 2002</b>	<b>London Middlesex</b>
<b>2000 – 2001</b>	<b>London Middlesex</b>
<b>1999 – 2000</b>	<b>London Middlesex</b>
<b>1998 – 1999</b>	<b>London Middlesex</b>
<b>1997 – 1998</b>	<b>London Middlesex</b>
<b>1996 – 1997</b>	<b>London Middlesex</b>
<b>1995 – 1996</b>	<b>London-Middlesex</b>
<b>1994 – 1995</b>	<b>London-Middlesex</b>
<b>1993 – 1994</b>	<b>London-Middlesex</b>
<b>1992 – 1993</b>	<b>London-Middlesex</b>
<b>1991 – 1992</b>	<b>London-Middlesex</b>
<b>1990 – 1991</b>	<b>London-Middlesex</b>
<b>1989 – 1990</b>	<b>London-Middlesex</b>
<b>1988 – 1989</b>	<b>London-Middlesex</b>
<b>1987 – 1988</b>	<b>London-Middlesex</b>
<b>1986 – 1987</b>	<b>London-Middlesex</b>
<b>1985 – 1986</b>	<b>London-Middlesex</b>
<b>1984 – 1985</b>	<b>Oakville</b>
<b>1983 – 1984</b>	<b>Oakville</b>
<b>1982 – 1983</b>	<b>Oakville</b>
<b>1981 – 1982</b>	<b>Oakville</b>
<b>1980 – 1981</b>	<b>Oakville</b>
<b>1979 – 1980</b>	<b>Oakville</b>
<b>1978 – 1979</b>	<b>Durham</b>
<b>1977 – 1978</b>	<b>North York</b>
<b>1976 – 1977</b>	<b>Oakville</b>
<b>1975 – 1976</b>	<b>Oakville</b>
<b>1974 – 1975</b>	<b>Oakville</b>
<b>1973 – 1974</b>	<b>(Not Issued)</b>
<b>1972 – 1973</b>	<b>(Not Issued)</b>
<b>1971 – 1972</b>	<b>(Not Issued)</b>

**O.H. Evans (Banner Patch and Cash)**

**PAST RECIPIENT**

<b>YEAR</b>	<b>CLUB</b>
<b>1970 – 1971</b>	<b>(Not Issued)</b>
<b>1969 – 1970</b>	<b>Etobicoke</b>
<b>1968 – 1969</b>	<b>Etobicoke</b>
<b>1967 – 1968</b>	<b>Etobicoke</b>
<b>1966 – 1967</b>	<b>Oakville</b>

<b>TITLE.....: G.R. Montgomery (Banner Patch)</b>
<b>PRESENTED FOR .....: Greatest Increase Over Previous Year</b>
<b>DATE AWARDED.....: Spring Convention</b>
<b>APPLIED FOR.....: No</b>
<b>SELECTION RESPONSIBILITY.....: Cake Chairperson</b>

**DESCRIPTION**

**This award is presented to the Club showing the greatest percentage increase in cake sales over the previous year and based only on purchases of pounds from District each fiscal year.**

<b>Example</b>		<b>Purchased from District</b>	<b>Club Sales</b>	<b>Stored for next year</b>	
<b>CLUB A</b>	<b>Yr. 1</b>	<b>1,000 lbs.</b>	<b>950 lbs.</b>	<b>50 lbs.</b>	
	<b>Yr. 2</b>	<b>1,500 lbs.</b>	<b>1,550 lbs.</b>	<b>Nil</b>	<b>50% Increase</b>
<b>CLUB B</b>	<b>Yr. 1</b>	<b>1,000 lbs.</b>	<b>1,000 lbs.</b>	<b>Nil</b>	
	<b>Yr. 2</b>	<b>1,750 lbs.</b>	<b>1,400</b>	<b>350 lbs.</b>	<b>15% Increase</b>

**Even though Club A sold more pounds per cake in year 2 than Club B, Club B would still be the winner based solely on purchases from District.**

**Only purchased cake paid for (including duty and freight) by January 31<sup>st</sup> can be considered for determining the winner of this award. All figures are calculated by the District Cake Chairperson.**

