

CIVITAN CLUB OF ALMONTE INCORPORATED



CLUB MANUAL

May 2021

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INTRODUCTION

This manual has been put together with the express idea of keeping all members informed about Civitan, our club, our policies and procedures and members' responsibilities.

PLEASE KEEP IT IN A SAFE PLACE to ensure it will be readily available for quick reference and it will last from year to year. You may find it helpful to bring it with you to Club meetings - regular and executive.

If you have any suggestions for improving this manual, or if you find any errors, please bring them to the attention of the Club Secretary.

THE CIVITAN CREED

I AM CIVITAN, as old as life, as young as the rainbow, as endless as time.

MY HANDS do the work of the world and reach out in service to others.

MY EARS hear the cry of children and the call through-out the world for peace, guidance, progress and unity.

MY EYES search for others to join in the fellowship and service of Civitan.

MY MOUTH utters the call to daily duty and speaks prayers in every tongue.

MY MIND teaches me respect for law and the flag of my country.

MY HEART beats for every friend, bleeds for every injury to humanity and throbs with joy at every triumph of truth.

MY SOUL knows no fear but its own unworthiness.

MY HOPE is for a better world through Civitan.

MY MOTTO: Builders of good citizenship.

MY BELIEF: Do unto others as you would have them do unto you.

MY PLEDGE: To practice the golden rule and to build upon it a better and nobler citizenship.

CIVITAN - THE ORGANIZATION

Civitan Clubs throughout the world can trace their roots back to 1917, when a group of concerned businessmen met in Birmingham, Alabama to discuss ways that they could collectively improve their community. The group then organized as a purely local club - the Civitan Club of Birmingham. They selected the name "Civitan" which comes from the Latin term 'civitas' meaning 'active citizenship'.

Civitan officially incorporated as an international association of service clubs in 1920. In May 1925, a club was chartered in Hamilton Ontario, but the club was short lived. Then in January 1929 the Toronto Club was chartered and 'Civitan International' became a fact. From then Civitan has spread throughout North America, Europe and South-East Asia. The headquarters of Civitan International has remained in Birmingham.

Civitan International is governed by a Board of Directors which is elected by and represents the various international regions. At the head of this Board of Directors is the International President who is elected by delegates attending the annual International Convention. The President serves a one-year term and the Directors are elected for three years. The staff at headquarters is managed by the Executive Vice-President who is hired by, and reports to, the Board. There are three Canadian Districts: Canadian Northern Lights to which we belong, Canada True North and Canadian District West. Together they form Region 5 and by agreement choose the Director from alternate districts in succeeding terms.

Districts choose their own governing body, consisting of a Governor, Governor-Elect, Immediate Past Governor and Area Directors (or Lieutenant Governors and District Directors). Other district officers such as Secretary/Treasurer and committee chairpersons are appointed from the general membership. Representatives of the three Districts meet annually at the Region 5 Annual Convention, to conduct the business of Region 5.

The business of each club is conducted by its own executive, which is elected by and from its own membership. A typical executive consists of a president, president-elect, immediate past president, secretary, treasurer and a board of directors. The executive of each club may vary slightly in makeup with some positions combined and others added.

THE CIVITAN CLUB OF ALMONTE

A Brief History

The Almonte Civitan Club was chartered on January 22, 1972, sponsored by the Carleton Place Civitan Club. In these early times in the Club's history members held their meetings in their homes on a rotating basis until the Legion hall became the established meeting place.

Almonte's first President was Civitan Bill Ritchie. Some other Charter Civitan members were: Grant Chaplin, Murray Comba, Paul Cooney, Garry Dalgity, Don Dodd, Curly Ford, Jim Ford, Peter Guthrie, Frank Lowe, Babes Lunn, Art Morton, Jack Peterson, Ron Pettem, Keith Stanley, Jack Toshack, George Villeneuve, David Walker and Ted Wiseman. Since then its membership has grown to over 100 members.

On February 15, 1978 the Club became a corporation in the Province of Ontario and took the official name "Civitan Club of Almonte Incorporated", which it retains today.

PRESIDENTS OF THE CIVITAN CLUB OF ALMONTE

Year	Civitan President	Year	Civitan President
1972-73	Bill Ritchie	2002-03	Maggie Ladouceur
1973-74	Ron Pettem	2003-04	Eric Pottle
1974-75	Garry Dalgity	2004-05	Mike Burrows
1975-76	Jack Toshack	2005-06	Eric Pottle
1976-77	David Walker	2006-07	Tim Barr
1977-78	Lloyd Connolly	2007-08	Rene Poirier – Bill Lawrence
1978-79	Peter Guthrie	2008-09	Bill Lawrence
1979-80	Rick Libbey	2009-10	Peter Guthrie
1980-81	Rick Eppich	2010-11	Grant Chaplin
1981-82	Garry Dalgity	2011-12	Bill Lawrence
1982-83	Kevin Puddington	2012-13	Ross Munro
1983-84	Jack Toshack	2013-14	Sharon Libbey
1984-85	Rene Poirier	2014-15	Rene Poirier
1985-86	Ron Terpstra	2015-16	Alice Puddington
1986-87	Bob Stewart	2016-17	Mike Keffer
1987-88	Bob Barker	2017-2018	Marsha Guthrie
1988-89	Bruce Toshack	2018-2019-	Peter Guthrie
1989-90	Ray Whyte	2019-2020	Bob Lesser
1990-91	Clarence O'Meara	2020-2021	Doug Rice
1991-92	John Montgomery		
1992-93	Rob Burns		
1993-94	Bruce Toshack		
1994-95	Bob Stewart		
1995-96	Romeo Latreille		
1996-97	Richard Alexander		
1997-98	Ross Munro		
1998-99	John Montgomery		
1999-00	Peter Guthrie		
2000-01	John Levi		
2001-02	John Montgomery		

CIVITAN-OF-THE-YEAR AWARD RECIPIENTS

Bob Barker	Ross Munro	John Beaubien	Clarence O'Meara
Rob Burns	Rene Poirier	Grant Chaplin	Eric Pottle
Martha Colton	Sharron Pottle	Lloyd Connolly	Kevin Puddington
Paul Cooney	Frank Pugliese	Rick Eppich	Joan Sealey
Marsha Guthrie	Keith Stanley	Peter Guthrie	Bob Stewart
Bill Lawrence	Ron Terpstra	Rick Libbey	Bruce Toshack
Sharon Libbey	Jack Toshack	Frank Lowe	George Villeneuve
John Montgomery	Alice Puddington	Wayne Hand	Lorraine Mouland
Mike Keffer	Dale Penstone		

CLUB HONOUR KEY

Bob Barker	Frank Lowe	Rob Burns	John Montgomery
Grant Chaplin	Ross Munro	Martha Colton	Rene Poirier
Lloyd Connolly	Eric Pottle	Paul Cooney	Sharron Pottle
Rick Eppich	Kevin Puddington	Marsha Guthrie	Joan Sealey
Peter Guthrie	Ron Terpstra	Rick Libbey	Bruce Toshack
Sharon Libbey	Jack Toshack	Bill Lawrence	Alice Puddington
Lorraine Mouland			

DISTRICT HONOUR KEY

Lloyd Connolly	Peter Guthrie	Rick Libbey	Ross Munro
Eric Pottle	Bill Lawrence		

CLUB MEMBERS WHO HAVE HELD THE OFFICE OF DISTRICT GOVERNOR

Lloyd Connolly	Peter Guthrie (twice)	Rick Libbey	Ross Munro
Eric Pottle	Bill Lawrence	Alice Puddington	

CLUB MEMBERS WHO HAVE HELD INTERNATIONAL OFFICE

Ross Munro (Region 5 Director)
Bill Lawrence (Region 5 Director)

Peter Guthrie (Region 5 Director)

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MEMBERSHIP ROSTER

Our club membership roster is updated on a regular basis by our Club Secretary. Copies are emailed to members and available at General Membership meetings.

