

**Alabama District North**  
**Civitan International**  
**Polices and Procedures Manual**

**Revised July 31, 2010**

## Table of Contents

0101	Name of District
0102	District Dues
0103	Policy Development
0104	Registration Fee for District-Wide Meetings
0105	Registration Fee for District Annual Convention
0106	Policy Drafting
0107	Administration in Absence of Policy
0108	Adoption of District Policies
0109.1	Area Boundaries
0109.2	Distribution of District Directors
0110	Composition of District Executive Board
0111	Composition of District Staff
0112.1	Candidate Requirements for District Officers
0112.2	Responsibilities of District Officers
0112.3	Responsibilities of District Board of Directors
0113	District Leadership Training
0114	Preparation for Executive Board Meeting Agenda
0115	District Executive Board Meetings
0116	District Executive Board Meeting
0117	District Meeting Minutes
0118	District Committees
0119	Standing Committee Procedures
0120	Awards Program
0121	District Honor Key
0122	District Expense Reimbursement
0123	Annual Budget
0124	Internal Accounts
0125	Transfer of Funds between Accounts
0126	Expenditures
0127	Investment Guidelines
0128	Financial Statements
0129	District Secretary-Treasurer Compensation
0130	Transfer of District Funds and Records from One Administration to Another
0131	Civitan ECHO
0132	Procedure for Presentation of Plans and Programs for the next Fiscal year
0133	Special Courtesies to Past District Governors
0134	Solicitation of Funds Prohibited
0135	Hosting International Representatives
0136	Club Participation in District Affairs
0137	Clubs not in Good Standing

**Alabama District North  
Civitan International  
District Executive Board Policy**

**#0101 District Name**

Adopted: October 1, 1982, Amended: October 3, 1987

The name of the District shall be Alabama District North of Civitan International Incorporated.

**#0102 District Dues**

Adopted: October 1, 1982

Amended: October 03, 1987; March 19, 1982, August 18, 2001

District dues shall be \$2.00 per member per quarter, due and payable the 20th of the first month of the quarter. Payment will be based on membership billing roster received from Civitan International. Clubs shall pay dues for a minimum of twenty members unless the District Executive Board authorizes a reduced amount for troubled clubs.

The district secretary-treasurer will bill all clubs for dues not received prior to the due date. Dues are payable by the end of the first month of the current quarter. The District will utilize Civitan International for collection of District dues.

New clubs shall pay dues for a minimum of fifteen members for the first year commencing with the third quarter after charter, and for a minimum of twenty members after the first year.

District dues shall be waived for all developmentally disabled members of a club which is made up predominately of members with developmental disabilities.

**#0103 Policy Development**

Adopted: October 1, 1982

Amended: May 1, 2010

It is the responsibility of the District Executive Board to develop policies as needed to serve as guidelines and goals for the successful and efficient functioning of the District.

The Executive Board considers policy development as one of the chief functions along with providing decisions and guidelines for the operation and development of the District based on District policy.

The Executive Board accepts the definition of policy as:

Policies or principles adopted by the District to chart a course of action for the District. Policy should be broad enough to indicate a line of action to be followed by the administration, yet specific enough to give clear guidance. Policies are guides for action by the administration to set rules and regulations to provide specific directions to the administration and levels of Civitan of the District.

It is the Executive Board's intention that District policies serve as sources of information and guidance for all Civitans of Alabama District North in positions of responsibilities.

Changes in needs, conditions, purposes and objectives will require revisions, deletions and additions to the policies. The Policies and Procedures Committee shall revise and develop policies and procedures as directed by the District Executive Board.

Policies and Procedures shall become "in effect" upon adoption by the District Executive Board. All revised and new policies and procedures shall be presented at the annual District Convention for ratification by the delegates.

#### **#0104 Registration Fee for District-Wide Meetings**

Adopted: October 01, 1982

Amended: October 03, 1987; March 18, 1988; August 18, 2001; August 15, 2009

The registration fee for district-wide meetings shall be determined by the Executive Board and shall not exceed fifteen dollars per member in attendance. Each club in the district shall be required to pay one registration fee for each district-wide meeting.

First time attendees at any district-wide meeting, except convention, shall not be charged a registration fee.

A Past-International President attendee at any district-wide meeting shall not be charged a registration fee.

Special guests of the district that have been invited to be on the program with the approval of the Executive Board shall have their registration fee paid for them by the district.

