



Constitution

and

Bylaws

Revised July 2017

Adopted July, 1993
Revised June, 1995
Revised June, 1996
Revised June, 1998
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Revised July, 2003
Revised February, 2006
Revised June, 2006
Revised July, 2008
Revised July, 2009
Revised July, 2010
Revised July, 2016
Revised July, 2017

Please Note:

Bylaw Article III-Terminology

Section 1. Any word of gender in this constitution and bylaws such as “man”, “mankind” and other similar words shall be deemed to refer to all persons, male and female, and shall not denote the sex of a member or be regarded as having any connotation of distinction between male and female.

Section 2. Any officer mentioned in this document refers to a Junior Civitan officer unless the title is preceded by the word Civitan or a description of the adult office follows the title.

Section 3. For purposes of these bylaws, a “current” officer is a person who is currently in office until June 30 of the fiscal year. The term “newly elected” officer refers to a person serving in the position beginning July 1 of the next fiscal year. If the elections for the new officers have not been held prior to or by July 1, "current" officers shall retain their position until an election for the next fiscal year can be held.

Constitution

Article I - Name and Motto

The name of this organization shall be Junior Civitan International. The organization is and shall continue to be sponsored by its parent organization, Civitan International. The motto of Junior Civitan International, as with its sponsoring organization, shall be "Builders of Good Citizenship."

Article II - Purpose

Junior Civitan International is a service club for youth tailored specifically for training young people to become "Builders of Good Citizenship" in the home, school and nation. Its purpose is to develop initiative and leadership in order to encourage youth to live a fuller life enriched by unselfish service to others and with a commitment to make the world a better place.

Article III - Creed

The Creed of Junior Civitan International shall be:

I am a Junior Civitan:

An aware citizen of today,
The standing promise of tomorrow.

I seek to meet the needs of our world.
To be progressive in a world of change.
With compassion and understanding for
The values and traditions of the past.

I value the security of knowing
That wherever I am
I will always be within reach
of a fellow Civitan.

I dedicate myself
To society and to my fellow man
With a commitment
To make the world a better place.

Article IV - Club Membership and Club Name

Section 1. Junior Civitan clubs may be organized in schools or communities which provide acceptable conditions as prescribed in this constitution and as set forth in the accompanying bylaws. All Junior Civitan clubs so organized shall be:

- a) Sponsored by a Civitan club in-good-standing with Civitan International, or
- b) Temporarily sponsored by a Junior Civitan club in-good-standing under the supervision of a Junior Civitan district or Civitan district, or
- c) Temporarily sponsored by the Junior Civitan district or Civitan district.

Section 2. Upon recommendation of the Junior Civitan district chair, Civitan International shall grant a charter to each prospective club meeting all requirements and obligations. However, by the

acceptance of the charter, the club agrees to be bound by this constitution and accompanying bylaws, and the district bylaws in the district in which it is located, provided that the district bylaws have been approved by Civitan International.

Section 3. There may be three types of Junior Civitan clubs:

- a) male
- b) female
- c) male and female

Section 4. The name of each Junior Civitan club may include the name of the school or the name of the sponsoring Civitan club, and must be followed by the words "Junior Civitan Club." Clubs composed of all females may include the name of the school or the name of the sponsoring Civitan club and may be followed by the words "Junior Civinette Club" if chartered prior to March 1, 1979.

Article V - International Officers

Section 1. The officers of Junior Civitan International shall be a president, a vice president, three directors, the director of youth development, the district chair representative, and the Civitan International board representative.

Section 2. Each officer of Junior Civitan International shall be an active member in-good-standing of a chartered club, as defined in the bylaws. No offices shall be combined in one person; nor shall any officer simultaneously hold more than one international office.

Section 3. All officers, except the director of youth development, shall serve without compensation. No elected or appointed officer shall accept any remunerative employment from Civitan International.

Section 4. All officers of Junior Civitan International, except the director of youth development and Civitan International board representative, shall be elected at the annual convention in the manner prescribed in the bylaws. The director of youth development shall be identified and employed by the executive vice president of Civitan International or his assignee or successor.