**G.R. Montgomery (Banner Patch)**

**PAST RECIPIENT**

<b>YEAR</b>	<b>CLUB</b>
2009 – 2010	
2008 – 2009	
2007 – 2008	Mississauga
2006 – 2007	Burlington
2005 – 2006	Barrie
2004 – 2005	Don Mills
2003 – 2004	Burlington
2002 – 2003	Burlington
2001 – 2002	Toronto Lung Transplant
2000 – 2001	
1999 – 2000	Scarborough
1998 – 1999	Brampton
1997 – 1998	Barrie
1996 – 1997	Kitchener Waterloo
1995 – 1996	Scarborough
1994 – 1995	Midland
1993 – 1994	Kitchener Waterloo
1992 – 1993	Credit Valley
1991 – 1992	Lindsay
1990 – 1991	Lindsay
1989 – 1990	Credit Valley
1988 – 1989	Second City
1987 – 1988	Kawartha Lakes
1986 – 1987	Kawartha Lakes
1985 – 1986	Victoria Village
1984 – 1985	North York
1983 – 1984	North York
1982 – 1983	Kawartha Lakes
1981 – 1982	Erin Mills
1980 – 1981	Midland
1979 – 1980	Newmarket
1978 – 1979	Newmarket
1977 – 1978	North York
1976 – 1977	Kitchener Waterloo
1975 – 1976	Burlington
1974 – 1975	Burlington
1973 – 1974	Peterborough

<b>TITLE.....: Ed Davies (Keeper Plaque)</b>
<b>PRESENTED FOR .....: Outstanding Area Director</b>
<b>DATE AWARDED.....: Fall Convention</b>
<b>APPLIED FOR.....: No</b>
<b>SELECTION RESPONSIBILITY.....: Immediate Past Governor</b>

**DESCRIPTION**

**This award is presented to the Area Director who has best fulfilled the duties and responsibilities of this office as laid down by the Governor, District Board of Directors and Civitan International.**

**Ed Davies (Keeper Plaque)**

<b>YEAR</b>	<b>RECIPIENT</b>	<b>CLUB</b>
2009 – 2010		
2008 – 2009		
2007 – 2008	Paul Scudds/Stephanie Broadhagen	Agincourt/Halton ( tie )
2006 – 2007	Paul Scudds	Agincourt
2005 – 2006	Les Lundrigan	Mississauga
2004 – 2005	Norma Johnston	Mississauga
2003 – 2004	Shirley Evans	Midland (tie)
2003 – 2004	Norma Johnston	Mississauga (tie)...
2002 – 2003		
2001 – 2002	Paul McAlpine	Mississauga
2000 – 2001	Ron Lyner	Victoria Village
1999 – 2000	Bob Emo	Agincourt
1998 – 1999	Jim McKinney	Brampton
1997 – 1998	Dennis Hall	Victoria Village
1996 – 1997	Dennis Hall	Victoria Village
1995 – 1996	Don Caldwell	Barrie
1994 – 1995	Don Caldwell	Barrie
1993 – 1994	Harry Davies	Agincourt
1992 – 1993	Mary Ann Ivens	Midland
1991 – 1992	Mary Ann Ivens	Midland
1990 – 1991	John Veals	Agincourt
1989 – 1990	Doug MacRae	Burlington
1988 – 1989	(Not Issued)	
1987 – 1988	Terry James	Agincourt
1986 – 1987	William Hiscott	Credit Valley
1985 – 1986	Owen Marchant	Newmarket
1984 – 1985	Sam Caldwell	Don Mills
1983 – 1984	Sam Caldwell	Don Mills
1982 – 1983	Owen Marchant	Newmarket
1981 – 1982	Ed McCleverty	East Toronto
1980 – 1981	Don Hewitt	Agincourt
1979 – 1980	Art Spencer	Burlington
1978 – 1979	Arne Foss-Pedersen	Burlington
1977 – 1978	Charlie Norris	Victoria Village
1976 – 1977	Bruce Battram	Oakville
1975 – 1976	Ken Lindy	Mississauga
1974 – 1975	Morris Kreutzkamp	Kitchener Waterloo
1973 – 1974	John MacDonald	North York
1972 – 1973	Ed McCleverty	Toronto
1971 – 1972	Bill Murphy	Barrie