Actual expenses incurred by non-delegates shall be their responsibility. The expenses of non-delegates will be determined by the function(s) that they plan to attend. Actual expenses incurred by the spouses, family members and guests of Civitans in attendance shall be the responsibility of the member.

#### **#0105 Registration Fee for Annual Convention**

Adopted: October 01, 1982

Amended: October 03, 1987; October 01, 1988; August 18, 2001; August 15, 2009

A registration fee for District Annual Convention shall be determined by the Executive Board and shall not exceed sixty dollars per member in attendance. Each club in the District shall be required to pay at least one registration fee for each convention. Clubs with membership of fifteen to twenty-four members shall be required to pay one registration fee and clubs with over twenty-four members will be required to pay two registration fees.

A Past-International President attendee at the District Annual Convention shall not be charged a registration fee.

Special guests of the District that have been invited to be on the program with the approval of the Executive Board shall have their registration fee paid for them by the District.

Actual expenses incurred by non-delegates shall be their responsibility. The expenses of non-delegates will be determined by the function(s) they plan to attend. Actual expenses incurred by spouses, family members and guests of Civitans in attendance shall be the responsibility of the member.

#### **#0106 Policy Drafting**

Adopted: October 1, 1982

Amended: October 3, 1987; May 1, 2010

Adoption of new policies or changing existing policies will be the responsibility of the Executive Board and subject to revision at the Annual Convention.

The District Governor shall report to the Executive Board as requested or determined necessary on the policies in operation and shall propose such changes as deemed necessary.

Written notification of any policy changes by the Executive Board shall be mailed to each club at least thirty days prior to the Annual Convention, unless an emergency situation arises immediately prior to the convention. See Article V, Sections 29 through 32 of Civitan International By-Laws.

Written notification of any policy changes shall be mailed to each district board member at least 20 day prior to any board meeting.

### **#0107 Administration in Absence of Policy**

Adopted: October 1, 1982

The Alabama District North Executive Board will be responsible for any decisions related to District in the absence of District policy.

### **#0108 Adoption of District Policies**

Adopted: October 1, 1982

Amended: October 3, 1987

It shall be the policy of the District that:

1. District policy shall be adopted by the District Executive Board.
2. A copy of all the policies shall be forwarded to members of the District upon request in writing and reimbursement of cost.
3. All District Policies must not conflict with the Constitution and By-Laws of Civitan International.

### **#0109.1 District Boundaries**

Adopted: August 15, 2009

Consistent with the by-laws of Civitan International, the management, operation and territorial boundaries of the districts shall be governed by the Civitan International Board of Directors and outlined in the policies of Civitan International. The boundaries for Alabama District North consist of the following counties in alphabetic order:

Blount  
Calhoun  
Cherokee  
Clay  
Cleburne  
Colbert  
Cullman  
DeKalb  
Etowah  
Fayette  
Franklin  
Jackson  
Lamar  
Lauderdale  
Lawrence  
Limestone  
Madison  
Marion  
Marshall  
Morgan  
Randolph  
St. Clair  
Talladega  
Walker  
Winston



### **#109.2 Area Boundaries**

Adopted: October 1, 1982

Amended: October 3, 1987

It is the policy of Alabama District North that:

1. Area boundaries shall be reviewed at least annually by the District Executive Board.
2. If the Board determines that the boundaries should be changed, it shall have the authority to make the changes.
3. If changes are made, the Executive Board shall attempt to implement such changes at least thirty days prior to the spring Area meetings to facilitate the nomination process for Area Directors.

### **#0109.3 Distribution of District Directors**

Adopted October 1, 1982

Amended October 3, 1987; August 22, 1998

Alabama District North shall be divided into geographical areas. There shall be no more than one director from any one area. The Area Directors shall be elected by the District at the Annual Convention.