Article VI - International Board of Directors

Section 1. Ultimate control of the Junior Civitan International organization, its constitution, bylaws and policies, and responsibility for its operation is vested in the Civitan International board of directors. However, there shall be a Junior Civitan International board which shall function as the governing body of the organization.

Section 2. The Junior Civitan international board of directors shall consist of the president, vice president, and three directors. The director of youth development, district chair representative and Civitan International board representative shall be

nonvoting, *ex officio* members of the board.

Article VII - Annual Convention

Section 1. A convention of Junior Civitan International shall be held annually at such time and place as determined by the international board of directors as provided in the bylaws.

Section 2. The current officers of Junior Civitan International shall be the presiding officers of the annual convention. The elected current international officers shall have one vote each on business transacted at each convention requiring a vote.

Section 3. Each chartered club in-good-standing represented at an international convention shall be entitled to one voting delegate. Each district in-good-standing shall be entitled to vote as follows:

- a) Up to 500 members, one vote by one voting delegate.
- b) 501 to 1000 members, two votes by one voting delegate.
- c) 1001 to 2000 members, three votes by one voting delegate.
- d) 2001 or more members, four votes by one voting delegate.

The current district governor or his authorized appointed representative shall cast all district votes. The official number of votes shall be based on the district membership reported to the youth development department of Civitan International by May 31, prior to the annual international convention.

Article VIII - Prohibition

Junior Civitan International, districts and clubs shall not sponsor or participate in any activity prohibited under applicable law.

Article IX - Bylaws and Amendments

Bylaws for the governing of Junior Civitan International, districts and clubs therein consistent with this constitution and the constitution and bylaws of Civitan International, shall be enacted. They may be amended by the Junior Civitan International board of directors, or at a convention of Junior Civitan International, by a majority vote of the delegates present and voting. Amendments to the bylaws passed by the international board of directors shall remain in force until the next convention at which time such amendments will be submitted to the delegates for their approval or rejection. However, the Civitan International board of directors must approve such amendments prior to their application. Proposed amendments may be submitted by the international board of directors, Civitan International board of directors, a district board of directors, a district convention, or a club. Proposed amendments must be received by the director of youth development at least 75 days prior to the date of the convention. All amendments to be voted on at the convention shall be published in the

official publication of Junior Civitan International no later than 20 days prior to the convention, or shall be mailed to the president and advisor of each chartered club as well as governor and chair of each district no later than 20 days prior to such convention.

Article X - Amendments to Constitution

Amendments to this constitution shall be made only at a convention of Junior Civitan International by a two-thirds vote of the delegates present and voting. Proposed amendments may be submitted by the international board of directors, Civitan International board of directors, a district board of directors, a district convention, or a club. Proposed amendments must be received by the director of youth development at least 75 days prior to the date of the convention. All amendments to be voted on at the convention shall be published in the official publication of Junior Civitan International no later than 20 days prior to the convention, or shall be mailed to the president and advisor of each chartered club as well as governor and chair of each district no later than 20 days prior to such convention.

Bylaws

Article I - Clubs

Section 1. Junior Civitan clubs may be built in schools and communities which provide acceptable conditions as prescribed in the constitution and in these bylaws. A charter may be granted to each prospective club meeting all requirements and obligations as established by school regulations (if applicable), said constitution and bylaws, and by the international board of directors.

Section 2. Each Junior Civitan club shall hold regular meetings bi-weekly or as may be provided in the club's bylaws at a time and place to be determined by the members of the club. Special meetings may be called by the club president, advisor or sponsoring club's Junior Civitan committee.

Section 3. Each Junior Civitan club shall hold an annual meeting in the month of March or April as provided in the club's bylaws for the stated purpose of electing officers for the ensuing year. A "New Club Officers Report Form" should be sent to the sponsoring club chair, district governor, district chair and the youth development department of Civitan International by May 1. The officers shall be elected by a majority vote of the members present at the annual meeting of the club. All officers must be members in-good-standing. They shall hold office for one year or until their successors have been elected and duly installed. The terms of office shall officially begin on July 1 following the election.