<b>TITLE.....: Douglas R. Jordan (Keeper Plaque)</b>
<b>PRESENTED FOR .....: Civitan of the Year</b>
<b>DATE AWARDED.....: Regional Convention (Dinner)</b>
<b>APPLIED FOR.....: Yes – by July 31<sup>st</sup></b>
<b>SELECTION RESPONSIBILITY.....: Awards Committee</b>

**DESCRIPTION**

**THIS AWARD MUST BE APPLIED FOR**

**This award is presented to the individual in Civitan who has contributed of her/himself in time and effort for the betterment of Civitan and the community in which he/she lives.**

**The committee will consider such things as office held in his/her local Club, committees chaired or served and results of individual effort in leadership for the betterment of Civitan.**

**The committee will also consider the individual’s contribution and involvement outside Civitan in such organizations or associations which help the mentally and physically challenged, Churches, Cancer Society, minor sports, rate payers groups or projects to which he/she has served to provide a better community in which to live.**

**SEE APPLICATION ATTACHED (page 45)**

**Douglas R. Jordan (Keeper Plaque)**

<b>YEAR</b>	<b>RECIPIENT</b>	<b>CLUB</b>
2009 – 2010		
2008 – 2009		
2007 – 2008		
2006 – 2007		
2005 – 2006	Bob Evans	Barrie
2004 – 2005		
2003 – 2004		
2002 – 2003	(Not Issued)	
2001 – 2002		
2000 – 2001	Ron Lyner	Victoria Village.....
1999 – 2000		
1998 – 1999		
1997 – 1998		
1996 – 1997		
1995 – 1996		
1994 – 1995	(Not Issued)	
1993 – 1994	Marsha Lyner	Victoria Village
1992 – 1993	Ed McCleverty	Parkwoods
1991 – 1992	Jean Genereaux	Dundas District
1990 – 1991	Marg Phillip	Agincourt
1989 – 1990	(Not Issued)	
1988 – 1989	Lee Brown	Burlington
1987 – 1988	(Not Issued)	
1986 – 1987	Randy Van Ness	Second City
1985 – 1986	Fran Hewitt	Agincourt
1984 – 1985	Wally French	Agincourt
1983 – 1984	George Thomas	Burlington
1982 – 1983	Norm Vivian	Burlington
1981 – 1982	Norm Heatherington	Burlington
1980 – 1981	John Brennan	Don Mills
1979 – 1980	Don Hewitt	Agincourt
1978 – 1979	Bert Palmer	London-Middlesex
1977 – 1978	Mike Grogan	Oakville
1976 – 1977	Bruce Jessiman	Victoria Village
1975 – 1976	Alex Bell	Parkwoods
1974 – 1975	Don MacLellan	Oakville



<b>TITLE.....: District Honour Key</b>
<b>PRESENTED FOR .....: Outstanding Individual Service</b>
<b>DATE AWARDED.....: Regional Convention (Dinner)</b>
<b>APPLIED FOR.....: Yes – by July 31<sup>st</sup></b>
<b>SELECTION RESPONSIBILITY.....: Past Honour Key Committee</b>

**DESCRIPTION**

**THIS AWARD MUST BE APPLIED FOR**

**An Honour Key submission can come from anyone in the District who is a Civitan. If a Club wishes to submit an Honour Key recommendation for one of its members, they may do so. If an individual wishes to submit a recommendation on behalf of another Civitan they may do so. These recommendations can be backed up with letters from other Clubs or individuals.**

**This award is presented for outstanding service rendered at the District level. It is undoubtedly the highest award that an individual can receive at the District level and any nominee should be a Civitan who has contributed much to the success and accomplishments of the District through his/her dedicated service and achievements.**

**Although this highest award is usually presented for distinguished District service over a number of years, it is possible for a Civitan in the opinion of the judges to be a recipient for exceptional service and contributions over a shorter period of time.**

**Personal nominations are accepted on behalf of fellow Civitans, but please note that it is preferable that you are speaking for your Club when such is the case (i.e. Club President or Club Awards Chairperson).**

**Your application should include the following:**

- **Length in office**
- **Offices held in District**
- **Committees served in District**
- **Any other contributions or accomplishments for the betterment of Canadian District West.**

**District Honour Key Continued**

**All nominations should deal with the contributions of the individual to District only, with no references to Club contributions, as the latter is not relevant to this award.**