### **#0110 Composition of District Executive Board**

Adopted: October 1, 1982

Amended: October 3, 1987; October 1, 1968; August 22, 1998; August 20, 1999;  
August 15, 2009; October 10, 2009; May 1, 2010

The regular members of the District Executive Board shall consist of the following:

Voting Members:

- Governor
- Governor-Elect
- Immediate Past Governor
- Senior Director (Past Governor)
- Area Directors

Non-voting Ex Officio Members

- Secretary, Treasurer or Combination
- Judge Advocate
- Growth and Retention Manager
- Junior Civitan Governor

### **#0111 Composition of District Staff**

Amended: October 3, 1987; May 1, 2010

The members of the District Staff shall consist of the following:

- Governor
- Governor-Elect
- Immediate Past Governor
- Senior Director
- Area Directors
- Committee Chairpersons
- Project Chairpersons
- Other Appointees (as stipulated by District Policy)

### **#0112.1 Candidate Requirements for District Officers**

Adopted: October 1, 1982

1. A candidate for the office of **District Governor** or District **Governor-Elect** shall:
  - a. Be an active member in good standing of a chartered Civitan club in good standing in his/her district.
  - b. Secure the endorsement of his/her club or a majority of the clubs in his/her area.
  - c. Have served as a Club President for a full year or major portion thereof and have served as Area Director, or District Secretary-Treasurer for a full year or major portion thereof, or have served no less than two years as chairperson of one or more standing committees of his/her district.
  - d. In the case of candidates for the office of Governor or Governor-Elect, the Regional Director, or other International Officer, shall consult with current Governor, or Governor-Elect if one is currently serving, and the Regional Director, or other International Officer, may waive any or all of the requirements set forth in subsection c. above if no other qualified person is willing to run.
2. A candidate for the office of **Area Director** shall:
  - a. Be an active member in good standing of a chartered Civitan club in good standing in his/her district.
  - b. Have served as a Club President for a full year or major portion thereof or as a chairperson of a standing committee of his/her district for at least one year.

***Above criteria for candidates for the office of District Governor or District Governor-Elect or Area Director may be waived by the District Board where there is no other qualified person to run.***

3. Term of Office
  - a. Odd numbered Area Directors will be elected in odd numbered years. Even numbered Area Directors will be elected in even numbered years.
  - b. The term of office of Area Directors will be two years and for the Senior Director will be one (1) year.
  - c. No Area Director or Senior Director can serve consecutive terms.
  - d. A director completing the un-expired term of another director can run for re-election.
4. An individual appointed to the office of **Manager of Growth and Retention** shall:
  - a. Be an active member in good standing of a chartered Civitan club in good standing in his/her District.
  - b. Have participated in one or more Civitan International New Club Building seminars.
  - c. It is also strongly recommended that the District Growth and Retention Manager have built at least one existing senior club at the time of his appointment.

## **#0112.2 Responsibilities of District Officers**

Adopted: November 13, 1987

Amended: August 22, 1998; August 15, 2009; October 10, 2009; May 1, 2010

### **1. District Governor**

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

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

- A. Preside at all District-wide meetings, District conventions and meetings of the District Board.
- B. Serve as ex officio member of all District Committees.
- C. Appoint District officers, project chairmen and District committees as provided by the By-laws of Civitan International and in District policies. Recommend ad hoc committees as needed.
- D. Work with the District Board to develop policies and programs for the District.
- E. Work with the Area Directors, projects chairpersons and District committees to insure that the policies and programs of Civitan International and the District are carried out.
- F. Remove from office any appointed District Officer who is unable or fails to perform his/her duties.
- G. Appoint person to fill any office (other than Governor-Elect) in the event of vacancy.
- H. Attend the Governor's Update meeting, the annual convention of Civitan International plus any special meetings for Governors held prior to or after the International convention at the convention site and any meetings or conferences conducted by Civitan International or the Regional Directors for District Governors,
- I. Attend all the District-wide meetings and area meetings in his/her district.
- J. Prepare for District Board approval program, format and agenda for District-wide meetings, and District conventions and prepare the agenda for meetings of the District Board. Prepare or supervise the preparations of the format and agenda for area meetings.
- K. Designate Parliamentarian for District-wide meetings and District Conventions.
- L. Perform any other responsibilities or duties required by the By-Laws, or assigned by the International Board and/or the District Board.

## **#0112.2 Responsibilities of District Officers (Continued)**

### **2. District Governor-Elect**

**Responsibilities:** The Governor-Elect is responsible for becoming familiar with all District Civitan activities and to prepare for assuming the job of Governor. He/she is to assist the current Governor in every way possible to insure the efficient operation of the District and to prepare for the orderly transition from one administration to the other.