CURRENT CLUB EXECUTIVE (For the Civitan year 2020-21)

President	Doug Rice
President-Elect	Bill Lawrence
Past President	Bob Lesser
Secretary	Bonnie Schnittker
Treasurer	Kevin Puddington
Sergeant-at-Arms	Larry Woermke
Directors (8)	Tim Barr
	Carol Coutu
	Ken Deschamps
	Cindy Fitzpatrick
	Marsha Guthrie
	Ron Terpstra
	Jan Watson

CLUB MEMBERS HOLDING DISTRICT POSITIONS (For the Civitan year 2020-2021)

Alice Puddington – Immediate Past Governor	Kevin Puddington – Area Director
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RESPONSIBILITIES OF THE CLUB PRESIDENT

1. To carry out the business of the Club and any of those outlined in the Club Bylaws during their term in office.
2. To represent the Club as delegate at all District Meetings and Conventions or to assure that a qualified delegate(s) is/are appointed.
3. To attend the District training seminar for Club Presidents.
4. To prepare, by the first day of office, in consultation with Executive, a calendar of events and a list of appointed officers.
5. To prepare, by the first day of office, in consultation with Executive, a proposed budget for the new fiscal year.
6. To ensure that all standing committees and project committees are chaired and operational throughout the year.
7. To chair all Executive and General Membership meetings.
8. To review, in consultation with the Executive, any requests for funds and/or assistance from organizations and individuals and submit recommendations to the General Membership.
9. To supervise the orderly operation of the Club and coordinate the operation of the Executive.
10. To maintain the dignity of the Office and to ensure the President-Elect Designate is prepared to carry on in their term as President.

RESPONSIBILITIES OF THE PRESIDENT-ELECT

1. To, in cooperation with the President, carry out the business of the Club and any of the duties outlined in the Club Bylaws during their term in office.
2. To chair meetings for the President as necessary.
3. To act as Club Membership Chairman and encourage members to pay their dues and subsequently to inform delinquent members of their status.
4. To encourage and co-ordinate members' attendance at District and Regional meetings and Conventions and to ensure the Club is adequately represented at those events.
5. To ensure a guest speaker is provided for special meetings.
6. To prepare for the upcoming term as President by:
 - a. Reviewing all Club functions and determining the necessary changes;
 - b. Determining the needs of the Club and with the aid of the incoming Executive to develop a detailed program and budget for the coming year;
 - c. Ensuring the incoming Executive is trained at the District Training session for Club Officers.
7. If the title President-Elect Designate is attained, to succeed the President at the end of his term.
8. To perform other duties as may be assigned by the President.

RESPONSIBILITIES OF THE SECRETARY & ASSISTANT SECRETARY

Secretary

1. To carry out the business of the Club and any of those activities outlined in the Club Bylaws during their term in office.
2. To order and maintain secretarial and related supplies as needed.
3. To ensure the membership is advised of meetings of the Executive and the General Membership.
4. To obtain from the previous Secretary and maintain all Club reports and files except those maintained by the Assistant Secretary.
5. To prepare, attend and report Club meetings as follows:
 - a. To have an agenda prepared for each meeting;
 - b. Meet with the President prior to each Executive and General Membership meeting and prepare an agenda for all meetings;
 - c. Attend all Executive and General Membership meetings and keep detailed minutes thereof;
 - d. Furnish a copy of the minutes of all Executive and General Membership meetings to the Club President, Treasurer and members within 3 days of the meeting.
6. To reply promptly to all requests for funds or assistance.
7. To keep the Club Roster up-to-date.
8. To handle all correspondence for the Club except for the thank you notes for donations to medical loan cupboard.
9. To perform other duties as may be assigned by the President.

Assistant Secretary (if the position is filled)

1. To handle member supplies
 - a. Order name badges for new members; print tent cards; provide copies of the New Members Guide, Club Manual, a current roster and copy of Upcoming Events.
 - b. Order supplies from international: vests, etc.
2. To keep the list of upcoming projects and Civitan events up-to-date.
3. To send thank you notes for donations to medical loan cupboard (150-250 per year).
4. To update the Club Manual as required.

RESPONSIBILITIES OF THE TREASURER

1. To carry out the business of the Club and any of those activities outlined in the Club Bylaws during their term in office.
2. To complete, in cooperation with the President and Executive for his term of office, a detailed budget of Club receipts and expenditures for presentation to the general membership.
3. To obtain the Club's financial ledgers (electronic files) and banking records as of the first day of office and assume responsibility for their maintenance and safe keeping during the whole term of office.
4. To keep the Club's financial records current following good accounting principles.
5. To deposit all monies and pay bills promptly.
6. To countersign all cheques drawn on behalf of the Club.
7. To attend all Executive and General Membership meetings.
8. To submit a financial report to the Executive and General Membership monthly.
9. To collect membership dues and ensure that quarterly dues and levies are sent to Canadian Northern Lights District and Civitan International.
10. To provide the President Elect with an up-to-date dues list as required.
11. At the end of the year contact the bank and complete the necessary papers to change signing officers for the coming fiscal year.
12. At the end of the year arrange with the Club's Chartered Accountant to verify the accounting procedures and account balances.
13. To perform other duties as may be assigned by the President.

RESPONSIBILITIES OF THE PAST PRESIDENT

1. To organize the Nomination Committee for the forthcoming Civitan year club Executive.
2. To be the chairperson for the annual Awards Night held in late September or early October each year.

RESPONSIBILITIES OF THE SERGEANT-AT-ARMS

1. To carry out the duties of the office as outlined in the Club Bylaws.
2. To assist the President in the orderly conduct of all Club functions and meetings, discreetly timing and collecting fines so as not to disrupt the proceedings.
3. To ensure that all supplies necessary to conduct a General Membership meeting are available and that they are safely stored after the meeting.
4. To arrive early at all meetings and ensure all physical preparations have been made properly.
5. To assist and welcome any special guests who may appear before or during a meeting.
6. To take attendance at all meetings and to ensure the Secretary is informed of such at the end of the meeting.
7. Co-ordinate the Club's 50-50 Draw and Copper Kettle at General Membership meetings.
8. To perform other duties as may be assigned by the President.

RESPONSIBILITIES OF THE DIRECTORS

1. To form the working core of the Executive as outlined in the Club Bylaws.
2. To attend all Executive and General Membership meetings.
3. To perform other duties as may be assigned by the President.

RESPONSIBILITIES OF COMMITTEE CHAIRPERSONS

1. To set up a Committee and initiate the program pertinent to the Committee.
2. To define the duties of the various Committee members.
3. To report to the club Executive on Committee activities.
4. Following are the current club committees:
 - a. Facility Management Committee;
 - b. Advertising and Marketing Committee;
 - c. Nomination Committee;
 - d. Awards Committee;
 - e. Junior Civitan Advisors;
 - f. Goodwill Committee.

RESPONSIBILITIES OF EVENT CHAIRPERSONS

1. To provide overall management of a club event.
2. To find a Co-chairperson who could possibly run the event in the following year.
3. If the event is a new club event, the Event Chairperson is responsible for bringing the event plan with a budget to the Club Executive for approval.
4. To ensure all preparations for the event are made well in advance of the event. Examples of these activities are:
 - a. book the hall (contact Booking Chairperson) or other facility
 - b. book the entertainment
 - c. obtain appropriate licenses in the case of raffles and lotteries
 - d. plan and book catering (contact Catering Chair)
 - e. purchase any necessary supplies
 - f. have tickets printed (secretary can assist with this activity on our in-house color printer)
 - g. arrange advertising (with the Advertising & Marketing Chairperson)
 - h. arrange for Bartenders (contact Bar Manager)
 - i. arrange for hall setup and teardown (contact Hall Setup Coordinator)
 - j. invite special guests if appropriate
5. Ensure the Club Executive and General Membership is kept informed of the progress of the event.
5. After the event is completed to prepare 3 copies of the Event Report Form and submit them to the Secretary, Treasurer and Club Awards Chairman within 14 days of the completion of the event unless there are extenuating circumstances.
6. Provide the Treasurer with copy of all receipts and expenses.

RESPONSIBILITIES OF THE CLUB DELEGATE

1. To represent the Club by voting as directed by the General Membership or in the Club's interests when no specific direction has been given.
2. To proudly display the Club's Banner at District or International Meetings or Convention and to ensure its safety at all times. This includes taking the banner to the event, hanging it at functions where banners are to be displayed and returning it safely to the Sergeant-at-arms.
3. To submit a written report about the Convention or Meeting at the next General Membership meeting. The report should outline business conducted at the meeting, the behaviour of our members attending the event in order that fines can be levied, and any other information pertinent to our Club.
4. To act as Club photographer when an appointed Club photographer is not present, taking pictures for the Club Scrapbook, including a group picture of attendees from our club.

