



Policy Manual

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100 Policy Drafting

Revised 8/87

Adoption of new policies or changing existing policies is solely the responsibility of the Junior Civitan International Board of Directors.

The Civitan International staff director of youth development shall report to the board from time to time on the policies in operation and shall propose such changes as he or she deems necessary.

Proposals for new policies, or changes to existing policies, may be initiated in writing by any board member, employee, Civitan or Junior Civitan member, or Junior Civitan district chairperson. The policy proposals shall be referred to the Civitan International staff director of youth development for detailed study prior to consideration by the board.

101 Policy Dissemination

Revised 8/87

The Civitan International staff director of youth development is directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the board of directors and administration rules and regulations needed to put them into effect.

Accessibility is to extend at least to all salaried employees, to Junior district chairpersons, to members of the Civitan International Board of Directors and to Civitans selected by the Civitan International staff director of youth development at no charge. In addition, any Civitan requesting copies of a particular policy or the entire policy book may receive them by reimbursing Civitan International the cost of reproducing and mailing such policies.

102 Administrative Rules and Their Review

Revised 8/87

The Junior Civitan International Board of Directors and the Civitan International staff director of youth development shall develop and disseminate rules and procedures for implementing board policy. These rules and procedures shall constitute Junior Civitan International's administrative regulations.

The Junior Civitan International Board of Directors and the Civitan International staff director of youth development shall evaluate recommendations offered by officers,

employees, and the general membership when establishing administrative regulations.

The Civitan International Board of Directors reserves the right to review and veto any administrative regulation should it, in the board's judgement, be inconsistent with the policies adopted by the Junior Civitan International Board of Directors. The Civitan International Board of Directors may also suggest or direct that certain administrative rules be added, modified or deleted, as long as they are consistent with the Junior Civitan International constitution and bylaws.

103 Administration in Policy Absence

Revised 8/87

Where action must be taken within Junior Civitan's organizational structure and the constitution and the Junior Civitan International Board of Directors policies provide no guides for administrative action, the Civitan International staff director of youth development shall have the power to act.

His or her decisions, however, shall be subject to review by action of the Junior Civitan International Board of Directors at its next regular meeting. It shall be the duty of the Civitan International staff director of youth development to inform the board promptly of such action and of the need for policy.

104 The Civitan International Staff Director of Youth Development

Revised 8/87

The Civitan International staff director of youth development shall be hired by the executive vice president of Civitan International with the approval of the Civitan International Board of Directors.

105 Junior Civitan Activities

Revised 8/87

The Civitan International staff director of youth development shall direct and/or 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.

The Civitan International staff director of youth development shall periodically report significant activity information to the Junior Civitan International Board of Directors for their review and approval.

106 **Collection of Supplemental Dues**

Revised 8/84

Supplementary dues for additional members will be accepted at any time during the year. All issues of *Junior Civitan Insider* for the year which is being covered by the supplementary dues will be forwarded to the club advisor immediately upon receipt of paid dues.

107 **Junior Civitan Insider Magazine**

Revised 8/87, 8/04, 1/15, 1/16

It shall be the policy of Junior Civitan International to electronically publish *Junior Civitan Insider* each year. Every effort will be made to produce a publication which will at all times emphasize the high ideals for greater service and print official announcements and notices to the membership.

It shall state that editorial opinions expressed in the magazine are those of the authors and that they do not necessarily reflect the official opinions of Junior Civitan International, its officers, or staff.

The Civitan International staff director of youth development will be responsible for editing the magazine and the editor of the *Civitan Magazine* will furnish technical assistance as requested.

108 **Distribution of International Board Minutes and International Business Session Minutes**

Revised 8/90

The minutes of each Junior Civitan International Board of Directors meeting and each business session meeting shall be prepared under the direction of the Civitan International staff director of youth development and distributed within thirty (30) work days of the close of each board meeting and/or business session meeting to:

1. Members of the Junior Civitan International Board
2. Members of the Civitan International Board

3. Junior District Governors
4. Junior District Chairpersons
5. Any Civitan, Junior Civitan or Junior club advisor, upon written request and payment of postage and handling charges as determined by the Civitan International staff director of youth development.

The minutes shall be considered the unofficial record of proceeding until corrected and/or approved by the board at its next meeting.

109 Dropping of Folded or Nonexistent Clubs

Adopted 1/86

Any club that has folded or is nonexistent since previous dues payment will face early revocation of charter. When a district Junior Civitan chairperson has officially notified Junior Civitan International regarding the standing of this club, a letter of possible revocation will be mailed. The early revocation letter will be sent to the club's sponsoring Civitan club and will allow them twenty (20) days to respond to the district Junior Civitan chairperson that they are reorganizing this club. If the sponsoring club responds to the letter, the Junior Civitan club will have until the Junior Civitan International convention to reorganize and report membership and dues to the district and Junior Civitan International (see Bylaw Article X, Section 4).