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

- A. Prepare an annual budget and submit to the District Board and Convention for approval.
- B. Prepare annual goals and submit to the District Board and Convention for approval.
- C. Determine time and location for District Meetings and the Annual Convention and submit this to the District Board and annual Convention for approval.
- D. Assume the office of Governor in the event of a vacancy.
- E. Develop plans and programs for District operation and growth for the next fiscal year.
- F. Appoint, for the next fiscal year, Projects Chairperson, Committee Chairpersons and committees prior to the last District Board meeting before the annual convention. Submit the names to the District Board for review and approval. Announce names of appointees to the annual convention.
- G. Provide for training of District and Club officers for next fiscal year and insure they are trained.
- H. Attend the Governors-Elect Academy, the annual convention of Civitan International, plus any special meetings for Governors-Elect held prior to or after the International convention at the convention site, and any other conferences conducted by Civitan International or the Regional Director for Governors-Elect.
- I. Attend all District-wide meetings, District convention and meetings of the District Board.
- J. Perform any other responsibilities or duties assigned by the District Board or the Governor.
- K. Perform any other responsibilities or duties assigned by the International Board.

### **3. District Immediate Past Governor**

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

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

- A. Coordinate and manage the International Awards Program within the District. He/she shall promote participation by individuals, clubs and the District in the International Awards Program by soliciting entries and assisting with the application process.
- B. Serve as liaison between Civitan International and the district.
- C. Execute such other duties and responsibilities as may be assigned by the Governor or Executive Board.
- D. Chair the nominating committee.

## **#0112.2 Responsibilities of District Officers (Continued)**

### **4. Area Director**

**Responsibilities:** The Area Director is directly responsible and accountable to the Governor for the proper operation of the clubs in the assigned area. He/She is to provide whatever consultation and assistance needed.

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

- A. Conduct a minimum of four conferences/visitations with his/her assigned clubs as required of Civitan International and the District.
- B. Visit each newly affiliated club in the assigned area within thirty days of chartering and thereafter as often as directed by District Executive Board or Governor
- C. Report to the Governor and Civitan International on the prescribed form for each conference/visitation within thirty (30) days.
- D. Conduct area meetings as directed by district Governor as required and defined by Civitan International policies.
- E. Provide liaison between clubs, club presidents and the District Governor with reference to policies and standards for clubs established by Civitan International and the District.
- F. To assist the Governor and/or Governor-Elect to provide that all club officers are properly trained as required by Civitan International.
- G. Encourage inter-club relations.
- H. Promote club attendance at all area, District-wide and International functions.
- I. Attend all district-wide meetings, District convention and any other meetings called by the Governor or the District Board which require their attendance.
- J. Perform all other responsibilities and duties assigned by the Governor.
- K. Work with District Manager of Growth and Retention.
- L. Work with district committees as defined by Alabama District North policies.

### **5. Senior Director**

**Responsibilities:** Shall be a member of the District Board and help perform all duties assigned by it.

**Duties:** It shall be the duty of the Senior Directors to:

- A. Perform duties related to the general duties and specific tasks of the District Board, as stated in policy #0112.3.
- B. Perform other policy-making and planning responsibilities and duties assigned by the District Board and Governor.
- C. Preside at the Past Governor's Meeting to provide the name of the senior director to the nominating committee.
- D. Preside at the Past Governor's Breakfast.

## **#0112.2 Responsibilities of District Officers (Continued)**

### **6. District Secretary**

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

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

- A. Attend all District-wide meetings, conventions and District Board meetings and act as the Secretary of said meetings.
- B. Keep minutes of all District-wide meetings conventions and meetings of District Board. Transmit copies of these minutes to Civitan International and other designated by the Board within thirty days of close of each meeting.
- C. Preserve and have accessible District Policies and Procedures manual.
- D. Mail timely notice all District-wide meetings and conventions to all District Officers and club presidents.
- E. Mail notice of upcoming vacancies to District Officers and requirements for office to all current District Officers and club presidents.
- F. Perform any other responsibilities and duties as may be assigned by the District Board or the Governor.
- G. Meet with the person scheduled to succeed to the office for the next term to provide training, guidance and an orderly transfer of records and books.