**Your nomination must be submitted to the District Awards Chairperson in a sealed envelope labeled “District Honour Key” by the deadline. Your entry is given immediately to the Chairperson of the Judging Committee who shall consider same with his fellow judges known only to him/herself.**

**SEE APPLICATION ATTACHED (page 50)**

## District Honour Key

YEAR	RECIPIENT	CLUB
2009 – 2010		
2008 – 2009		
2007 – 2008		
2006 – 2007	(Not Issued)	
2005 – 2006	Val Marchant	Don Mills
2004 – 2005	Don Caldwell	Barrie.....
2003 – 2004	Bruce Cook	Toronto Lung Transplant
2002 – 2003	(Not Issued)	
2001 – 2002	Vickie Scudds	Agincourt
2000 – 2001	(Not Issued)	
1999 – 2000	Val Dorey	London-Middlesex
1998 – 1999	John Veals	Agincourt
1997 – 1998	(Not Issued)	
1996 – 1997	Joyce Evans	Brampton
1996 – 1997	Walter Kawiecki	Credit Valley
1995 – 1996	Terry James	Agincourt
1994 – 1995	Wilf McKnight	Parkwoods
1994 – 1995	Wayne Dorey	London-Middlesex
1993 – 1994	Fred Chalk	Brampton
1993 – 1994	Bob Evans	Brampton
1992 – 1993	(Not Issued)	
1991 – 1992	(Not Issued)	
1990 – 1991	Ron Genereaux	Burlington
1989 – 1990	John Huke	Kawartha Lakes
1988 – 1989	William Hiscott	Credit Valley
1987 – 1988	Bob Green	Mississauga / Etobicoke
1986 – 1987	Ted Hopkins	Agincourt
1985 – 1986		
1984 – 1985	Owen Marchant	Newmarket
1984 – 1985	Don Hewitt	Agincourt
1983 – 1984	Bert Palmer	London-Middlesex
1982 – 1983	Charles Norris	Victoria Village
1981 – 1982		
1980 – 1981	Ralph Hogge	Oakville
1980 – 1981	Gus DeFreitas	Victoria Village
1979 – 1980		
1978 – 1979	Tom Cook	Agincourt **
1977 – 1978	Wayne Van Exan	Oakville
1976 – 1977	Ian Craigie	Oakville
1975 – 1976	Barry Lloyd	Peel Centennial **

**District Honour Key**

<b>YEAR</b>	<b>RECIPIENT</b>	<b>CLUB</b>
1974 – 1975	Ed McCleverty	East Toronto
1974 – 1975	Bill Murphy	Barrie **
1973 – 1974		
1972 – 1973	Ed Davies	Kitchener Waterloo **
1971 – 1972		
1970 – 1971	Alex Bell	Victoria Village **
1969 – 1970	Reg Matthews	Parkwoods **
1968 – 1969	Wes Armstrong	Don Mills **
1967 – 1968	Gerry King	East Toronto **
1966 – 1967	Bruce Jessiman	Victoria Village
1965 – 1966		
1964 – 1965	Dick Pearsall	Don Mills **
1963 – 1964	E.K. Evans	West Toronto **
1962 – 1963	Jack Scott	East Toronto **
1961 – 1962		
1960 – 1961		
1959 – 1960	O. H. Evans	West Toronto **
1958 – 1959		
1957 – 1958	Ivan Gray	Don Mills **
1956 – 1957	Dave Urquart	West Toronto **
1955 – 1956		
1954 – 1955		
1953 – 1954	Ernie Moore	Don Mills **

\*\* Estimated year they received the award.'

Mike Bella	Don Mills
Mort Dafoe	Barrie
Merrick Davidson	Downtown Toronto
Carl Doyle	East Toronto
Dan Glen	East Toronto
Bob Howard	North York
Mel Maltby	Downtown Toronto
John Don McLennan	Oakville
Dave Mills	East Toronto
John Reid	Peel Centennial
Rich Rohmer	Don Mills
Bill Snook	West Toronto



<b>TITLE.....: Honourary Canadian</b>
<b>PRESENTED FOR .....: Outstanding Support to Canadian Civitan</b>
<b>DATE AWARDED.....: International Convention (Canada Party)</b>
<b>APPLIED FOR.....: Yes – by March 15<sup>th</sup></b>
<b>SELECTION RESPONSIBILITY.....: International Director, Governors and Governor-Elects of Canadian Districts</b>