If the sponsoring club does not respond to the letter or agrees that the club is nonexistent or has folded, the club's charter will be revoked. The club will be required to be officially "rechartered" if the club wants to reactivate at a later date.

110 Minimum Charter Strength

Adopted 8/86

A resolution was passed by the delegates at the 1986 Junior Civitan International convention in South Carolina stating that all clubs applying for charter after September 1, 1986 must have a minimum number of fifteen (15) members. A charter signed by the Junior Civitan International president, Civitan International president, and executive vice president of Civitan International with the seal of Civitan International affixed thereon, shall be issued to each club requesting same providing the club meets sponsorship and membership requirements of the Junior Civitan International bylaws. Once a club is established or any other club in-good-standing falling below this minimum charter number will not be penalized or have their charter threatened with revocation, unless they have indebtedness to the district or International under the Junior Civitan International constitution, bylaws and policies.

111 Junior Civitan International New Club Building Program

Revised 6/95, 2/07

It shall be the policy of both Junior Civitan International and Civitan International to have a Junior Civitan Club Building Program effective September 1, 1986, for all senior and Junior Civitan members in good standing as follows:

I. Club Building Program

- A. Club builder pin awarded by the highest ranking Junior or senior international or district officer present at:
1. New club's charter ceremonies, or
 2. District meeting or convention of either the seniors or Juniors.

B. Framed certificate awarded with pin

1. Lettered and signed by the Junior International president.

C. Recognized in *Junior Civitan Insider*.**D. Recognized at senior and Junior Civitan International conventions**

1. Special club builders function
2. Special seating and recognition at different sessions during the conventions.

E. For each additional club completed by a Junior Civitan club builder, a "star" is issued to be worn above the club builder pin.**F. Only one Civitan (senior or Junior) may be "honored" with a club builder pin at the expense of Civitan International for each club. At the request of the district Junior Civitan chairperson and at the district's or sponsoring club's expense, one (1) additional club builder pin may be awarded.****G. No more than two (2) awards in total, in any combination of pin and "stars", may be awarded for any one club built. The Junior governor and Junior chairperson will decide which two Junior or senior Civitans will receive credit for building the new club.****H. Suggested list of events at which Junior Civitan Club Builder is urged to wear his or her club builder pin:**

1. All new club charter ceremonies (senior or Junior)
2. Any senior and/or Junior district-wide meetings, area meetings, and conventions

3. Certain specified functions of senior or Junior international conventions

- I. Officially urge district to encourage, recognize and promote this program of Junior Civitan International.
- J. All certified club builders may receive a patch for their (senior) club building blazer in addition to their Junior club builder pin.

II. Junior Civitan Master Club Builder

A senior or Junior Civitan who has successfully completed at least five (5) new Junior Civitan clubs under the Junior Civitan club building program, as begun September 1, 1986.

A minimum of five (5) new Junior clubs built by this member must be in-good-standing at the time this award is earned.

- A. Black master club builder blazer awarded at the Junior Civitan International convention or Governors Update meeting at the annual Sno-Do. Expenses for the master club builder to that presentation will be covered by Junior Civitan International.
- B. Specially designed pocket patch to be applied to blazer.
- C. Plaque awarded to Junior Civitan master club builder.

112 **Fund Raising Program**

Revised 7/94

All international level fund raising will be conducted only by the approval of the Junior Civitan International Board of Directors. The approval will be based on a set goal or pledge amount. A multi and/or single year pledge or goal amount that exceeds \$125,000 may not be adopted without the majority vote of an international delegation at the annual Junior Civitan International convention.

Junior Civitan International's major emphasis fund raising program may benefit only one (1) charitable organization per fiscal year. No commitment may be made for major emphasis or any other charitable organization more than two (2) years in advance.

All charitable organizations interested in Junior Civitan's major emphasis fund raising program must consult with the Civitan International staff director of youth development. Each interested group must make this contact before having the

opportunity of making any presentations to the Junior Civitan International Board of Directors or the convention delegation.

113 Organizational Meeting For International Projects

Adopted 1/88

It shall be a policy of Junior Civitan International to hold an annual organizational meeting involving all persons connected with the major emphasis project(s) sponsored by Junior Civitan International. Along with the host district senior governor, the Civitan International staff director of youth development will arrange the date, time and location of said meeting. He or she will send official notification to those individuals stated within this policy no less than thirty (30) days prior to said meeting.

The following persons will be included in notification:

- Host District Junior Governor
- Host District Governor
- Host District Junior Chairperson
- Host District Governor-Elect
- Host Junior Club(s) President
- Host Civitan Club(s) President
- Host District Public Relations Coordinator
- Project Chairpersons (Junior & senior Civitan)
- Junior Civitan International Board Member
- Civitan International Host Region Director

The Civitan International staff director of youth development may invite to said meeting other guests whose valuable input would add to the productivity of the meeting and the success of project(s).