### **7. District Treasurer**

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

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

- A. Obtain fidelity bonding with a value equal to the total amount of the district budget plus any liquid assets such as certificates of deposits. The cost of the fidelity bond shall be paid by the district.
- B. Keep accurate and complete records, following good accounting principles, of all District financial transactions.
- C. Submit financial statements and records as required by the By-laws and Policies of Civitan International, the policies of the District, or by the District Board.
- D. Receive and deposit all monies due the District.
- E. Disburse monies within limitations of the District budget or by specific instructions of the District Board or the delegates to the District convention.
- F. Furnish written report of District finances to each meeting of the District Board and to the annual District Convention.
- G. Close the books at the end of the fiscal year and submit them for audit as required by the By-Laws and Policies of Civitan International.
- H. Attend all District-wide meetings, conventions and meetings of the District Board.
- I. Perform any other responsibilities and duties as may be assigned by the District Board or Governor.
- J. Submit reports as may be required by state and federal laws.
- K. Meet with the person scheduled to succeed to the office for the next term to provide training, guidance and an orderly transfer of books and records.

## **#0112.2 Responsibilities of District Officers (Continued)**

### **8. District Chaplain**

The District Chaplain shall be appointed by the Governor-Elect prior to the Convention at which he or she becomes Governor. It is recommended that the Chaplain be a clergy person.

**Responsibilities:** The District Chaplain will perform such duties as usually pertain to the function of a chaplain.

**Duties:** It shall be the duty of the Chaplain to:

- A. Be available to offer an invocation and a benediction at all District meetings.
- B. Conduct a service at the annual convention to memorialize those Civitans who have died in the past year. The local Club Chaplains are encouraged to provide these names along with their clubs' names in writing at the Convention to aid the chaplain and the secretary.
- C. At the request of the ECHO editor, submit an article to be published at least annually in the ECHO. The subject matter of the article shall be nonpolitical and nondenominational in nature. The frequency will be at the editor's discretion. Any such request must be made a minimum of 30 days prior to publication deadline.
- D. As a courtesy, the District Chaplain should be asked to have a prayer at any Charter event within the bounds of his or her District.

### **9. District Sergeant-at-Arms**

The District Sergeant-at-Arms shall be appointed by the Governor-Elect prior to the Convention at which he or she becomes Governor.

**Responsibilities:** The District Sergeant-at-Arms will perform such duties as usually pertain to the function of a sergeant-at-arms.

**Duties:** It shall be the duty of the Sergeant-at-Arms to:

- A. Preserve order at all times.
- B. Take care of all the property of the district.
- C. See that the national flag is present and displayed at the right side of the speaker's table
- D. See that all club banners are displayed.
- E. See that all things are done to assure that everything in the meeting place is set up properly.
- F. If possible, see that the meeting place's temperature is set at a comfortable level.
- G. Perform other duties as assigned by the governor.

## **#0112.2 Responsibilities of District Officers (Continued)**

### **10. District Manager of Growth and Retention**

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

**Responsibilities:** The District Growth Manager shall manage the growth and retention program on the district level and shall operate under the direction of the District Board.

**Duties:** It shall be the duty of the Growth and Retention Manager to:

- A. Communicate the need for growth, methods to achieve growth and benefits from these efforts to all members.
- B. Supervise and direct the district growth program.
- C. Conduct growth related education and training seminars on a regular basis.
- D. Assist all District Officers and growth personnel as needed.
- E. Perform any other responsibilities and duties as may be assigned by the District Board of the Governor.
- F. Attend the Growth and Retention Managers training seminar as required by the By-Laws and Polices of Civitan International.

## **#0112.2 Responsibilities of District Officers (Continued)**

### **11. District Judge Advocate**

The District Judge Advocate shall be appointed by the Governor-Elect prior to the convention at which he or she becomes governor. The District Judge Advocate shall take office at the beginning of the Civitan year and shall serve a term of one year and shall be an ex-officio member of the District Board of Directors.

**Responsibilities:** The District Judge Advocate shall be an advisor and counselor to and for the district, the district officers and the board of directors. He or she shall perform those duties specified to be performed by a district judge advocate in the bylaws of Civitan International. He or she shall advise and assist the clubs of his or her district in complying with the terms and provisions relating to incorporation and corporate governance and shall advise and assist his or her district in the performance of required corporate duties. The district judge advocate shall serve as parliamentarian at district meetings and conventions and at meetings of the board of directors and, to this end, shall acquaint himself or herself with parliamentary procedures as prescribed in Robert's "Rules of Order."