Section 4. The elected officers of a club shall be at least a president, a vice president, a secretary, a treasurer, a public relations coordinator, and two directors. The offices of secretary and treasurer may be combined into one office of secretary-treasurer. The officers, together with a club advisor and a sponsoring club chair, shall constitute the club's board of directors. The club advisor and sponsoring club chair shall attend all meetings of the board of directors but shall have no vote.

Section 5. The newly elected president shall appoint a sergeant-at-arms, chaplain, and historian after the election and before the installation of the newly elected officers. These officers shall not hold another newly elected club office.

Section 6. There shall be an advisor for each Junior Civitan club. For clubs organized within schools, the advisor shall be appointed or approved by the principal or faculty committee. For clubs organized in the community, the advisor must be appointed by the sponsoring Civitan club or district.

Section 7. There shall be an active Junior Civitan committee in each Civitan club sponsoring a Junior Civitan club. The chair of the sponsoring club committee will serve as counselor and assist the advisor.

Article II - Membership in Clubs

Section 1. A member of a Junior Civitan club must have reached at least middle school/junior high school level (U.S. standard or equivalent in other countries) as a student in a public, private, or parochial school and must remain enrolled in school during his or her term of membership pursuing a course of study that is considered full-time by school authorities.

Section 2. A person may not be a member of a Junior Civitan club if he or she has reached the age of 19 prior to July 1 of set fiscal year.

Section 3. Every application for membership shall be approved by the school authority or the club's membership committee.

Section 4. Every advisor of every Junior Civitan club shall be an honorary member of the Junior Civitan organization.

Article III - Terminology

Section 1. Any word of gender in this constitution and bylaws such as "man", "mankind" and other similar words shall be deemed to refer to all persons, male and female, and shall not denote the sex of a member or be regarded as having any connotation of distinction between male and female.

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Article IV - Club Officer Responsibilities

Section 1. The president shall preside at all meetings of the club and shall appoint all standing committees. The president shall be an *ex officio* member of all committees and shall consult and cooperate with the advisor and the sponsoring club chair in all matters pertaining to the welfare of the club.

Section 2. The vice president shall preside at meetings in the absence of the president. If the office of president becomes vacant or it shall be impossible for the president to serve, the vice president shall perform all duties in conjunction with the office of the president.

Section 3. The secretary shall keep minutes of the meetings and all records of the club, including the name, address and class of each member of the club.

The secretary shall make an annual membership report to the district chair and to Junior Civitan International. The secretary shall make other reports as may be required or requested by the sponsoring club, district or Junior Civitan International. The secretary shall perform such other duties as required by the club's bylaws.

Section 4. School policies must be observed in the handling of funds of a school affiliated club. The treasurer shall receive all income of the club and shall promptly deposit same in a bank designated by the club or its officers, or as may be determined by school policy. All disbursements shall be by check and all checks must be signed by the treasurer and counter-signed by the advisor or the president in support of each check drawn on the account. The treasurer's books and records shall be open to inspection upon request by the president or advisor.

Section 5. The public relations coordinator shall be responsible for sending a club newsletter to keep club members informed of meetings, activities and special interest news. The coordinator shall seek to publicize all club projects to the community and media as well as assist the club in areas of growth and membership. The public relations coordinator, upon election, may run for district public relations coordinator.

Section 6. Each director shall be a member of the club board of directors and help perform all duties assigned to it. The specific duties of each club director shall be those set forth in the club's bylaws.

Section 7. The advisor shall counsel and cooperate with the president and other officers of the club in all matters pertaining to the organization and welfare of the club. It shall be the duty of the advisor to make certain that all rules of the club and policies of the school are adhered to by the club. The advisor shall enter into the life and fellowship of the club as much as possible. Since the advisor is accountable to proper authorities for the conduct and activities of the club, all projects, programs and activities of the club are subject to the advisor's prior approval.