114 Canadian Donations for Charitable Organizations

Adopted 1/89

It shall be a policy of the Junior Civitan International to have all charitable contributions raised by Canadian Junior Civitan clubs and districts sent directly to the Civitan International Foundation of Canada. The funds raised by these members will be held in the account(s) until time for disbursement to the charitable organization(s). This disbursement may only be authorized by the district's Junior Civitan chairperson.

All contributions will be sent directly to the current treasurer of the Civitan International Foundation of Canada for proper bank depositing. At the request of a club or district, tax receipts should be provided for individuals, businesses or clubs for donations exceeding \$10.00 (Canadian funds).

If the donations are being contributed to a Canadian charity, all funds will remain in Canada. Any expenses of international projects held in Canada will not be deducted from the funds raised by the Junior Civitans of Canada. However, any expenses resulting from maintaining the Junior's account(s), such as postage of tax receipts or other managing fees, will be deducted from the funds raised by the Junior Civitans of Canada before donations are disbursed to the charitable organization(s).

115 **Last Quarter Charters Report of Following Year's Membership Dues**

Adopted 6/89

Any new club chartering in the last quarter of the Junior Civitan fiscal year (April, May, June) will have a two month grace period the following year for reporting annual membership and dues. Therefore these last quarter charters are not required to report membership and dues until January 5.

This grace period will only be effective for the one (1) year immediately following charter. During the second full fiscal year these clubs operate, they will report their annual membership and dues by the November 1 deadline.

116 **Junior Civitan Club Advisors**

Adopted 1/90

It shall be a policy of Junior Civitan International to recommend to all Civitan clubs that the advisor to a Junior Civitan club be at least twenty-one (21) years of age.

117 **Deviation of Canadian Members Annual Dues**

Adopted 6/91

To reduce the impact on Canadian members and stimulate equalization increasing new membership and club building opportunities, policy allows collection of the amount stated in the international bylaws in Canadian currency effective July 1, 1991.

The Canadian Junior Civitans shall still be entitled to all programs available from Junior Civitan International on an equal basis. This policy effects only international dues. All other items shall remain in United States currency.

118 **Exceptions to Membership Age Guidelines**

Adopted 1/98

Special exceptions to the age guidelines for membership as established in Junior Civitan International Bylaw Article II may be approved by the Junior Civitan International Board of Directors.

200 **Junior Civitan International Convention**

Revised 7/94

The annual Junior Civitan International convention shall be open to Junior Civitan district chairpersons, Junior Civitan district governors, Junior Civitan district deputy governors, public relations coordinators, club representatives and other Junior Civitan as approved by the Civitan International staff director of youth development and the Junior Civitan International Board of Directors.

The Junior Civitan International officers shall be exempt from all fees. All others shall pay the full registration fee and shall not be allowed to attend the convention until such fee is paid.

Children and adult participants are discouraged from attending the convention.

Civitans, Junior Civitans and family members who are not registered for the convention may be admitted to specific functions at their own expense providing facilities are available.

It is the responsibility of the Junior Civitan district chairperson to provide proper chaperones for his or her delegates at the convention. There shall be one (1) chaperone provided for each ten (10) youth delegates.

201 **Junior Civitan International Convention Committee**

Revised 8/87

There shall annually be a Junior Civitan Convention Committee consisting of the Junior Civitan International president, chairperson or designate of the Junior Advisory Committee (if said committee is in existence), the host district designate and the Civitan International staff director of youth development.

It shall be their responsibility to plan and coordinate the Junior Civitan International convention as described in the policies of Junior Civitan International.

202 **Registration for Junior Civitan Convention**

Revised 6/90, 8/95

All registrations must be post marked to Civitan International thirty-five (35) days in advance of the convention date or on June 1 whichever comes first.

Registration will be available on a first come, first served basis.

Late registration may be accepted on a space available basis with a twenty-five (25) dollar surcharge.

203 **Chaperones**

Revised 8/84

The chaperones shall be properly indoctrinated on their responsibilities prior to the opening ceremonies of each convention. These shall include:

1. The conduct of all Junior Civitans.
2. Enforcing convention rules.
3. Reporting all known cases of violation to the Convention Sergeant-At-Arms.

It is recommended that the minimum age requirement for chaperones be twenty-one (21) years, and that he or she be approved by their district Junior chairperson.

All district chaperones shall be under the direction of their district Junior Chairperson.

204 **Sergeant-At-Arms**

Revised 8/84

The Junior International President shall appoint a Sergeant-At-Arms Committee to assist him or her concerning the conduct and disciplinary actions of the delegates and attendees.

This committee's responsibilities shall include:

1. Review of all disciplinary cases
2. Control the direction of the delegates
3. Inspect and provide security for living area

4. Ensure proper conduct in meetings

205 **Payment of Convention Fees**

Revised 8/84

Junior Civitan International Convention fees must be paid in U.S. funds.