**Duties:** It shall be the duty of the District Judge Advocate to:

- A. Attend all district meetings, conventions, and meetings of the board of directors.
- B. Have, on hand, at all district board and business meetings, a copy of Robert's "Rules of Order."
- C. Whiles serving as parliamentarian, advise and counsel the board of directors when a question of parliamentary procedure arises.
- D. Give his or her interpretation of district policy at the request of the governor, governor-elect or the board of directors. In respect to this duty, in no case, shall the judge advocate have authority over the board of directors.
- E. Assist newly chartered clubs in the preparation of their articles of incorporation and bylaws upon request by directing them to the attorney on staff at Civitan International.
- F. Review district fidelity bonds to see that each has such bonds as required by Civitan International constitution and bylaws and by district policy.

### **#0112.3 Responsibilities of the District Board of Directors**

Adopted: November 13, 1987

Amended: August 22, 1998; October 10, 2009; May 1, 2010

**Responsibilities:** The business of the district shall be administered and managed by the District Board in accordance with the By-Laws and Policies of Civitan International.

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

- A. Monitor and give general supervision and direction to the administration of the district.
- B. Function as the principal policy-making group for the district.
- C. Develop plans for the district and its programs.

It shall be the specific tasks of the District Board to:

- A. Adopt new district policies and make changes in existing policies.
- B. Establish and change areas of the district for efficiency of administration.
- C. Review and approve the Governor-Elect's planned work program and appointments for his/her year as Governor.
- D. Approve ad hoc committees submitted by the Governor.
- E. Approve a district budget for the subsequent year.
- F. Review the annual audit report of district finances.
- G. Determine whether Governor or Governor-Elect is unable fulfill the duties of office and recommend removal from office, if necessary.
- H. Approve date and place of district-wide meetings and special conventions and dates of annual conventions.
- I. Approve program of annual conventions.
- J. Call special conventions, if needed.
- K. Determine what, if any, district business is to be conducted at district meetings other than conventions.
- L. Determine method of certifying voting delegates to district conventions.
- M. Determine distribution of minutes of District-wide meetings and conventions.
- N. Approve disbursal of all district funds that are consistent with budgeted items.
- O. Determine that district finances are managed in accordance with accepted accounting practices.
- P. Determine official depositories for district funds.
- Q. Designate officers for signing district checks.
- R. Establish and provide effective control of and review budgets for existing and future district projects with emphasis on projects of a short term nature.
- S. Perform any other responsibilities or duties assigned by the International Board of Directors as deemed necessary for the smooth operation of the district.

### **#0113 District Leadership Training**

Adopted: October 1, 1982

Amended: October 3, 1987, August 20, 1999; May 30, 2009

District-wide leadership training will be provided as soon after the annual club elections as feasible, to be no later than August 31. All incoming officers will be required to participate in leadership training in order for the club to be in good standing. The deadline for the completion of officer training shall be November 15.

An exception shall be made in the case of the club Secretary-Treasurer that has been trained within the past two years.

Each club shall pay a training fee as the amount will be set by the District Executive Board.

## **#0114 Preparation for Executive Board Meeting Agenda**

Adopted: October 1, 1982

Amended: August 22, 1998

The agenda for each meeting and notice of meetings of the Alabama District North Executive Board shall be prepared by the Governor as chairman. A written notice of the time and place of all meetings of the Board shall be mailed to each member of such Board by the District Secretary-Treasurer no later than twenty days prior to such meetings.

All clubs in the District will be provided a written notice of the time and place of the meeting. Any matter not on the agenda may be considered by the unanimous consent of the Executive Board members present.

## **#0115 District Board Meetings**

Adopted: October 1, 1982

Amended: November 13, 1987; August 22, 1998; May 30, 2009; May 1, 2010

District Board Meetings shall be governed by the following policies:

1. **QUORUM:** The presence of a majority of the total regular voting members of the Executive Board constitutes a quorum. Ex Officio non-voting members of the Executive Board shall not be counted in determining a quorum.
2. **CHAIRMAN:** The District Governor shall be the Chairman of the Executive Board. In the absence of the Governor, the presiding officer shall be the Governor-Elect or the Immediate Past Governor, in that order.
3. **REGULAR MEETINGS:** Regular meetings of the Executive Board shall be scheduled by the District Executive Board Chairman and held at the following times:
  - i. At least once between those months in which district-wide meetings and conventions are held.
  - ii. At district-wide meetings
  - iii. At the annual convention

9. **AGENDA:** The official agenda for regular meetings shall be prepared by the Governor and sent to all Executive Board members seven (7) or more days prior to the meeting,

Consideration of any item that does not appear on the official agenda of a regular meeting shall be limited to five minutes. The unanimous consent of members present shall be required in order for such items to be voted upon at that meeting or to be discussed in excess of the five minute limit.