NOTE: This delegate is the member chosen by the club Executive to attend District Meetings and/or Conventions with the President, who is always a delegate.

RESPONSIBILITIES OF CLUB MEMBERS

1. To ensure that you are always an active member in good standing.
2. To pay initiation fees and dues as set by the General Membership. Dues are to be paid before October 1st annually to be eligible for the club's set discount.
3. To attend meetings regularly.
4. To support the aims of Civitan and your Club as outlined in the Club's Constitution and Bylaws.
5. To regularly take part in Club projects and events.

CIVITAN CLUB OF ALMONTE – BUDGET

The Operational Budget for the Civitan Club of Almonte is prepared before the beginning of each fiscal year by the existing and new Club Executive. It is divided into 2 parts: Facility/ Hall Operations and Club Charity Operations. Any funds remaining from Administration/Charity Projects and Facility incomes at the end of the fiscal year go into a Reserve Fund.

Facility/ Hall Operations

This part of the budget includes such things as Hall Rental Fees, Bar Sales, Catering Revenue, and Canteen Income. Expenses include the direct costs associated with that revenue plus operating costs related to the building including cleaning, repairs, accounting, property taxes, utilities, etc.

The budget is set based on projection of the revenues and expenditures from past history.

Club Charity Operations

This part of the budget has 2 parts:

1. Charity Projects and Charity Donations, which together will generally net to \$0.

Revenue for Charity Projects is budgeted net of direct project expenses and is based on known ongoing projects (e.g. Tent Donations, Medical Loan Cupboard, Pie Days, CeltFest, Lottery).

The Charity Donations budget identifies the recipients of charitable donations from Civitans based on the anticipated revenue. As a philosophy, the proposed budget generally continues to support charities from year to year but club members are asked to provide input regarding new causes that should be considered for support.

2. General Revenue and General and Administration Expenses.

Administration expenditures cover all the necessities for operating the Club, such as District and International dues, convention expenses, Club Awards, office needs, and the Benevolent Fund.

Revenues for these expenditures are largely taken from dues and initiation fees charged the Club members, tips and miscellaneous donations. Any shortfall in General Revenue to cover General and Administration Expenses will be funded either from a small part of charity project revenues or from surpluses in Facility/ Hall Operations.

Approval/ Communication/ Update Process for Budget

The budget is approved at a General Membership meeting before the start of the new club year.

Financial reports distributed monthly report on actual financial operations with details on Charity Project and Donations actual versus budget.

As the year progresses adjustments can be made in the Charity Projects and Donations budget to take into account deviations such as unanticipated requests for money or unsuccessful projects. Revenues from a new club project can be designated either to Club Charity operations in general or to a specific charity by a vote of the club membership before the event is run.

CLUB AWARDS

CLUB HONOUR KEY

Awarded for outstanding service to the Club. This award, consisting of a plaque and pin, is not necessarily given out each year.

Mandatory requirements for this award are as follows.

- The recipient must be a Club member in good standing for the last five completed years, i.e. up to date with dues and regular attendance at meetings.
- The recipient must have held an executive position within the club for three years. These offices must have been held for a period of not less than eight months or for a period judged by the Awards Committee as deserving of full credit.
- The recipient must be a holder of the “Civitan of the Year” award.
- The recipient must have chaired at least one Club project judged by the Awards Committee as a significant project.
- The recipient must have chaired or actively participated in at least three projects in the last Civitan year.
- The recipient must have always demonstrated the ideals of Civitan, practicing service, fellowship and knowledge, as judged by the awards committee.
- The recipient must have shown to be dependable for working on Club projects during the past year, as judged by the Awards Committee.

CIVITAN OF THE YEAR AWARD

Awarded annually and consisting of a plaque and a pin, this award is presented to the member providing outstanding service to the Club during the past year.

The recipient must be a Club member in good standing for the past 3 completed years, i.e. up to date with dues and regular attendance at meetings.

- The recipient must have held an executive position within the club during the past 3 years.
- The recipient must have actively participated in at least three club projects in the year to which the award applies.
- The recipient must have always demonstrated the ideals of Civitan, practicing service, fellowship and knowledge, as judged by the Awards Committee.

The process for recommending and selecting a member for the two (2) preceding awards is:

- Nominations must be in writing and must be signed by the member(s) presenting the nomination, on or before August 1st of the award year.
- Nomination letter must NOT include the name of the nominee.
- Nomination letter must be sealed in one envelope and labeled with the subject award, i.e. "Civitan of the Year" application.
- Name of nominee will be sealed in another envelope and labeled with the subject award, i.e. "Civitan of the Year" nominee.
- Both envelopes will be enclosed in a third envelope and addressed to the Awards Committee Chairperson.
- The Awards Committee Chairperson, along with the members of the Awards Committee will review the application to determine if the nominee is deserving of the award.
- Applications will be destroyed after Awards Committee has reached their decision.
- The decision of Awards Committee is final.

PRESIDENT'S TROPHY – ROOKIE OF THE YEAR AWARD

Donated by Civitan Rick Libbey, President 1979-80, this award will be given to a deserving new member upon completion of their first full year as a club member. The recipient will have demonstrated outstanding service to the Club and community during his or her first full year with the Club, as deemed appropriate by the Awards Committee.

PRESIDENT-ELECT'S TROPHY - OUTSTANDING PROJECT AWARD

Donated by Civitan Paul Cooney, this award will be presented annually to the Civitan (s), judged by the Awards Committee, to have organized the most outstanding project during the past year. The criteria that may be used to judge this award are: amount of organization required, number of workers involved, amount of net proceeds, number of people served, expenses incurred, number of people attending the event, community involvement, number of other organizations involved, etc.

MEMBERSHIP AWARD

Donated by Civitan Peter Guthrie, this award is presented annually to the Club member who sponsors the most new members of this Club during the past year.

FELLOWSHIP AWARD

Donated by former Civitan Rick Eppich, this award is presented annually to the Civitan who best exemplifies good fellowship, i.e. - is the most outgoing, most helpful, most friendly, etc., toward his fellow members. A vote of the Club membership at the General Membership meeting in August of each year will decide who is most deserving of the Fellowship Award.

ART TOSHACK MEMORIAL AWARD

This award is presented in memory of Civitan Art Toshack to the Civitan judged to have organized the most outstanding public service project during the past year.

LLOYD CONNOLLY MEMORIAL AWARD

Presented annually to a member of the Civitan club who has chaired an event or project deemed worthy of distinction.

The recipient of this award will have demonstrated, to a high level, the principles of the Civitan Creed highlighting fellowship and service to Civitan.

GOLDEN FINE AWARD

This award is presented annually to the member deemed to have paid the most fines during the past year.

PRESIDENTS AWARDS

These awards may be presented each year to 'deserving' members for all kinds of different reasons, usually for some comical event throughout the year.

CANADIAN NORTHERN LIGHTS DISTRICT OF CIVITAN INTERNATIONAL

General Information

Region 5 of Civitan International was originally one District, Ontario District, which ran from 1949 – 1954, then it became Ontario – Quebec District. In 1962 it became Canada District, then in 1965 Canadian District East (CDE) and Canadian District West (CDW) were formed. Canadian District East consisted of all territory within the provinces of Ontario and Quebec to the east of and including a line between the western limits of the Ontario cities of Trenton and Mattawa. The first club in Canadian District East was the Lakeshore Club (Montreal) chartered in 1955. In 2017 Canadian District East became two districts, Canadian Northern Lights and Canada True North sharing the old CDE boundaries’.

Our District is run by an Executive body comprised of a Governor, Governor-Elect, Immediate Past Governor and an Area Director from each club in Canadian Northern Lights. In addition to these, are the offices of secretary, treasurer and various committee chairpersons which are filled by appointment.

The District Executive is responsible for matters of concern to the whole District, such as new International policies and district organized projects such as Candy Boxes and Claxton Cake sales. The Executive develops District policies and procedures for voting at District meetings and conventions. It also represents the clubs in the District at the International level to resolve disputes such as billing errors and violations of International bylaws and policy.

The District Executive prepares a budget primarily to cover administration requirements such as postage, telephone calls and travel and convention expenses.