206 **Convention Cancellations**

Adopted 6/90, Revised 8/95, Revised 8/96

Because administrative costs are incurred in the processing of cancellations, it shall be the policy of Junior Civitan International to apply cancellation fees as follows:

1. Requests postmarked prior to and including twenty-one (21) days before the opening day of the convention shall be subject to a \$25.00 processing charge. The amount paid, less the \$25.00 processing charge, shall be refunded.
2. All other requests will not be eligible for a 50% refund. "No Shows" who preregistered, but fail to claim their registration packet, will receive no refund. There will be no substitutions.
3. Cancellations due to a bona fide emergency (death or illness), shall be honored regardless of date and full refund less the \$25.00 processing charge.

All requests for refunds must be sent to Junior Civitan International, P.O. Box 130744, Birmingham, Alabama, 35213-0744. No phone request will be honored. All requests must be in writing and postmarked within fifteen (15) days of the closing date of the convention.

207 **Convention Evaluation Form**

Revised 8/87

It shall be the responsibility of the Civitan International staff director of youth development and the Junior Civitan International Board of Directors to develop a convention evaluation to be given to all delegates at the conclusion of the annual Junior Civitan International convention.

The form shall be designed to provide input to the Convention Committee for the planning of future conventions.

208 **Exhibitor Booth Area**

Adopted 1/89

It shall be the responsibility of the Civitan International staff director of youth development and host campus of the convention to offer an Exhibitor Booth Area and select a suitable location for the same. If there is no feasible location, the booths will not be made available. The Civitan International staff director of youth development will contact some appropriate businesses about the booths before the convention offering them the opportunity to display items.

If a business, club or district is interested in having an Exhibitor Booth, the Civitan International staff director of youth development must be contacted 30 days prior to the start of the convention. Each exhibitor expressing interest must send a sample of the product(s) to be displayed or sold for profit to the staff director. It is up to the discretion of the Civitan International staff director of youth development and the Civitan International executive vice president as to whether a product will be offered for sale or display. This decision shall be final.

Exhibitors which are not selling items or goods for profit may exhibit at no charge. However, fees for exhibitors selling items for profit will be set at \$150.00 for a business Exhibitor Booth and \$50.00 for a club or district Exhibitor Booth. Payment must be received in full no later than 10 days prior to the convention. Any profit made from exhibitor fees will be contributed to the Junior scholarship fund.

All exhibitors will be provided with one 4 x 8 table and two chairs. Junior Civitan International will provide a schedule to each exhibitor outlining the hours during which booths will be allowed to be open. Exhibitors will be solely responsible for maintaining their booths as well as keeping the area clear of trash, etc. In addition, all booths must be clean upon departure. Neither Junior Civitan International nor the host campus will be responsible for lost or stolen items from the Exhibitor's Booth or the storage room which will be provided on campus.

No business, Junior club or district will be allowed to sell and/or display any items outside of the Exhibitor Area.

209 **Parliamentarian**

Revised 8/84

The president of Junior Civitan International shall appoint a parliamentarian who shall assist the operations of the Junior Civitan International convention.

The parliamentarian will be knowledgeable of the use and actions as described in *Roberts Rules of Order*, latest revision.

210 Participation of Candidates in Training Sessions at International Convention

Adopted 8/84

Any person running for international office at the annual Junior Civitan International convention is prohibited from leading, moderating or supervising any workshops or sessions at the convention.

In addition, any Junior Civitan International Board member who is eligible to run for another international office may participate in the planning of the Junior Civitan International convention, but may not participate in the running of any workshops, or sessions as per the above paragraph.

300 Awards Program

Revised 7/91, Revised 1/97, Revised 2/05, Revised 8/06

Junior Civitan International shall maintain an awards program designed to recognize individuals, clubs, and districts for outstanding achievement. The program shall be periodically reviewed by the Junior Civitan International Board of Directors.

Administration of the program and selection of the items (plaques, etc.) shall be handled by the Civitan International staff director of youth development and his or her staff with selection to be based on appeal, attractiveness and economy.

Selection of judges for the International Junior Civitan awards program will be made by the Civitan International staff director of youth development prior to the judging. Selection will be based on community involvement, knowledge of youth groups, knowledge of the service club concept, availability and cost. Names of judges will be kept on file as a matter of record in the Civitan International world headquarters.

Competitive Awards offered shall be:

1. Junior Civitan of the Year (female) *
2. Junior Civitan of the Year (male) *
3. Governor of the Year
4. Community Project of the Year
5. Campus Project of the Year
6. Environmental Project of the Year
7. Ongoing Project of the Year

8. District Project of the Year
9. Junior/Senior Project of the Year
10. Club of the Year
11. District of the Year
12. Club President of the Year
13. District Chair of the Year
14. Advisor of the Year
15. Club Officer of the Year
16. District Officer of the Year **

No individual may be nominated for more than one of the above competitive awards.

Projects recognized for first place achievement may not be nominated for the same category the following year.