Section 8. The chair of the sponsoring club's Junior Civitan committee shall serve as club counselor and shall assist the advisor in every way possible. The chair shall seek to bring about and maintain a close fellowship and relationship between the Junior Civitan club and the sponsoring club. The sponsoring club chair shall keep the sponsoring club informed of the projects and activities of the Junior Civitan club and shall frequently arrange to have the advisor and members of the Junior Civitan club attend regular and special meetings of the sponsoring club. In turn, the chair shall arrange to have sponsoring club officers attend regular and special meetings of the Junior Civitan club.

Section 9. The president shall appoint such standing committees as may be authorized or required by the bylaws of the local club. The duties of all standing committees shall be outlined in the club's bylaws.

Article V - District Organization

Section 1. Junior Civitan districts may be established by any Civitan district having a minimum of five Junior Civitan clubs in-good-standing with the youth development department of Civitan International. Each Junior Civitan district so formed must have the approval of the sponsoring Civitan district and Civitan International.

Section 2. Each Junior Civitan club located within the territorial limits of the Civitan district shall be a member of the Junior Civitan district. The territorial limits of the Civitan district shall apply to the Junior Civitan district.

Section 3. The organization of a Junior Civitan district and its programs and activities, shall be under the direction and supervision of the district Junior Civitan chair and, if necessary, a committee to assist the chair as appointed by the governor-elect of the sponsoring Civitan district.

Section 4. The official term of the district chair, appointed by the governor-elect of the sponsoring Civitan district, shall be from July 1 (prior to October 1 of the Civitan International fiscal year) to June 30 of the following year. The district chair must be appointed by the governor-elect of the sponsoring Civitan district by March 1.

Section 5. Solely for the purpose of more adequate administration, the district board of directors shall divide the district into geographical regions or divisions to be known as "areas." It shall be the intent and effort of the district board of directors to create "areas" that shall consist of not less than two clubs and not more than 10 clubs. Such "areas," and the boundaries thereof, shall be established and changed only by the authority of the district board of directors.

Section 6. The business of the district shall be administered by the district board of directors in accordance with the constitution, bylaws and policies of Junior Civitan International; the district's own constitution, bylaws and policies; the sponsoring Civitan district's constitution, bylaws and policies; and the constitution, bylaws and policies of Civitan International.

Section 7. The district board of directors shall consist of the governor, who shall serve as its chair, the deputy governor (optional), the secretary, the treasurer (optional), the public relations coordinator, and the area lieutenant governors. All positions shall be elected at the district convention. Each member club may elect a representative to the board of directors at the option of the board. Non-voting *ex officio* members will include the district chair and may include a sponsoring Civitan district board representative.

Section 8. The district board of directors shall hold a minimum of two meetings per fiscal year. One meeting shall be held during the annual district convention and the second may be determined by the governor and the district chair. Other meetings

may be called by the governor, district chair or a majority of board members.

Section 9. The district officers are the members of the district board of directors. The district governor shall appoint a chaplain, historian, recording secretary (optional), sergeant-at-arms and parliamentarian.

Section 10. The governor shall be the chief executive officer of the district. Along with the district chair, the governor shall exercise general supervision over the affairs of the district subject only to the district board of directors, the delegates to the annual convention, the board of directors of the sponsoring Civitan district, the board of directors of Junior Civitan International and Civitan International. The governor is to lead, i.e. inform, delegate authority, initiate programs and projects, preside at all district meetings and conventions, visit clubs and, in general, oversee the complete operation of the district. The governor and the district chair shall maintain close contact with one another.

Section 11. The deputy governor's prime responsibility is to work directly with the projects and programs of the district throughout the year. The deputy governor shall work directly with the lieutenant governors. The deputy governor shall work closely with the governor and the district chair. [If the governor is unable to serve for any reason, the deputy governor shall assume the governorship for the remainder of the term.]

Section 12. The secretary shall be responsible for keeping all district records, i.e. minutes of the district board of directors meetings, district-wide meetings, attendance figures at meetings, and shall furnish the district board of directors with copies of the minutes. Each club president and each club advisor shall also be provided with copies of the minutes upon request.