Dues are paid quarterly. Clubs, like Almonte, that own their own buildings do not share insurance costs with the District as they have their own insurance. In order for new clubs to get established in their community new clubs are not assessed dues in their first year. Thereafter they pay 25% of dues in the second year, 50% of dues in the third year, 75% in their fourth year and 100% thereon.

Funds remaining at the end of the year are returned to the clubs on the same basis as they were billed.

DISTRICT EXECUTIVE, CLUBS AND CLUB MEETING NIGHTS

Please refer to the District Website for this information: <http://www.civitannorthernlights.com>

CANADIAN NORTHERN LIGHTS DISTRICT AWARDS

Below is a sample of the types of awards at the District (CNL) level. (A new awards structure is currently being developed.) Awards are presented at the annual Region 5 Convention held in September each year.

ALMONTE CIVITAN CLUB TROPHY - This award is presented to the club of the year, based on service projects, fund raising projects, club identity and club performance.

DISTRICT CAKE SALE TROPHY - This award is given to the club with the greatest percentage increase in cake sales.

DISTRICT HONOUR KEY - awarded to individual Civitans who contribute outstanding service to the District. A member **MUST** be nominated in writing for this award.

PEMBROKE CIVITAN CLUB TROPHY (membership) - This award is presented to the club with the greatest percentage increase in membership between October 1st and August 15th of a Civitan year.

PERTH CIVITAN CLUB TROPHY - This award is presented to the club with the best club average attendance, between October 1st and August 15th of a Civitan year.

RON TOOHEY TROPHY - This award is given to the friendliest club in the District.

SAM WILSON TROPHY - This award is presented to the club making the greatest contribution to Junior Civitan in our District during the Civitan year.

WESTERN GRIZZARD TROPHY - This award is presented to the club with the greatest total aggregate mileage of members and delegates attending District Area-wide Meetings and Conventions. (The fall convention counts in the following Civitan year.)

CIVITAN BURSARIES:

The Civitan International Foundation of Canada gives a number of bursaries each year to deserving members, members' family or members of the Foundation. These bursaries are to assist with post-secondary education. The applications must be completed before the 1st day of February in the year preceding attendance at the post-secondary education. Forms are available from the club secretary, the Foundation or via the internet at www.cifoc.org.

CIVITAN INTERNATIONAL

General Information

Civitan International is comprised of an elected body - the Board of Directors (and their appointed chairpersons) - and a corporate body hired by the Board of Directors to handle the paperwork and financial tasks of the organization. The Board of Directors is made up of the President, the President-Elect, the Immediate Past President and the International Directors from each of the Civitan Regions. The corporate body is managed by the Executive Vice-President, also hired by the Board of Directors. The headquarters of Civitan International is in Birmingham, Alabama.

Funding to support the Civitan International organization is primarily derived from dues billed to its member clubs. The billing is done quarterly based on the number of club members at the start of the Civitan year. Additional funding comes from other sources such as rebates from Claxton Cake sales, candy sales and Civitan supplies.

CIVITAN INTERNATIONAL HEADQUARTERS

Civitan International
1 Civitan Place,
P.O. Box 130744,
Birmingham, Alabama
USA 35213-0744

E-Mail: civitan@civitan.org

Web: www.civitan.org

Phone: 1.800.CIVITAN

CIVITAN INTERNATIONAL AWARDS

There are many Civitan International awards that can be found on their website (www.civitan.org choose member resource center then awards).

Below is a list of the popular awards that our club has won. Most notable is the Founders Award. It is for the best club in all of Civitan; it is not given every year.

DISTINGUISHED GOVERNOR - presented to the Governor of each Honour District.

DISTINGUISHED LT. GOVERNOR - presented to a Lt. Governor when 40% or more of the Clubs in his/her assigned area earn Honour recognition and the area has a net increase in membership. Other criteria apply and it must be recommended by the Governor.

DISTINGUISHED PRESIDENT - presented to the President of each Honour Club.

DISTRICT BULLETIN AWARD - awarded to the District producing the best bulletin.

FOUNDER'S TROPHY AWARD - presented to the Club which presents the best supporting data as being the most "exceptional" Civitan Club. The Honour Club application is used for this award.

HONOUR CLUB - this award is given based on achievements in the areas of knowledge, service, fellowship and club management. Various other criteria apply and an application must be submitted to the District Governor.

HONOR CLUB of EXCELLANCE - this award is given based on achievements in the areas of knowledge, service, fellowship and club management. Various other criteria apply and an application must be submitted to the District Governor. The club must have a net increase of between 6 to 14 members.

HONOUR CLUB of DISTINCTION - awarded to the club who fulfills the requirements for Honour Club and sponsors a new club during the administrative year.

HONOUR DISTRICT - presented to each District that achieves a net increase in both membership and active Clubs and has at least 20% of its Clubs achieve Honour Club status.

INTERNATIONAL HONOUR KEY - awarded for outstanding service to Civitan International. Various criteria apply and the recipient must have 5 years dedicated service to Civitan. Submissions may be made by individuals, clubs or districts.

NEW CLUB BUILDING - a banner emblem is presented to each Club sponsoring a new Club.

NEW JUNIOR CLUB BUILDING - a banner emblem is presented to each Club sponsoring a new Junior Civitan Club.

NEW MEMBER SPONSORSHIP - awards are presented to Civitans who have sponsored a new member.

OUTSTANDING CLUB BULLETIN - awarded to the club bulletin judged the most informative and attractive.

OUTSTANDING COMMUNITY SERVICE - presented to the Club which provides the most outstanding service to the community through a series of projects.

OUTSTANDING COMMUNITY SERVICE PROJECT - presented to the Club which provides the most outstanding service to the community through a single project.

OUTSTANDING SERVICE TO THE MENTALLY and/or PHYSICALLY HANDICAPPED - presented to the Club which has given the most outstanding service to any one area of work with the mentally and/or physically handicapped.

OUTSTANDING TOTAL SERVICE TO THE MENTALLY and/or PHYSICALLY HANDICAPPED - presented to the Club which has given the most outstanding service in all areas of work with the mentally and/or physically handicapped.

OUTSTANDING TOTAL SERVICE YOUTH AWARD - presented to the Club which provides the most outstanding service in all areas of youth work (total program).

OUTSTANDING YOUTH PROJECT - presented to the Club which provides the most outstanding service in any area of youth work

APPENDICES

CLUB POLICIES and PROCEDURES

PROCUREMENT

All Club Managers, Event Coordinators and other Club members authorized to make purchases on behalf of the Club MUST adhere to the following:

- For all proposed purchases of goods and/ services valued at \$ 1,000 or more, a minimum of three (3) prices/bids should be obtained. Where it is not possible to meet this requirement or sole sourcing of the requirement is justified or necessary, a written explanation will be supplied with the bid(s) when submitted to the Executive Committee for review and recommendation.
- Vendors located within the boundaries of the Town of Mississippi Mills may be given a preference over a supplier or suppliers whose facilities are positioned outside this geographical area so long as the increased cost to the Club does not exceed 5 %.
- Members authorized to purchase goods/supplies for the Club will obtain from the vendor an itemized sales slip/invoice. Upon receiving the item(s) at the time of purchase or delivery of same to the Civitan Hall, the purchaser or another Club member will verify that the item(s) in question was/were received in good condition and proper working order (as applicable). That individual will indicate on the sales slip/invoice for purpose, event or project the item(s) were acquired; sign the documentation and then pass it to the Club treasurer for payment or reimbursement.

INVENTORY CONTROL

The club will create a listing of all tools, equipment, fixtures and non-removable items owned by the club that are individually or by category valued at \$ 1,000 or more. This inventory will not only help to determine the assets of the club but also be available to support insurance claims if and when required. As new items of this nature are acquired they should be added to the inventory. The inventory should be verified at least once every twelve (12) months. The inventory will be retained on file by the club Secretary.

HALL EVACUATION

In case of fire or other emergency, there will be posted at appropriate locations within the Civitan Hall a diagram indicating the quickest way to safely evacuate this facility.

MEDICAL SUPPORT

In case of minor injury, there will be maintained in the Civitan Hall a suitable first aid treatment kit, stored in the kitchen area and a defibrillator.