Non Competitive Awards judged on points criteria or facts:

17. Growth Awards:

- A. District chartering the most new clubs
- B. District with largest overall membership increase
- C. District with largest percentage membership increase

(To qualify for growth awards a district must have 5 or more established clubs.)

18. Foundation Awards:

- A. District with largest overall contribution
- B. District with largest per capita contribution
- C. Club with largest overall contribution
- D. Club with largest per capita contribution

(To qualify for foundation awards a district must have 5 or more established clubs and a club must have 15 or more members on their current roster.)

19. Distinguished Governor Awards

20. Honor Club Awards

21. Honor District Awards

* No district may enter its Junior Governor in the competition for the Junior Civitan of the Year Award. Junior Governor shall rather be encouraged to enter the competition for Governor of the Year if the Junior Governor has performed his/her duties in a creditable manner.

* No club may enter a Junior International Officer in the competition for Junior Civitan of the Year Award. Junior International Officers are automatically considered for an International Honor Key upon election to their position under Policy #301. International Officers have an unfair advantage in the Junior Civitan of the Year

category over other members because of the international travel and responsibilities that are required with the position.

301 Junior Civitan International Honor Keys

Revised 7/89

Junior Civitan International shall award three (3), but not more than six (6) Junior Civitan International honor keys. Honor keys will be awarded at the annual Junior Civitan convention.

Junior Civitan International shall annually recognize with an honor key recipients in the following categories as prescribed in the Junior Civitan International awards program (see policy #300).

1. Junior Civitan of the Year (female)
2. Junior Civitan of the Year (male)
3. Junior Civitan District Governor of the Year

Junior Civitan International may additionally recognize with an honor key the international officers of Junior Civitan.

Decisions as to the presentation of an international Junior Civitan honor key to the international officers should be made jointly by the Civitan International staff director of youth development, the appointed member of the Civitan International Board to the Junior Civitan International Board of Directors and the chairpersons representative on the Junior Civitan International board.

The joint decision of honor key recognition for international officers will be based on the following areas of consideration as well as any improvement and personal growth in these areas during the year.

- * Promptness in completing assignments and reports.
- * Promoting of Junior Civitan outside of Civitan as well as within the organization at Junior and senior functions on the club, district and international levels.
- * Cooperation and attitude towards staff and fellow Civitans.
- * Personal involvement with club building and membership programs at club, district and international levels.
- * Personal participation in Junior Civitan International programs at club, district and international levels.
- * Active support and familiarity of international constitution, bylaws and policies.
- * Active participation in international board meetings and committees with initiation of ideas and solutions.
- * Keeping well informed with all materials handed out or mailed during the year.

- * Promptly carrying out the responsibilities of the project chairperson's position(s) appointed by the international president.
- * Being properly prepared to make speeches and reports when expected at international meetings and gatherings.
- * Representing the ideals of the position and organization when visiting district meetings, conventions and projects.

All comments made to the membership and adult affiliates must at all times be in the best interest of the entire board and organization. Rude comments about fellow members or inappropriate gossip will be detrimental to international officer's character and the committee's decision.

The committee and the Junior Civitan International president will complete evaluation forms based on these areas. Also, each district chairperson that international officers visit will be asked to fill out an evaluation to send in after an officer has visited the district. The evaluation forms will be held completely confidential and only seen by the committee members.

301.1 Suggested Guidelines for Presentation of District Honor Keys

Adopted 7/91

This policy has been designed by the Junior Civitan International Board of Directors to outline suggestions on presenting district honor keys. Presentation or recognition should be awarded at the annual district convention.

Annual recognition of honor key recipients in the following categories are to be earned in the competitive awards program:

1. Junior Civitan of the Year (female)
2. Junior Civitan of the Year (male)

The district should consider additional honor key recognition of the Junior governor and other district officers or members achieving an outstanding level of commitment.

Decisions as to the presentation of district honor keys should be made jointly by an odd number (3 or more) of selection committee members comprised of the Junior chairperson (and/or co-chairperson when applicable), senior governor/senior board representative appointed to the Junior board, and club advisors.

The joint decision of honor key recognition will be based on the following areas of consideration as well as any improvement and personal growth in these areas during the current fiscal year:

Involvement in district activities.

- * Promotion of Junior Civitan inside and outside the organization.
- * Attitude that exemplifies the true meaning of Civitan.
- * Fulfillment of responsibilities.
- * Participation in international programs and projects.
- * Familiarity of organization.
- * Club building and membership growth programs.

All comments made to the membership and adult affiliates must at all times be in the best interest of the entire board and organization. Rude comments about fellow members or inappropriate gossip will be detrimental to character and the selection committee's decision.

301.2 Suggested Guidelines for Presentation of Club Honor Keys

Adopted 7/91

This policy has been designed by the Junior Civitan International Board of Directors to outline suggestions on presenting club honor keys. Presentation/recognition should be awarded at the year end annual club banquet.