Ultimate control of the district funds shall be the responsibility of the district chair under the guidelines provided by the sponsoring Civitan district bylaws and policies. The treasurer or district chair shall make a financial report to each district board of directors meeting, district-wide meeting and convention.

Section 13. The public relations coordinator shall be in charge of a district newsletter to be sent to all clubs to keep the membership informed of district events. The public relations coordinator shall seek to publicize through the local media all district projects, meetings and conventions and shall communicate with all club public relations coordinators to assist, educate, motivate and involve.

Section 14. Each lieutenant governor shall be directly responsible and accountable to the governor and district chair for the proper operation of the clubs within the lieutenant governor's area. The lieutenant governor shall provide consultation and assistance as needed and shall serve on the district board of directors.

Section 15. The chair of the district shall be appointed annually by the Civitan district governor-elect to serve as a nonvoting *ex officio* member of the district board of directors. This person shall be responsible for properly carrying out the district organization's administrative functions in accordance with the Junior Civitan and Civitan district board of director's approval. The chair shall be accountable for the collection of district dues and all district funds as well as providing financial reports annually or as stated by the Civitan district bylaws or policies.

Section 16. The sponsoring Civitan district board representative shall be appointed annually by the Civitan district governor-elect to serve as a nonvoting *ex officio* member of the district board of directors. This person shall assist the district chair with the duties and responsibilities of administering district activities.

Section 17. All elected district officers shall be elected at the annual district convention as provided in these bylaws. The terms of office for all district officers shall be for one year and all officers shall assume their respective offices on July 1 following their election or appointment.

Section 18. No elected district officer may serve more than two terms in the same office, terms may be consecutive only if the office is unopposed.

Section 19. To assist the administration of district business, each Junior Civitan club shall make a membership report to the district chair and pay dues for each member of the annual sum stated in its district bylaws. Dues reporting information will be provided no later than October 1 to each club by the youth development department of Civitan International. The membership and dues report shall include the number of members on the roll as of November 1, and the dues shall be paid no later than November 30. All additional members shall be reported as they join.

Section 20. The amount of said district dues shall be fixed by the voting delegates of said district's annual convention and stated in its bylaws. District dues shall not exceed \$4.00 per year per member unless previously approved by the board of directors of Junior Civitan International.

Section 21. All clubs located in provisional districts (those with fewer than five clubs) will not be charged district dues until such time as the district officially organizes and adopts its bylaws.

Section 22. Each Junior Civitan district shall hold an annual convention during the month of April or May at such time and place as shall be determined by the governor and district chair and approved by the district board of directors at its first meeting of the fiscal year. The convention shall be held for the purposes of fellowship, election of district officers, recognition, and any business deemed necessary by the district board of directors.

Section 23. Nominees for the offices to be filled by election at the convention shall be identified according to procedures of each district's bylaws,

accompanying policies and the appropriate parliamentary procedures.

Section 24. In any transaction of convention business requiring a vote, each club in-good-standing with the district and the youth development department of Civitan International shall be entitled to a minimum of one voting delegate and shall not exceed a total of four voting delegates. Each club shall have one voting delegate for each ten members or major fraction thereof in excess of ten, thereby resulting in the following allocation of votes: 1 vote for membership up to 14; 2 votes for membership of 15-24; 3 votes for membership of 25-34; 4 votes for membership exceeding 34. These member figures shall be based on the club's enrollment as recorded at the youth development department of Civitan International as of the last day of the month prior to the convention. A club organized and chartered after the last day of the month prior to convention and prior to the first day on which the convention is held shall be entitled to cast its vote on the basis of the numerical charter membership enrolled by the club with the youth development department of Civitan International.

Each elected district officer shall be considered a delegate-at-large and shall be entitled to cast one vote on each question submitted to a vote. There shall be no voting by proxy by any voting delegate.

Section 25. Voting by accredited delegates on any question shall be conducted in accordance with *Robert's Rules of Order*.