EVENTS AND PROJECTS

For all new events or projects, a comprehensive budget must be prepared and submitted to the Executive for approval before the commencement of any activity.

For each event or project authorized by the club, the appointed event coordinator or chairperson will, following the event or the conclusion of the project, complete a Club approved Event/Project report form. This report will be delivered to the club president or the responsible director within fourteen (14) calendar days, unless an extension has been granted by the club executive/director.

NEW MEMBERS

Each new member of the club will be given, either at the time of induction or within fourteen (14) calendar days of that ceremony, a current copy of the New Members Guide or advised how to obtain an electronic version.

A current club member may allow a potential candidate for membership in the club to review the New Members Guide prior to this individual being inducted. The purpose is to ensure that the candidate is truly interested in the work performed by the club and willing to participate.

Potential members are required to work at Two (2) Civitan events and attend two (2) general membership meeting.

SPONSORS ROLE

The person who sponsors a new Club member will automatically become the new member's mentor for a period of twelve (12) months. This responsibility will include but not be limited to answering questions about the various routines, procedures, activities and the general operation of the Club and hall facilities, encouraging the new member to attend all general meetings, participate at Club social functions and to volunteer for service on a Club Committee(s) and work together with the new member at Club approved activities/events and in Club projects. In the event the sponsor cannot fulfill this role during this period, the sponsor will enlist the help of another experienced Club member to perform the sponsor's role.

MEMBER ENTITLEMENTS

All club members in good standing -

- May rent, subject to availability, the Civitan facilities and equipment at a discounted rate of 50 % of the current applicable rental fee where established.
- While working at a club approved activity are entitled to receive free of charge appropriate amounts of non-alcoholic beverage and food, when this occurs during a normal meal-time period. The related cost will be borne by the club.

- While attending a recognized club social function held in the Civitan Hall, may purchase alcoholic and non-alcoholic beverages at the current member discounted price as set out in the Bar Procedures Manual.
- After six (6) months membership in the Club, a member will share equally with other members attending a Civitan District Convention any monies designated by the Club for the purpose of defraying the cost of such participation.
- In the event of serious illness or an injury to a member, a floral or other gift of up to \$75.00 in value will be delivered to the member. In the event of a member's death, a floral gift or a donation of equivalent value to a non-profit or charitable organization will be made as directed by the member's family.

KITCHEN RELATED

All new members when working in the kitchen for the first time will receive basic orientation training, as arranged by the Catering Manager.

Recommended Training Content:

Should include, but not be limited to, the specific location of all protective clothing, utensils, flatware, tools, equipment, and food supplies; storage facilities, standard practices to be followed in the kitchen; dress code, safety measures, alternate table settings, and the necessary compliance with current food processing health regulations.

The kitchen area, storage facilities and equipment will be cleaned on a regular basis so as to comply with all required health standards.

The Catering Manager and the appointed Chefs will meet as and when required, but not less than every six (6) months for the purpose of reviewing standard catering menus and their prices; and the need for any changes in kitchen/catering operations.

BAR RELATED

All bar team members must have successfully completed within three (3) months of becoming a team member, the Province of Ontario SMART SERVE course before being given any work assignments.

All new members working in the bar for the first time will receive basic orientation training as arranged by the Bar Manager.

Recommended Training Content:

Should include but not be limited to the location of all supplies; standard dress code; the correct use of bar equipment and the cash register; the stocking of the bar for an event; bar setup and closing procedures; the correct handling of unruly patrons; and the need for regular maintenance of the bar facilities.

Bar item prices will be reviewed at least every six (6) months and, if necessary adjusted, to ensure that they are reasonable and competitive

The total cost of the “Smart Serve” course taken by members of the club will be paid from club funds.

FACILITIES / HALL RENTAL

The Booking Manager is responsible for all rentals of the Civitan Hall. A standard contract will be prepared and signed by the Booking Manager or delegated club member and the client prior to the actual use of the facility or equipment. This document, or duplicate copy, will be provided to the Club Treasurer in a timely fashion outlining charges and deposits, etc.

At the recommendation of the Facilities Management Committee (FMC) the club Executive will approve the hall rental fee schedule. The rental fee schedule will also contain discounts for certain charitable organizations.

The Booking Manager shall have the authority for making decisions and setting discounted rates for new requests.

At the discretion of the Booking Manager, full rental fee is required at the time of rental and any amount of discount will then be returned, by cheque, to the client in the form of a donation.

All rental contracts will include an appropriate deposit provision to cover rental cancellation with potential loss to the club or damage to the facility or the rented equipment. The amount of the deposit will be established by the FMC.

All damage deposits will be returned to the client without undue delay once the Booking Manager is satisfied there has been no damage to or loss of the equipment.

TENT RENTALS and OTHER EQUIPMENT

The Civitan tents, BBQ and/or other equipment will normally, upon request and subject to availability, be provided to institutions, service groups, local churches etc. for fund raising purposes. In these instances, a suitable written agreement will be prepared and signed by the benefactor(s) and the designated Tent Rental Manager. A deposit may be required to cover potential damages to the equipment or missing items after the event. Any misuse, loss or damage by benefactor(s) could result in the withdrawal of this privilege.

MEDICAL LOAN CUPBOARD

The loan of items from the club's medical cupboard i.e. beds, wheelchairs, walkers, canes, etc. will be granted upon request on a no charge basis. The borrower will be required to sign a waiver form. Donations for their use, however, will be accepted and used toward the maintenance/replacement of this equipment.

EASTERN ONTARIO EVENT CENTRE

The Manager of the centre is responsible for its running, day-to-day bookings and equipment maintenance and replacement.

The Centre was initially funded and developed through a Trillium Foundation grant primarily to assist organizations stage successful outdoor events. It was initially operated by the Brockville Chamber of Commerce's Tourism department. Mississippi Mills has a large number of outdoor and community festivals so the folks in Brockville thought our town would be a perfect place for the Centre. Almonte Civitan was a logical choice as Civitan already has a medical loan facility, tents and diverse contacts throughout the community and area.

The Center is now located at 500 Ottawa Street on the site of the Almonte Civitan Community Hall. The web site is www.almontecivitan.com

Equipment and other items are available for a minimal rental charge. Events from anywhere in Eastern Ontario can rent from the inventory at the listed fee. Equipment must be picked up on Wednesday by the client and returned the following Monday.

Civitan members are permitted to borrow equipment at no cost if the equipment is not scheduled to go out to a client.

CONDUCT OF GENERAL MEETINGS

When a new member is formally inducted into the Club, that person is presented with a Civitan vest, a name badge and a pin. These items should be worn at all general meetings of the Club; when attending a general meeting of another Civitan Club; and at the business sessions held during Civitan District and International Conventions. Should a member not meet this requirement, he or she will be fined.

Prior to the commencement of the general meeting, members of the Club are expected to shake the hand of all fellow members and guests for the purpose of making each attendee feel welcome and for new members to get to know all members of the Club by name.

The Club's Sergeant-at Arms will, in private and before the start of the meeting, appoint a Club member to be the 'Red Devil' for the general meeting. Members who do not shake the hand of the Red Devil will be fined.

At the beginning of the meeting, the Chairperson will appoint a member to act as the Judge Advocate for the duration of the meeting. This person can be asked to rule on any fines levied by the Sergeant-at-Arms or fines proposed by other members.

During the meeting, all members will, when addressing or referring to a fellow member or a guest member from another Civitan Club, prefix the individual's name with 'Civitan' followed by that person's given name. Non-compliance, if noticed, will be grounds for a fine.

When a member is given the opportunity to address the floor, he/she should stand in order to be better seen and heard by all the attendees. Failure to do will serve as the basis for a fine.

At the beginning of each general meeting, the chairperson will ask if there are any guests present. If a member has invited a guest then the member will introduce that person by stating the guest's full name, and other particulars such as whether the individual is new to town, his or her profession/occupation, if the person has already assisted the Club in any way, etc. The bringing of a guest to the general meeting should always be cleared beforehand with the Club President or other designated chairperson for the meeting.

If a member has celebrated a birthday since the last regular Civitan general meeting the member will be asked to stand and members sitting on either side of the celebrant will be assessed a fine of 25 cents.

All fines, except those for Birthdays, are set at 10 cents for each infraction.

The member who is fined the greatest numbers of times during the meeting will be required to wear the Red Devil symbol at the next general meeting or Civitan function.