**DESCRIPTION**

**THIS AWARD MUST BE APPLIED FOR**

**NOTE: THIS AWARD IS A REGIONAL AWARD AND CANNOT BE CHANGED WITHOUT PERMISSION OF BOTH CANADIAN DISTRICTS. PLEASE REFER TO CANADIAN DISTRICT WEST POLICY MANUAL 100 – 5.**

**A framed scroll and a Canadian Maple Leaf sweater/sweat shirt may be presented at the International Convention to a NON-CANADIAN for outstanding assistance and support of Canadian Civitans.**

**Nominations for Honourary Canadian may be made by any Civitan Club or Member in GOOD STANDING. Applications must be made in writing and received by the District Governor prior to March 15<sup>th</sup>. Only nominations received in accordance with the provisions of this policy will be eligible for consideration by the committee.**

**The individual will be chosen from the nominations received by a committee consisting of the International Director, Governor and Governor-Elect from Canadian Districts East and West at the Region Five Governors Update.**

**Should the Committee feel that there is no suitable candidate there will not be a Honourary Canadian named in that Civitan year.**

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

**Honourary Canadian**

**YEARRECIPIENT**

<b>2009 – 2010</b>	
<b>2008 – 2009</b>	
<b>2007 – 2008</b>	<b>Karen Horner</b>
<b>2006 – 2007</b>	<b>Sandi Shapiro</b>
<b>2005 – 2006</b>	<b>Mark Eisinger</b>
<b>2004 – 2005</b>	<b>Chip Hill</b>
<b>2003 – 2004</b>	<b>Bobbie Walden</b>
<b>2002 – 2003</b>	<b>Eva Wilhelmsen</b>
<b>2001 – 2002</b>	<b>(Not Issued)</b>
<b>2000 – 2001</b>	<b>Mike Brown</b>
<b>1999 – 2000</b>	<b>Bettye Sue Bolen</b>
<b>1998 – 1999</b>	<b>Karin Martnes</b>
<b>1997 – 1998</b>	<b>Sam Hughes</b>
<b>1996 – 1997</b>	<b>Mary Luck</b>
<b>1995 – 1996</b>	<b>Markham Howe</b>
<b>1994 – 1995</b>	<b>Ervin N. “Erv” Hanson</b>
<b>1993 – 1994</b>	<b>Dr. J. F. Burney &amp; Earlene Burney</b>
<b>1992 – 1993</b>	<b>Louis Stephens</b>
<b>1991 – 1992</b>	<b>James C. Berryman (???)</b>
<b>1990 – 1991</b>	
<b>1989 – 1990</b>	
<b>1988 – 1989</b>	
<b>1987 – 1988</b>	
<b>1986 – 1987</b>	
<b>1985 – 1986</b>	
<b>1984 – 1985</b>	
<b>1984 – 1985</b>	
<b>1983 – 1984</b>	
<b>1982 – 1983</b>	
<b>1981 – 1982</b>	
<b>1980 – 1981</b>	<b>John Doudoukjian</b> <b>Ronald D. Dowden</b> <b>Walt Davis</b>

<b>TITLE.....: Dick &amp; Mary Ann Ivens “TEAM CIVITAN” (Keeper Plaque)</b>
<b>PRESENTED FOR .....: Outstanding Couple Working To Better Civitan</b>
<b>DATE AWARDED.....: Spring Convention</b>
<b>APPLIED FOR.....: Yes – by October 31<sup>st</sup></b>
<b>SELECTION RESPONSIBILITY.....: Awards Committee</b>

**DESCRIPTION**

**THIS AWARD MUST BE APPLIED FOR**

**This award will be presented to the couple that exemplifies what Civitan is about. The male and female nominated for this award have to be members of the same Club. They can be a married couple, but do not have to be. This award has been developed for the couple that works the hardest to help their Club and the District. This award is to be submitted in a letter explaining why the person being nominated for this award should qualify.**

**Criteria for this award are as follows:**

- 1. Any Civitan or non-Civitan couple that worked unselfishly to better a Club and the District.**
- 2. Applications to be submitted in the form of a letter and other materials (i.e. pictures, news clippings, etc.) to the Past Governor no later than October 31<sup>st</sup>.**
- 3. Nominations will be accepted from any Civitan member of Canadian District West.**
- 4. Presentation of the keeper plaque will be made at the following Spring Convention.**
- 5. It is the discretion of the Awards Committee to determine if any of the applications are worthy and the award does not have to be given out if applicants are not worthy.**