Section 26. The district board of directors shall have full supervision and management of all conventions and meetings of the district and shall prepare an official program. All plans, arrangements, programs and budgets shall be subject to the approval of said district board of directors.

Section 27. A quorum of any district convention or meeting shall consist of a majority of accredited delegates present and voting.

Section 28. At least one district-wide meeting open to all clubs and members shall be held each fiscal year prior to the annual convention. These district meetings shall be held for the purposes of fellowship, motivation, education, inspiration, the exchange of ideas and any district business deemed necessary by the district board of directors.

Section 29. The time and place for such district meetings shall be determined by the district board of directors. The district governor and chair shall determine the program, format and agenda required to better facilitate the exchange of ideas, provide seminars for the dissemination of knowledge and inspire the membership and clubs to participate in the purposes of Junior Civitan International.

Section 30. The district secretary-treasurer shall mail to each member club in the district at least 30 days prior to the date of said district meeting a written notice of the time and place of the holding of same along with a general statement of the agenda.

Section 31. *Robert's Rules of Order* shall be the parliamentary authority for all matters of procedure not specifically addressed by the constitution, these bylaws and any accompanying policies. A parliamentarian shall be designated by the district governor for any district meeting or convention.

Article VI - International Organization

Section 1. The mission of the international level of Junior Civitan International is to give young people the opportunity to determine the purposes of Junior Civitan International and to translate ideas into action throughout the world.

Section 2. The international board of directors shall consist of the president, vice president, and three directors. The director of youth development, district chair representative and Civitan International board representative shall be nonvoting *ex officio* members of the board.

Section 3. There shall be four meetings of the international board of directors each year. An orientation meeting shall immediately follow election and appointment at the annual convention. A second meeting shall be held in the month of July or August; the third meeting shall be held in January or February, and the fourth meeting shall be held immediately prior to the annual convention.

Section 4. The director of youth development shall notify in writing all district governors and chairs of the dates of all international board of directors meetings at least 30 days prior to each meeting. The director of youth development must allow the district governors and chairs the opportunity to present written items for review and action which they would like considered.

Article VII - International Officer Responsibilities

Section 1. The president along with the staff of the youth development department shall coordinate the programs of Junior Civitan International. He or she shall coordinate and direct the policy-making and planning of the international board of directors. He or she shall preside at all meetings of said board and have such other duties as usually pertain to the office of president as well as those outlined in the policies of Junior Civitan International.

Section 2. The vice president shall be familiar with all Junior Civitan affairs and shall prepare to assume the presidency in the absence of the president. The vice president works in conjunction and in cooperation with the president. The vice president shall assume the role of president in the event of the president's ill health, death, resignation or removal from office for violation of the constitution, bylaws or policies of Junior Civitan International. The vice president shall perform such other duties as are set forth in the policies of Junior Civitan International.

Section 3. Each director shall be a member of the international board of directors and shall attend meetings thereof. The director shall serve primarily as policy maker and planner. The director shall maintain contact with districts and officially chair international committees as deemed necessary by the international president.

Section 4. The director of youth development shall be the managing officer of Junior Civitan International under the supervision and direction of the executive vice president of Civitan International, Civitan International and the Junior Civitan International board of directors. The director of youth development shall conduct the business of Junior Civitan International and shall perform such duties as are specified or implied in the constitution, bylaws and policies of the organization, or as may be assigned to him or her by the aforementioned.

The director of youth development shall attend all meetings of the international board of directors and shall be the secretary thereof, but shall have no vote. The director of youth development shall direct and implement all activities of Junior Civitan International, including, but not limited to, planning of the annual Junior Civitan International convention, travel of the international officers, publication of *Junior Civitan Insider* magazine, and other programs, projects and brochures deemed necessary. He or she shall periodically report significant activity information to the Civitan International board of directors and make such other reports as directed by the executive vice president.

Section 5. The chair representative on the international board of directors shall represent all district chairs, club advisors, and other adult volunteers of the Junior Civitan organization. The chair representative shall seek opinion and advice from these people for the advancement and well being of the organization. He or she shall attend all meetings of the international board of directors but shall have no vote. The chair representative shall assist the director of youth development and maintain general duties as set forth in the policies of Junior Civitan International.