For the purpose of encouraging greater attendance, the "Copper Kettle" draw was introduced and takes place at each general meeting. Every member is assigned a number in the current published membership roster. Before the commencement of the meeting, each member present has the option of placing 25 cents into the Copper Kettle and sign his/her name in a book. Near the end of the meeting, a number is drawn and if it matches a member's number on the roster, that individual wins all the monies contained in the kettle, if person has signed the book. If there is no winner, the funds are carried forward to the next general meeting.

A "50/50" draw was instituted for the intended purpose of raising monies for the Club activities such as conventions. Member participation is voluntary. Tickets are sold prior to the

commencement of the general meeting. The winning number is drawn in conjunction with the Copper Kettle draw. The winner receives 50% of the monies collected and the other 50% goes to the Club.

CONFLICT RESOLUTION

Club members who find themselves in a conflict situation should refer the problem to the Club President. If the Club President should be unavailable, or be one of the parties in conflict, then another Club executive member, mutually agreeable to all members involved in the conflict, will be delegated to fulfill the role of the Club president as set out hereunder:

The names of all parties involved in the conflict, the content of all discussions held on the matter, and the steps taken during the resolution process, shall be strictly confidential.

No Club member involved in the conflict should directly contact the other parties to the conflict through telecommunications or other electronic means about the subject of the conflict, unless sanctioned by the Club President or mutually agreed in advance by the parties to the conflict.

No other Club member should directly contact any of the parties involved in the conflict through telecommunications or other electronic means concerning the conflict, unless sanctioned by the Club President or mutually agreed to advance by the parties involved in the conflict.

The Club President shall speak privately and individually with each party to the conflict, conduct any further investigation necessary, determine a recommended solution, and mediate with the parties for the purpose of gaining acceptance of the proposed solution.

When the Club President is unable to resolve or effectively mediate the conflict, a committee consisting of three (3) Club executive members (other than the Club President), and mutually agreed to in advance by the parties to the conflict, shall be convened to review the facts and make recommendations to the parties involved, having regard for the best interests of the members involved in the conflict and the Club membership in general.

Any Club member who does not adhere to these procedures shall be a “member not in good standing” with the Club.

ACCIDENT/INJURY REPORTING

In the event of an accidental injury to a Club member or guest while attending a Club meeting or function, or to a member or volunteer while working on a Club project or assignment, that requires immediate professional medical treatment, a verbal report shall be made without delay to the Club president or in the president's absence to another executive committee member.

Further, a written record of such incident will be prepared by the Club member who chairs the meeting/hosts the Club social event or the member in charge of the project, activity or work assignment during which an injury occurs is responsible for preparing the Accidental Injury Report.

The report should be delivered to the Club President or Secretary within five (5) calendar days of the incident unless an extension is granted by the Club Executive.

The written report will, as a minimum, contain the following details:

- the date, time and precise location where the injury was sustained;
- the full name of the injured person;
- the name of any Club member who personally witnessed the accident; a brief description of the type and extent of the injury;
- the most likely cause of the accident;
- the name of the medical professional or institution where the injured received treatment;
- recommendations to mitigate future accidents.

The Club Executive Committee will review and discuss the report and decide if any further action is required.

The report will then be placed on file by the Club Secretary.

THE CONSTITUTION OF THE CIVITAN CLUB OF ALMONTE INCORPORATED

Article I - NAME AND TERRITORIAL LIMITS

Section:

1. This Club shall be known as the Civitan Club of Almonte Incorporated and shall hereinafter be referred to as the "Club".
2. The Canadian Northern Lights District of Civitan International, of which this Club is a Member as stipulated by Civitan International, shall hereinafter be referred to as "District".
3. Civitan International, of which this Club is a Chartered Member, shall hereinafter be referred to as "International".
4. The territorial limits for membership in this Club shall be confined to Almonte and the immediate area. Should a new club form within the radius, a mutually agreed boundary between the two clubs would prevail.
5. The Club shall operate facilities known as the Almonte Civitan Community Hall which shall herein after be referred to as the facilities.

Article II - PURPOSE

Section:

1. The Club shall be a not-for-profit corporation organized for the purpose of building good citizenship. The aim of the Club is to develop in its members, their associates and the community, a high sense of responsibility toward common problems. In order to accomplish this purpose the members of the Club shall meet regularly to have fellowship together, to acquire a broader knowledge of public affairs and community needs, and thus become better prepared for intelligent leadership and cooperation in the solving of civic problems through study and instruction, and each member shall seek out opportunities to render altruistic service to mankind.
2. The Club shall promote and further the purpose, aims and objectives of International and District.
3. The Club shall promote the inspiration and exchange of ideas between clubs.
4. The Club shall promote the growth of Civitan within the District.

5. The Club shall exemplify its motto "**BUILDERS OF GOOD CITIZENSHIP**" and maintain at all times the highest ethical and moral standards among its members.

Article III - MEMBERSHIP

Section:

1. Membership in this Club shall consist of persons who have attained a minimum age of 18 years, being of good character and community standing and who have a desire to serve this community through Civitan activities.
2. No person shall be refused admittance into this Club for reasons of sex, race, colour, creed or religion.

Article IV - EXECUTIVE OFFICERS OF THE CLUB

Section:

1. The Executive officers of the Club shall be a President, a President-Elect, a Secretary, a Treasurer (With the provision that one person may hold both the office of Secretary and Treasurer), not less than four Directors and a Sergeant-at-Arms. The Immediate Past-President shall automatically be a member of the Executive.

Article V - SURRENDER OF CHARTER

Section:

1. If the Club deems it desirable, by unanimous vote of the active membership, to surrender the Charter of the Club, notice of such intention shall be given to the Executive Administrator of Civitan International. The request to surrender the Charter must be formally accepted by International before it can become official (in accordance with paragraph 4, Letters Patent [see Appendix A]).
2. If a minority of at least five members oppose such surrender, they may retain the Charter of the Club, together with all property and funds of the Club (as outlined in Article III of the Bylaws of International), if approved by the Executive Administrator of International and the Governor of the District.
3. Upon acceptance of surrender of the Charter by International, the Charter document along with all Civitan insignias, shields and banners, and all forms, records and other supplies of the Club shall be given to the Governor of the District. The final disposition

of the Club assets will be decided by the Club with the approval of District and International.

Article VI - AMENDMENTS

Section:

1. Any amendments to this Constitution may be made at any regular meeting provided written notice of the proposed amendments shall have been given to all members at least four (4) weeks prior to such change. Amendments may be made by a two-thirds (2/3) majority vote of the members present at a regular general membership meeting so designated for amendments.

THE BYLAWS OF THE CIVITAN CLUB OF ALMONTE INCORPORATED

NOTE: The terms 'he', 'his', 'him' and 'himself' as used in these Bylaws represent both male and female persons without prejudice.

Article I - MEMBERSHIP: REQUISITES AND DISCIPLINE

Section:

1. All members of the Club shall pay an initiation fee and annual dues set by the Executive and approved by the general membership in consideration of International and District levies. The terms of payment shall also be set annually with notification to the membership prior to the beginning of the fiscal year.
2. If a member is inactive or is delinquent in dues, for a period of three (3) months or more, without just cause, that member may be considered a member not-in-good standing.
3. A member considered not-in-good-standing will be notified of this status in writing. If that member does not become a member in-good-standing within two consecutive, regular meetings the Executive can recommend his membership be terminated.
4. Any club owned materials shall be returned by a resigning member.
5. Any member terminating membership in this Club, by resignation shall forfeit his right to use the name "CIVITAN" and shall not represent them self as such.
6. A membership committee chaired by the President-Elect, consisting of not less than three members, shall meet as necessary to ensure all sections of this article are followed. The President-Elect shall seek two other members to populate thiscommittee.
7. Upon being advised of a conflict between members, the President, or designated executive member, shall consider the conflict and attempt to reach a resolution through investigation, discussion and/or mediation to resolve the issue to the satisfaction of the club and/or the members involved as set out in Conflict resolution sections of the Policy and Procedures Manual.