The club should consider recognition of club presidents and/or other officers or members achieving an outstanding level of commitment.

Decisions as to the presentation of honor keys should be made jointly by an odd number (3 or more) of selection committee members comprised of the club advisor (co-advisor when applicable), sponsoring club liaison chairperson, sponsoring club president and/or school principal (and/or other teacher or faculty).

The joint decision of honor key recognition will be based on the following areas of consideration as well as any improvement and personal growth in these areas during the current fiscal year:

Involvement in club activities.

- * Promotion of Junior Civitan inside and outside the organization.
- * Attitude that exemplifies the true meaning of Civitan.
- * Fulfillment of responsibilities.
- * Participation in district programs and projects.
- * Familiarity of organization.
- * Club building and membership growth programs.

All comments made to the membership and adult affiliates must at all times be in the best interest of the entire board and organization. Rude comments about fellow

members or inappropriate gossip will be detrimental to character and the selection committee's decision.

302 Junior Civitan International Hall of Fame

Revised 7/92, Revised 1/01

It shall be the policy of Junior Civitan International to maintain a Junior Civitan International Hall of Fame recognizing adult volunteers for dedication to the Junior Civitan program. This recognition will be the highest honor bestowed adult volunteers.

Nominations must be made by a Junior Civitan, Junior club or Junior district and must be prepared by current Junior Civitan members. Nominations are not limited to those currently serving the Junior Civitan program. Each nominee must have dedicated a minimum five (5) years of service either currently or in the past to the Junior Civitan program. Civitan involvement on the senior level will not be considered in selection of recipients. No recipient may be a current Junior Civitan. There will be up to but not more than two (2) inductees into the Junior Civitan International Hall of Fame per fiscal year. All nominations must be received by Civitan International by May 1 of said Junior Civitan fiscal year.

All nominations which do not receive recognition will remain eligible for entry into the Hall of Fame for the following two years. It is suggested, however, that nominations be revised annually. After two years the nomination must be submitted again for consideration by the judging committee.

The Junior Civitan International president, in consultation with the Junior Civitan International Honor Key Committee (see policy #301), will select a secret committee of three (3) judges. It is up to the discretion of the Hall of Fame Judging Committee to determine if any nominations are eligible for recognition.

Junior Civitan International will maintain a plaque listing the name, district and year of selected recipients. Each inductee of the Junior Civitan International Hall of Fame will be recognized at the annual Junior Civitan International Convention and the annual Civitan International Convention. Also, each inductee will receive a recognition plaque and special "Junior Civitan International Hall of Fame" lapel pin.

A nomination form with rules and regulations can be obtained from the Civitan International staff director of youth development by sending a letter of request.

303 Presidential Honor Key/Scholarship

Adopted 1/88

It shall be a policy of Junior Civitan International to award each Junior Civitan International president, who meets the criteria that applies to their office up to and through the international convention, a presidential Junior Civitan International honor key and a \$2,000 scholarship from the Civitan International Foundation. Honor key and scholarship will be awarded at the annual Junior Civitan International convention.

Decisions as to the presentation of the Presidential honor key and the \$2,000 scholarship should be made jointly by the Civitan International staff director of youth development, the appointed member of the Civitan International board to the Junior Civitan International Board of Directors and the chairpersons representative on the Junior Civitan International Board of Directors.

400 Training of Newly Appointed District Junior Civitan Chairperson

Revised 6/95

All first time Junior Civitan District Chairpersons will be invited to attend an annual training conference in preparation for their position in the year(s) to come. All expenses will be covered by the district/individual. Date and site to be determined by headquarters staff.

401 Junior Civitan Election Committee

Revised 7/94, Revised 7/98

The Junior Civitan Election Committee shall be chaired by the vice president of Junior Civitan International and it shall be his or her responsibility to appoint the remaining members of the committee. These remaining members are to be nonvoting delegates from different districts.

The Junior Civitan Election Committee shall be appointed prior to the opening day of the Junior Civitan International convention.

The duties of the Junior Civitan Election Committee shall be to:

1. Review the certification forms of all international office candidates.
2. Certify the voting delegates.
3. Determine the seating of the voting delegates.
4. Direct and assist candidates during the International Convention.
5. Distribute and collect ballots.
6. Tabulate the ballots and certify the results.

7. Enforce constitution, bylaws and policies governing qualifications and elections of international officers.

402 **Rules and Regulations**

Revised 8/84, Revised 7/97

No candidate will be allowed to campaign, including the mailing of materials prior to the convention and the putting up of posters at the convention, until the time as specified by the Junior Civitan Election Committee.

Each candidate shall be responsible for his or her own campaign. It is the duty of the candidate to see that all rules, regulations and guidelines governing election campaigning are adhered to.

Any infractions in the campaign rules, regulations or convention Code of Conduct on the part of the candidate or his or her campaign committee, will be referred to the Junior Civitan Election Committee for review. Upon review of the infractions, the Junior Civitan Election Committee shall take any action, including exclusion of the candidate, deemed necessary under the circumstances.