Section 6. The Civitan International board representative shall attend international board of directors meetings as a representative of the parent sponsoring organization. He or she shall be the official liaison between the Civitan International board of directors and the Junior Civitan International board of directors. The Civitan International board representative shall have no vote. He or she shall assist the director of youth development and maintain general duties as set forth in the policies of Junior Civitan International.

Section 1. There shall be elected at the annual convention a president, vice president and three directors.

Section 2. The terms of office for said officers shall be for one year and each shall assume his or her respective office on July 1 following his or her election. All elections shall be "at-large."

Section 3. All candidates for international office must notify the director of youth development in writing of their "intent to run" no later than June 1, prior to the annual international convention. Upon notification, the director of youth development will mail a Candidate Certification Form to be completed by each candidate and put on file with the youth development department of Civitan International and the election committee chair no later than the official time of registration at the annual international convention.

Section 4. Campaign procedures to be followed and observed by candidates for the offices of Junior Civitan International shall be in accordance with policy established by the international board of directors.

Section 5. All candidates seeking the election of a Junior Civitan International office must be members of a chartered club in-good-standing and a district in-good-standing. A district shall have only one candidate for each of the following international offices: president, vice president and director.

Section 6. Any person running for the office of president or vice president shall satisfy the following requirements:

- a) Must have been a member of a chartered club for at least two years by the end of said fiscal year.
- b) Must have been a past club officer of a chartered club in-good-standing.
- c) Must be a past, current, or newly elected district governor or have served on the Junior Civitan International Board of Directors in an elected position.

Section 7. When a newly elected governor declares himself a candidate for president of Junior Civitan International, if elected, he or she shall automatically relinquish the title of district governor and shall be replaced by the elected deputy governor. The district shall send this deputy governor to the Junior Civitan International convention for training in the event the candidate is elected international president.

Section 8. Any person running for the position of director must satisfy the following requirements:

- a) Must be a member of a chartered club in-good-standing for at least one school year.
- b) Must be a past, current or newly elected club or district officer.

Section 9. Any newly appointed district chair from an established district (five or more current clubs) may run for the office of district chair representative. Candidates for the office must notify the director of youth development in writing no later than June 1, prior to the annual international convention. Upon

Article VIII - Elections and Qualifications

notification, the director of youth development will mail each candidate an address listing of current district chairs on file. Election shall be held at the annual convention with each district in-good-standing receiving one vote. A district chair shall represent each voting district. The elected representative shall be announced immediately.

A person may serve as chair representative, upon re-election, up to three consecutive terms and cannot seek candidacy again until he or she has remained off the board for as many years as served. He or she shall serve a term on the Junior Civitan International board of no more than one year.

Section 10. The position of Civitan International board representative shall be appointed by the president of Civitan International. The position will be filled by a person serving the second year of his or her two year term on the Civitan International board of directors. He or she shall serve a term on the Junior Civitan International board of no more than one year.

Article IX - Convention

Section 1. Annually, the international board of directors will decide on the host district for the following year's convention at the third (January/February) meeting. The director of youth development will make reports on available facilities and sites and the board shall determine the time and place for holding this convention which shall be held during the month of June or July.

Section 2. The director of youth development shall mail to each chartered club an official announcement of the annual convention at least 90 days prior to the date of the convention. The announcement of such convention shall be made, when practicable, in the official publication of Junior Civitan International.

Section 3. At each convention, the president shall appoint a sergeant-at-arms chair and committee to assist in the conduct and disciplinary actions of the delegates. This committee shall also assist with ushering of events and other general duties. The president shall also have the responsibility of appointing a qualified parliamentarian to be present at all convention sessions which involve voting or the transaction of convention business. There will also be an appointed Junior Civitan elections committee. The vice president shall chair this committee and it will be his or her responsibility to appoint additional members prior to the opening day of the convention. The additional members are to be nonvoting delegates from different districts than the vice president and each other. No member of the elections committee may be a candidate for any Junior Civitan International elected office.