Article II - DUTIES OF EXECUTIVE OFFICERS OF THE CLUB

Section:

1. All Executive officers of the Club shall be members in-good-standing and be able to fulfill the conditions outlined in Article 1 of these Bylaws and all officers required to do so must be trained to International and/or District standards.
2. The President shall be the Chief Executive Officer of the Club and shall preside over all General and Executive meetings of the Club. He shall be a member who has served in not less than one other official Executive office, other than President-Elect. He shall perform all the duties of Club President and act as the official Club Representative where and when required.
3. The President-Elect, in the absence of the President, shall preside at all general and Executive meetings of the Club. He shall perform all other duties assigned to him by the President on the advice of the Executive.
4. The Secretary shall record minutes of all general and Executive meetings. He shall submit all reports and dues payments as required by International and District. He shall respond to all correspondence and perform other duties as outlined by the President, Executive and/or general membership.
5. The Treasurer shall keep all accounts of the Club in good order and shall collect and receive all membership fees, assessments and all other funds so due the Club. He shall disburse funds as deemed necessary by the Club and/or the Executive. He shall present a financial report as often as deemed necessary by the Executive or at any other times so requested. He shall perform all such other duties as usually pertains to that office or as may be assigned to him by the President and/or Executive and as outlined in Article 5 of these Bylaws.
6. The Directors shall form the working core of the Executive body and shall perform such duties as assigned by the President and listed in their roles and responsibilities.
7. The Sergeant-at-Arms shall always preserve order and be the custodian of the Club's banner, bell, copy of Roberts Rules of Order and other supplies as normally pertain to this office and perform other duties as assigned by the President.
8. The President may appoint assistants to any of the elected Executive positions, except for the President, who shall be assisted by the President-Elect, as necessary or assigned.

Article III - MEETINGS

Section:

1. General membership meetings shall be held on the second and fourth Mondays of each month, unless otherwise scheduled by the Executive committee.
2. An Executive meeting shall be held at least once a month. Meetings shall occur at such time and place as selected by the President or his designated alternate.
3. At a regularly scheduled general meeting the quorum shall consist of the members present at the meeting. At a regularly scheduled Executive meeting a quorum shall consist of the members of the Executive present. A quorum at any non-regularly scheduled general meeting shall consist of one third (1/3) of the general membership. A majority vote shall be any number greater than one half of the votes cast.
4. All Committees will meet as deemed necessary by the Chairperson or as directed by the Executive. A quorum at Committee meetings shall consist of the members present.
5. Members of the Club shall be subject to conflict-of-interest guidelines and shall not vote on motions or recommendations which have financial or personal gain implications.

Article IV - RESOLUTIONS AND SUBSCRIPTIONS

Section:

1. No resolutions or motions committing the Club on any financial matter shall be entertained by the Club until they have been considered by the Executive.
2. The Executive shall have the power to donate Club funds to a maximum of \$200 for any purpose deemed appropriate by the majority of the Executive, if 5 or more member are in attendance. Such donation or disbursement shall be made known to the general membership at the next general meeting. This limit may be increased to allow approval and disbursement of up to \$500 if requested and if it is an approved budget item.
3. The Club representative to the community Liaison Committee shall have the power to donate Club funds to a maximum of \$300. Such donation shall be made known to the Executive at the next Executive meeting, while maintaining the confidentiality of the recipient(s).

Article V - BANKING, FINANCIAL AND LEGAL ARRANGEMENTS

Section:

1. Any two of the Treasurer, President, President-Elect or Past President shall sign all proper cheques, drafts and other orders for payment of monies on behalf of the Club.
2. The Treasurer shall on his own signature, internally transfer funds within the Club's accounts and obtain cancelled cheques, promissory notes or other orders together with the official bank statements for purposes of keeping all accounting records in balance.
3. All Committees shall have their budget requests to the Treasurer on or before July 31st of each year. A budget shall be prepared by Treasurer on or before the 15th day of September for review by the Executive.
4. The Annual budget shall contain a contingency fund sufficient to cover any emergency repairs required in relation to the facilities.
5. The President and the Treasurer may negotiate and sign financial instruments to borrow funds, mortgage Club property or invest/redeem investments with financial institutions as authorized by a motion approved by the general membership.
6. The President, with the approval of the Executive, shall have the power to make arrangements for obtaining insurance coverage for the protection of property owned, rented, or otherwise used by the club, including liability insurance, to protect the interests of the Club and its members.
7. The President and one other Executive officer, with the approval of the general membership, shall have the right to sign any other document, agreement or pledge not otherwise covered by this article, on behalf of the Club.
8. The fiscal year shall begin on the first day of October of each calendar year.
9. Prior to the end of each fiscal year, a Professional Accountant or Accounting Firm shall be retained for the purpose of preparing Financial Statements and Filing the required Canada Revenue Agency Forms for the Past Year Affairs of the Club. This statement shall be given to the Executive prior to the first general meeting in December for presentation to the general membership.
10. The financial accounting system utilized by the Club shall be reviewed annually by the Executive to ensure that generally accepted accounting practices are followed and that

it properly addresses the needs of the Club and that it complies with the legal and taxation requirements for the Club.

11. Proceeds from Club events, projects and facilities operations shall be administered in accordance with the policy and procedures manual.
12. No other Club accounts, events/projects oriented, will be permitted without the express permission of the Executive.
13. Any member seeking reimbursement of expenses incurred in relation to club activities shall follow the procedures as set out in the policy and procedures manual.
14. Prior to the end of the fiscal year, the Treasurer and Secretary shall prepare necessary documents to transfer signing authority to the Executive for the following fiscal year, as outlined in Sections 1 of this Article.

Article VI - NOMINATIONS AND ELECTIONS

The Nominations and Elections Committee shall be composed of three of the following four possibilities: the Past President, one member of the Executive, the President Elect and one member in good standing. Chair of the Committee shall be determined by the Committee.

Section:

1. The Executive shall, upon the advice of the Nomination Committee, determine the number of Directors to be elected (maximum 1 for every 10 members, with a minimum of 6 Directors), the date of the election (which must be completed by June 30) and whether it will be held in person (preferred) or via an alternate method (e.g. email/ phone/online) as circumstances warrant. This information (election date, number of directors and the election process) shall be communicated to members along with nomination forms.
2. The Club Executive shall be nominated and elected with the exception of the immediate Past President whose position as senior director is automatic.
3. No later than 2 weeks prior to the election the Nominating Committee Chair or Designate shall present the names of those members who are seeking positions on the Executive to the Membership.
4. No member shall hold the office of President or President elect for two consecutive years.
5. All Executive shall assume their official duties as of the first day of the fiscal year as defined by Article 5 of the bylaws. The length of each term is one Civitan year.

6. The Committee Chair or Designate shall prepare ballots and supervise the election of Executive Officers. Regardless of the election process followed the ballots will be counted in the presence of 2 members who are not seeking positions on the Executive. In the case of a tie, names are put in a hat and the winner selected by draw.
7. Completed Nomination Forms for Executive positions must be received by the Committee Chair 48 hours prior to the commencement of voting. The Nomination Committee Chair must confirm that those seeking office are willing to proceed into an election and if so, shall request a short bio from the candidate.
8. ELECTIONS VIA EMAIL/PHONE/ONLINE: (For those without email, the Chair will determine the appropriate alternate communication process and timing.)
 - a. Electronic ballots will be sent no later than the day before the election period commences.
 - b. Elections will take place over 3 days, opening at 9 a.m. on the first day and closing at 6 p.m. on the third day.
 - c. Voting can be done once – by online (if available) or email or phone to the Committee Chair.

A report announcing the results of the election will be sent out to members by email/phone within 2 calendar days following the close of the election period.

9. ELECTIONS AT A GENERAL MEETING: Club Officers and Directors shall be elected in the following order. Nominations will be open from the floor and closed immediately prior to the start of balloting for each position. Secret ballots will be cast. A winner will be announced before proceeding with the election of the next position.
 - a) President
 - b) President Elect
 - c) Secretary
 - d) Treasurer
 - e) Sergeant at Arms
 - f) Directors

A candidate who is defeated may, if they choose, be nominated and become a candidate for another open position.

For positions as outlined in (a) through (e) when two members are seeking election for the same office, a majority vote will be required. In the event that more than two members are seeking election for the same office, the member receiving the least votes shall be dropped from the list of names. Voting shall take place again and again as necessary until the last two candidates remain and one is declared the winner.

Directors will be elected by one ballot.