The Junior Civitan Election Committee shall be the governing body for any infractions, as stated in this policy.

403 **Campaign Literature and Campaigning**

Revised 2/02, 08/07

To insure fairness and equality to each candidate, only the following campaign materials will be allowed:

1. Not more than 1,500 handouts (maximum size 8 1/2" by 11") may be used. These handouts may be professionally printed and may carry the picture of the candidate, his or her qualifications and platform. If so desired, they may be printed on the front and back and folded to resemble a brochure.
2. Gimmicks, such as pencils, pins, buttons, etc., will be allowed as long as they can be purchased within the prescribed budget allowed by Junior Civitan International.

Campaigning must cease as of the beginning of the Elections Business Session. All campaign materials posted on the premises must be removed before the beginning of the Elections Business Session.

Budget

Candidates are not allowed to spend more than \$100.00 (U.S. funds) on their campaign materials and each candidate must be prepared to furnish receipts for their campaign expenses if called upon to do so. All donated items will be accounted for at their approximate retail price and must be accounted for within the \$100.00 limit.

All campaign material will be checked and certified by the Junior Civitan Election Committee prior to being allowed to be put up. Each candidate is responsible for the certification of his or her material.

404 Travel for International Officers of Junior Civitan International

Revised 8/87

An item in the budget will be provided for the travel of the international officers of Junior Civitan. The Junior Civitan International officers will be invited to attend and participate in conventions, district meetings and seminars throughout the year and their travel outside of their district shall be planned, coordinated and approved by the Civitan International staff director of youth development.

The Civitan International staff director of youth development shall be required to inform, in writing, the visitation of any Junior international officer to the governor, governor-elect, Junior governor and Junior chairperson of the district to which they will be traveling.

The Civitan International staff director of youth development shall arrange for proper chaperones while the Junior international officers are visiting outside of their district.

405 District Public Relations Coordinator

Revised 7/94, 8/95, Renumbered 8/06

Each Junior Civitan District shall annually elect a public relations coordinator to represent Junior Civitan.

Election shall be held in conjunction with the Junior Civitan district convention. Any Junior Civitan club in-good-standing with the district and Civitan International may elect only one member to represent the club in the district public relations coordinator election.

Responsibilities of the district Public Relations Coordinator include: serving as a goodwill ambassador to the public on behalf of Junior Civitan within the district and

to district Junior and senior Civitans; conduct training for club public relations coordinators at club officer training and district convention; maintain contact with the news media within the district to promote Junior Civitan projects and information; assist the district Junior chairperson in the areas of growth, development and retention; and to serve as a voting member of the Junior district board.

The public relations coordinator should at all times conduct himself or herself in a manner that would be pleasing to the position as well as to his or her club, district and Civitan International. His or her speeches and presentations should be of the type and nature that would be constructive to Civitan. Failure to comply with these rules would mean removal of title and authority, subject to decision by the senior district board.

406 Qualifications and Nomination Procedure for all International Offices

Revised 8/84, 2/04, 2/10

Qualifications

In addition to those qualifications as stated in Article V of the international constitution and Article VIII of the bylaws, each candidate for international office must:

1. Have fulfilled by June 1 the minimum requirements for any international fundraisers in which he or she participates.
2. Must be able to fulfill the duties of the job in addition to his or her school attendance requirements. If the candidate has previous history of suspension, the Candidate Certification Form must be accompanied by a notarized parent letter explaining what transpired to cause this school situation and why it was inappropriate or unnecessary.

Nominations shall be selected by the following criteria:

1. Candidate must inform their chairperson of their intent to seek office not less than ten (10) days prior to their district convention. Notification must be in writing.
2. A candidate, having met all the qualifications, shall be elected as the nominee at the district convention.

3. Nominees shall be elected by popular vote, i.e.: the nominee with the most votes shall be declared the winner. In case of a tie vote, there shall be a runoff vote until a nominee is elected.

407 Junior Civitan District Chairperson

Revised 8/84, 08/07

A Junior Civitan Chairperson shall not serve in this capacity as a stand-alone chairperson if he or she is serving as the Civitan District Governor. If necessary, to serve in dual positions, a Junior Civitan Co-Chairperson must be appointed during the term as the person is serving as District Governor.

408 Attendance and Participation of Junior Civitan International Officers at Civitan International Convention

Revised 8/84, 9/11

Only the incoming and outgoing Junior presidents go to the Civitan International convention. The outgoing president to make his or her report to the Civitan International convention about how the year went, to talk about the Junior Civitan program, and to run the Junior Civitan booth. The incoming president to learn more about the Civitan International program by attending the various meetings and workshops and to present his or her goals for the coming year.