The duties and responsibilities of committee membership will be outlined in the Junior Civitan International policies.

Section 4. The international board of directors shall establish the registration fee to be paid by all

persons attending any convention of Junior Civitan International. The proceeds derived from such registration shall be used in defraying expenses of such convention.

Section 5. The quorum of any convention of Junior Civitan International shall consist of not less than two-thirds of the delegates and officers present at the convention who are entitled to vote.

Article X - Revenue

Section 1. Each new Junior Civitan club, before receiving its charter, shall pay to the youth development department of Civitan International, an initiatory membership fee of \$12.00 per member. This will cover the club's fees until annual membership and dues are to be reported for the next fiscal year. An additional initiatory membership fee may be charged by the district provided it does not exceed the annual district dues per member. The district chair is responsible for collecting this fee.

Section 2. Each Junior Civitan club shall make a membership report to the youth development department of Civitan International and shall pay dues for each member in the sum of \$12.00 per annum. Dues reporting information will be provided no later than October 1 to each club by the youth development department. The membership and dues report shall include the number of members on the roll as of November 1, and the dues shall be paid no later than November 30. All additional members shall be reported as they join.

Section 3. Any Junior Civitan club more than 60 days in arrears for any indebtedness to Civitan International or for annual dues to a Junior Civitan district thereof shall be considered not in-good-standing and may have its charter and membership suspended by the director of youth development through a letter sent to the president of the sponsoring Civitan club and pursuant to the appropriate policies of Junior Civitan International. The director of youth development shall restore such club to active membership upon payment of its indebtedness.

Section 4. Any Junior Civitan club that is not in-good-standing because it has not reported annual membership and dues to the district chair or youth development department of Civitan International by June 30 of said fiscal year shall be dropped from the membership rolls and have its charter revoked.

Article XI - Official Publication

Section 1. The Civitan International board of directors shall electronically publish, under supervision and control of the director of youth development, a periodical to be known as *The Junior Civitan Insider* which shall be the official publication of Junior Civitan International. The subscription price for the official publication shall be \$2.50 per annum, per member, which shall be included in the required annual dues to Junior Civitan International.

Section 2. The official publication shall be emailed to the current club advisor for distribution to all members at the next regular club meeting.

Article XII - Vacancies in International Office

Section 1. If the president is unable to serve due to ill health, death, resignation or removal for violation of the constitution, bylaws or policies of Junior Civitan International, or the applicable portions of the constitution, bylaws or policies of Civitan International, the vice president shall assume the presidency for the remainder of the term.

Section 2. In the event the vice president or a director is unable to serve due to ill health, death, resignation, promotion, or removal for violation of the constitution, bylaws or policies of Junior Civitan International, or the applicable portions of the constitution, bylaws or policies of Civitan International, the Civitan International board of directors shall appoint a successor from the current roster of Junior Civitan district governors, former Junior Civitan district governors, or former Junior Civitan International officers for the remainder of the term.

Section 3. An international officer shall be removed from office in the event he or she fails to perform his or her duties of office, is guilty of misconduct, or is no longer meeting the qualifications to be a Junior Civitan. It shall be the duty of the director of youth development, the Civitan International executive vice president, and the Civitan International president to meet to review the circumstances surrounding the situation and decide on the removal of such person. This decision shall be final.

Article XIII - Junior Civitan Year

The fiscal and administrative year for Junior Civitan International and all of its districts and clubs shall be from July 1 of each year to June 30 of the following year. Anything contained within these bylaws to the contrary notwithstanding, the terms of all club, district and international officers of Junior Civitan International shall be in accordance with the foregoing fiscal and administrative year.

Article XIV - Parliamentary Authority

Robert's Rules of Order shall be the parliamentary authority for all matters of procedure not specifically covered by the constitution, bylaws and policies of Junior Civitan International and the appropriate and related portions of the constitution, bylaws and policies of Civitan International.