10. Election outcomes will be sent to Civitan International by July 1 by the Club Secretary.
11. Once elected to the Executive any person who is unable to complete their term

will have their vacated position filled as follows:

- a) The Executive may appoint a member to fill the vacancy or
- b) The Executive may call a special election to fill the vacancy.

In the case of President, the President- elect shall, if willing, assume the position of President. If not then the position is filled as in a) or b).

Article VII - COMMITTEES AND CLUB APPOINTMENTS

Section:

1. The President, with the advice of the Executive, may appoint any committee deemed necessary to assist in the operations of the Club.
2. Committees and Club appointees shall serve from the date of appointment until the end of the fiscal year (as defined in Article 5), unless otherwise directed by the Executive. Each committee shall be responsible to the Executive and make such reports as directed by them. Removal of a committee or a member of a committee may be effected by the President on the advice of the Executive.
3. The Executive shall appoint a Facilities Manager who shall have authority to operate the facilities in accordance with the guidelines which shall be set out by the Executive and necessary to meet the best interests of the club. The Facilities Manager shall have the authority to contract services and supplies subject to the provisions of the policy and procedures manual and necessary to sustain the operation of the facilities.
4. Members elected to an Executive position may also be appointed to a non-elected position within the Club.

Article VIII - CONVENTIONS AND DISTRICT MEETINGS

Section:

1. The President or his appointed representative from his Executive and one other Club member, of at least six (6) months good standing (as defined in Article 1 of these Bylaws), shall attend conventions and/or District meetings, so designated by District or International, as voting or representative delegates. Should a member of the Executive not be available to attend, the Executive may appoint an alternate delegate, for the President, from the general membership of at least six (6) months good-standing.
2. The voting of representative delegates at International or District conventions or meetings shall exercise the wishes of the majority of the general membership.
3. The fees for registration and accommodation shall be borne by the Club for the Club delegates as identified in Section 1 of Article 8, for attendance at conventions and District meetings, as provided for in the Club budget and/or voted on by the general membership.

Article IX - RULES OF ORDER

Section:

1. In all cases not herein provided for, the practice of all matters of procedure shall be by the parliamentary authority of "*ROBERT'S RULES OF ORDER*" a copy of which the Club shall have available at each meeting.

Article X – AMENDMENTS

Section:

1. Any amendments to these Bylaws may be made at any regular meeting provided written notice of the proposed amendments shall have been given to all members at least two (2) weeks prior to such change. Amendments may be made by a majority vote of the general membership at the meeting so designated for amendments.

CIVITAN CLUB OF ALMONTE INCORPORATED - LETTERS PATENT

Ministry of Consumer and Commercial
Relations Letterhead

ANNEX A
OF CONSTITUTION AND BYLAWS

LETTERS PATENT

Ontario Corporation Number 393905

WHEREAS an application has been filed to incorporate a corporation without share capital under the name

CIVITAN CLUB OF ALMONTE INCORPORATED

AND WHEREAS the Minister of Consumer and Commercial Relations is the member of the Executive Council to whom the administration of The Corporations Act is assigned.

THEREFORE I, by virtue of the aforesaid powers vested in me, do by these Letters Patent issue a charter constituting the applicants named in the application which is attached hereto and which forms part of these Letters Patent, and any other persons who become members of the corporation hereby created, a corporation without share capital in accordance with the provisions of the said Act.

AND IT IS HEREBY ORDAINED AND DECLARED that the Letters Patent shall also contain and be subject to the following terms, conditions and provisions:

- (a) The corporation shall be carried on without the purpose of gain for its members and any profits or other accretions to the corporation shall be used in promoting its objects;
- (b) The corporation is prohibited from occupying and using a house, room or place as a club which, except for the provisions of paragraphs (a) and (b) of subsection (2) of section 179 of The Criminal Code (Canada), would be a common gaming house within the meaning of "common gaming house" as appears under subsection (1) of the said section 179; and if it is made to appear to the satisfaction of the Minister that the corporation purports so to use a house, room or place, these Letters Patent may be cancelled by and in the discretion of the Lieutenant-Governor;
- (c) If it is made to appear to the satisfaction of the Minister that the premises occupied by the corporation are equipped, guarded or otherwise constructed or operated so as to hinder or prevent lawful access to and inspection of such premises by police or fire officers or are found fitted or provided with any means of contrivance for playing any game of chance or any mixed game of chance and skill, gaming or betting or with any device for concealing, removing or destroying such means or contrivance, these Letters Patent may be cancelled by and in the discretion of the Lieutenant-Governor;
- (d) Nothing in these Letters Patent shall be construed as a grant of a licence with the meaning of subsection 2 of section 179 of the Criminal Code (Canada).

SEAL OF MINISTRY OF
CONSUMER AND COMMERCIAL
RELATIONS

Given under my hand and seal of office at the
City of Toronto in the said Province of Ontario
this 14th day of September 1978 A.D.

ORIGINAL SIGNED BY MINISTER

To The Lieutenant Governor of Ontario:

LLOYD FRANCOIS CONNOLLY, of the Town of Almonte in the County of Lanark, Public
Servant,

GEORGE RICHARD LIBBEY, of the Town of Almonte in the County of Lanark, Public
Servant,

ELMER FRANK LOWE, of the Town of Almonte in the County of Lanark, Businessman,

JOHN LINDSAY TOSHACK, of the Town of Almonte in the County of Lanark, Public
Servant,

GRANT DONALD CHAPLIN, of the Town of Almonte in the County of Lanark, Police
Officer,

PETER JOHN GUTHRIE, of the Town of Almonte in the County of Lanark, Public
Servant,

PAUL COONEY, of the Town of Almonte in the County of Lanark, Public Servant,

DAVID COURTNEY WALKER, of the Town of Almonte in the County of Lanark, Public
Servant,

HOWARD ROBERT BRAUN, of the Town of Almonte in the County of Lanark, Public
Servant,

ROBERT WAYNE MOORE, of the Township of Ramsay in the County of Lanark, Businessman.

We, the applicants, hereby apply to Your Honour to issue by letters patent, a charter under The Corporations Act constituting us and any others who become members of the corporation without share capital thereby created a corporation without share capital and in support thereof state the following:

1. Each of the applicants is eighteen or more years of age.
2. The name of the corporation to be incorporated is Civitan Club of Almonte Incorporated.
3. The objects for which the corporation is to be incorporated are:
 - (a) To create and foster a spirit of generous consideration among the people of the world through a study of the problems of international relationships from the standpoint of business and professional ethics;
 - (b) To promote the theory and practice of the principles of good government and good citizenship;
 - (c) To take an active interest in the civic, commercial, social and moral welfare of the community;
 - (d) To unite the members in the bonds of friendship, good fellowship and mutual understanding;
 - (e) To provide a forum for the full and free discussion of all matters of public interest, partisan politics and sectarian matters alone excepted; and

- (f) To encourage efficiency and to promote high ethical standards in business and in the professions.
4. The corporation hereby guarantees discontinuance of the use of the CIVITAN name, emblem, insignia and other paraphernalia appertaining in any way to Civitan International should the corporation lose its official charter issued by Civitan International, or should the corporation cease to be affiliated with or sponsored by a CIVITAN club.
 5. The head office of the corporation is to be situated in the Town of Almonte in the County of Lanark in the Province of Ontario.
 6. The names of the applicants who are to be the first directors of the corporation are:

Lloyd Francois Connolly	362 St. George Street, Almonte, Ontario. KOA 1A0
George Richard Libbey	321 Ottawa Street, Almonte, Ontario. KOA 1A0
Elmer Frank Lowe	195 James Street, Almonte, Ontario. KOA 1A0
John Lindsay Toshack	41 Thomas Street, Almonte, Ontario. KOA 1A0
Grant Donald Chaplin	178 Hope Street, Almonte, Ontario. KOA 1A0
Peter John Guthrie	122 Mitcheson Street, Almonte, Ontario. KOA 1A0
Paul Cooney	353 George Street, Almonte, Ontario. KOA 1A0
David Courtney Walker	235 Ottawa Street, Almonte, Ontario. KOA 1A0
Howard Robert Braun	352 Perth Street, Almonte, Ontario. KOA 1A0
Robert Wayne Moore	R.R. #3, Almonte, Ontario. KOA 1A0