The Civitan International Finance Committee will allocate funding for the outgoing president of Junior Civitan to attend the Civitan International convention whenever funds are available. The outgoing president will make a report to the Civitan International convention about the previous year's accomplishments and the state of the organization. Based on expenses and funding, consideration will be given to attendance by the incoming Junior Civitan president in order for them to learn more about Civitan International and present the goals for the organization in the coming year.

409 Suggested Duties of District Public Relations Coordinator

Revised 1/95, 8/95, Renumbered and revised 8/06

- I. Serve as a Goodwill Ambassador to the public, Civitans and Junior Civitans:
 - A. Write and distribute a district newsletter informing Juniors about upcoming club, district and international events.

- B. Have each club in the district elect a public relations coordinator who the district public relations coordinator can use as his or her contact for giving tips on publicizing club activities.
 - C. Visit all senior and Junior district meetings, conventions and projects; promoting fellowship as well as being the official representative for any media coverage for the events.
- II. Assist the district chair in areas of growth, development, and retention:
- A. Assist with charter nights.
 - B. Build new clubs (earn Junior Civitan club builder sweater).
 - C. Work with clubs delinquent on reporting membership and dues to see where they need help.
 - D. Set up and maintain district growth programs with established clubs.
 - E. Head up a growth committee to plan worthwhile, fun and interesting activities to increase membership, interest and excitement in Junior Civitan.
- III. Maintain contact with the news media within the district:
- A. Set up television interviews.
 - B. Write press releases about district events before and after they happen for the host club's newspaper(s).
 - C. Promote public service announcements on radio stations to promote Junior Civitan and increase awareness of the Junior Civitan organization.
- IV. Promote all international and district projects and fund raisers:
- A. Promote annual international programs and projects and make sure clubs send in reports about local project.
 - B. Promote and attend district-wide project benefiting Junior Civitan's major emphasis project.
 - C. Attend and promote international fund raiser. Raise the goal of donations set for you. Bring more male district or club officers as your district representative.
- V. Promote public relations coordinator election at your district convention in April or May.
- A. Make sure local clubs are electing candidates to run on the district level. Send each club a district intent to run form.
 - B. Train all candidates on the role of the district public relations coordinator and the public relations role each one can become for their club (win or lose).

410 Candidate Campaigning for International Chairpersons Representative on the Junior Civitan International Board of Directors

Revised 7/94

Campaigning may be done through written contact with chairpersons prior to convention. Campaigning at the annual international convention must be done through person to person contact with their peers or during the forum to be held at the Chairpersons meeting during the convention. Election will be held immediately following forum. Each district will be allowed one vote by an appointed Junior district chairperson and there will be no voting by proxy. The elected representative will be announced immediately.

411 Job Description of the Civitan International Board Representative to the Junior Civitan International Board

Adopted 6/91

1. Official liaison of Civitan International board on Junior international board as ex-officio member.
2. Ex-officio member of committees as deemed necessary by the Junior international president.
3. Attend Junior international board meetings and convention as outlined in the Junior international bylaws.
4. Maintain contact with Junior international officers and department of youth development.
5. Assist youth development department in the promotion, organization, planning and execution of the Junior international convention.
6. Promote all international activities.
7. Present recommendations and proposals of Civitan International board to Junior international board.
8. Assist Junior international president and director of youth development in presenting recommendations and proposals of Junior board to senior board.
9. Advise, inspire and motivate Junior international officers in their respective positions.
10. Promote the Junior organization to other senior directors and assist them along with staff in promoting the Junior program within their region.
11. Member of Junior International Honor Key Committee as outlined in Junior international policy #301.
12. Present Junior international honor keys to Junior international officers at the close of the Junior international convention.

412 Junior Civitan Governor

Adopted 8/95

Due to the many responsibilities and travel requirements of the position, Junior Civitan International recommends that the district governor be at least sixteen years old or a rising junior in high school (or U.S. equivalent) upon election.

413 Job Description of the Junior Civitan Chair Representative to the Junior Civitan International Board

Adopted 1/96

1. Official liaison of Junior Civitan District Chairs on Junior international board as ex-officio member.
2. Ex-officio member of committees as deemed necessary by the Junior international president.
3. Attend Junior international board meetings and convention as outlined in the Junior international bylaws.
4. Maintain contact with Junior international officers and department of youth development.
5. Assist youth development department in the promotion, organization, planning and execution of the Junior international convention.
6. Promote all international activities.
7. Present recommendations and proposals of Junior District Chairs to Junior international board.
8. Advise, inspire and motivate Junior international officers in their respective positions.
9. Promote the Junior organization to senior governors by including them on mailing list of newsletters.
10. Member of Junior International Honor Key Committee as outlined in Junior international policy #301.
11. In the event the Senior Board Representative is unable to attend the Junior Civitan International convention, the International Chair Representative will present International Honor Keys to Junior international officers.

414 International Director Seating

Adopted 6/06

Each director elected at the annual convention shall assume one of three seats on the international board of directors. Each director's numerical seat on the board shall be determined pursuant to descending alphabetical order by last name.