**SEE APPLICATION ATTACHED (page 55)**

**Dick & Mary Ann Ivens – “TEAM CIVITAN” (Keeper Plaque)**

<b>YEAR</b>	<b>RECIPIENT</b>	<b>CLUB</b>
2009 – 2010		
2008 – 2009		
2007 – 2008	Susan & Les Lundrigan	Mississauga
2006 – 2007		
2005 – 2006	Val & Wayne Dorey	London-Middlesex
2004 – 2005		
2003 – 2004	Debbie & Bill Hiscott	Mississauga.....
2002 – 2003	Laura & Robert Grieg	Durham District
2001 – 2002	Jean & Ron Genereaux	Dundas District
2000 – 2001	Bob Green & Marion Janis-Green	Mississauga
1999 – 2000	Val & Wayne Dorey	London-Middlesex
1998 – 1999	Lee & Wally Middleton	Mississauga
1997 – 1998		
1996 – 1997	Joyce & Bob Evans	Brampton.....
1995 – 1996	Val & Wayne Dorey	London-Middlesex
1994 – 1995	Francine & Don Hewitt	Agincourt (tie)
1994 – 1995	Stephanie & Walter Kawiecki	Credit Valley (tie)



<b>TITLE.....: Bert Palmer – “FRIEND TO YOUTH” (Keeper Plaque)</b>
<b>PRESENTED FOR .....: Outstanding Senior Civitan working with Junior Civitan</b>
<b>DATE AWARDED.....: Spring Convention</b>
<b>APPLIED FOR.....: Yes – by October 31<sup>st</sup></b>
<b>SELECTION RESPONSIBILITY.....: Past Junior &amp; Senior Governor &amp; Awards Committee</b>

**DESCRIPTION**

**THIS AWARD MUST BE APPLIED FOR**

**This award will be presented to an individual who works exceptionally and cooperatively with Junior Civitan Club & District. The award is to be submitted in a letter explaining why the person being nominated for this award should qualify.**

**Criteria for this award are as follows:**

- 1. Any Civitan or non-Civitan that worked unselfishly and exceptionally to better a Junior Civitan Club or Junior Civitan District.**
- 2. Applications to be submitted in the form of a letter and other materials (i.e. pictures, news clippings, etc) to the Past Governor no later than October 31<sup>st</sup>.**
- 3. Nominations will be accepted from any Senior or Junior Civitan member of Canadian District West or Immediate Past Junior Civitan. Applications from more than one person may be made, Junior Club or from a Senior or Junior Civitan.**
- 4. Presentation of the keeper plaque and name added to an ongoing trophy will be made at the following Spring Convention.**
- 5. It is the discretion of the Immediate Past Senior Governor to determine if any of the applications are worthy and the award does not have to be given out if applicants are not worthy.**

**SEE APPLICATION ATTACHED (page 58)**

**Bert Palmer – “FRIEND TO YOUTH” (Keeper Plaque)**

<b>YEAR</b>	<b>PAST RECIPIENT</b>	<b>CLUB</b>
<b>2009 – 2010</b>		
<b>2008 – 2009</b>		
<b>2007 – 2008</b>	<b>Anne Colling</b>	<b>Burlington</b>
<b>2006 – 2007</b>		
<b>2005 – 2006</b>	<b>Val Dorey</b>	<b>London-Middlesex</b>
<b>2004 – 2005</b>		
<b>2003 – 2004</b>	<b>Robert Grieg</b>	<b>Durham Region</b>
<b>2002 – 2003</b>	<b>Tracy Beck</b>	<b>Dundas District</b>
<b>2001 – 2002</b>		
<b>2000 – 2001</b>	<b>Tom Aikins</b>	<b>Second City</b>
<b>1999 – 2000</b>		
<b>1998 – 1999</b>		
<b>1997 – 1998</b>		
<b>1996 – 1997</b>	<b>Carol Boonstra</b>	<b>Second City</b>
<b>1995 – 1996</b>	<b>(Not Issued)</b>	
<b>1994 – 1995</b>	<b>Cameron MacRae</b>	<b>Dundas District</b>