The agenda of any Special Meeting shall be limited to those items specified in the official notification of that meeting.

5. **MOTIONS:** Motions may be made, if a quorum is present, by any regular voting member, subject to policies pertaining to the agenda. A simple majority of affirmative votes by voting members present shall be required to pass any motion.
6. All Executive Board meetings shall be open to any Civitan of the District.
7. **EXECUTIVE SESSION:** The Executive Board may vote itself into Executive Session when it needs to address something in confidence. All non-board attendees shall be removed from the room, and no record shall be kept of the session.
8. **MEETING RECORDS:** Complete minutes of each Executive Board meeting shall be sent to Board members no later than thirty (30) days following each Executive Board meeting. Minutes of the meeting shall be sent to Past Governors of the District where feasible. Minutes of the meeting shall be sent to Civitan International.

All actions of the Executive Board shall be recorded by roll call vote if not unanimous. Abstentions shall be prohibited except where there is clearly a personal involvement or conflict of interest in the question.

9. **RULES OF ORDER:** The rules contained in the most recent edition of Roberts Rules of Order shall govern in all matters not specifically determined by these policies.

## #0115 District Board Meetings (Cont'd.)

10. SPECIAL MEETINGS: Special meetings of the Executive Board may be called by the District Executive Board Chairman or by any three (3) regular members of the Executive Board. Both regular voting members and ex officio non-voting members of the Executive Board may attend a meeting by electronic media by means of which all persons participating in the meeting can hear each other.

The procedure for conducting a meeting by electronic media shall be as follows:

- a. The meeting shall conform to all the policies for district board meetings.
- b. The chairman shall email all parties involved with a choice of three (3) possible dates and the time and a deadline to respond with their choice.
- c. Based on the response from the majority, the chairman shall setup the call with the telephone company.
- d. The chairman shall email all parties informing them of the date and time that the meeting will be held along with the conference call telephone number and pass code.
- e. Those wishing to participate in the meeting shall call the conference call telephone number and respond to a recorded message asking for the pass code. After dialing the pass code, the caller will hear a tone and shall, in response, state his or her name.

At this time, the chairman will welcome the caller and the secretary shall record their attendance.

- f. When all are present, the chairman shall call the meeting to order.
- g. Before someone wishing to make a motion or speak to a motion, they shall first get the attention of the chairman by stating "mister or madam chairman."
- h. To avoid confusion, once someone has requested recognition, no one else shall make a request for recognition.
- i. To recognize the one wishing to speak, the chairman shall respond by saying "Who wishes to be recognized?"
- j. After being recognized by the chairman, he or she shall state his or her name.

The difference between this "electronic" meeting and a meeting where participants are physically present will be that they must remember to identify themselves for the others and for the secretary.

### **#0116 District Executive Board Meetings**

Adopted: October 1, 1982

Amended: November 13, 1987; August 17, 1991

The District Executive Board will meet during the month of October. Future Executive Board meetings for the Civitan year will be set at that time.

### **#0117 District Meeting Minutes**

Adopted: October 1, 1982

The District Secretary-Treasurer is responsible for recording the meeting minutes of each District meeting. Upon request to the District Secretary-Treasurer, clubs will be mailed the minutes of any District-wide meeting and the club will be billed for the expense incurred. A copy of the minutes of the District-wide meetings and the District Convention shall be forwarded to Civitan International.

### **#0118 District Committees**

Adopted: October 1, 1982

Amended: November 13, 1987; April 07, 2001; May 30, 2009; August 15, 2009; May 1, 2010

Alabama District North will have the following committees:

1. Revenue Committees:
  - a. Candy Box/Coin Box Committee
  - b. Claxton Fruitcake Committee
  - c. Vidalia Onion Committee
2. Youth Activities Committees:
  - a. Junior Civitan Committee
  - b. Essay Contest Committee
  - c. Citizenship Seminar Committee
3. Campus Civitan Committee
4. Growth and Retention Committee
5. Rebuilding Committee
6. Training Committee
7. Leadership Development Committee
8. The Policies and Procedures Committee
9. Awards Committee
10. ECHO Committee
11. District Project Committee
12. District Directory Committee
13. Annual District Convention:
  - a. Convention Coordinator Committee
  - b. Credentials Committee
  - c. Resolutions Committee
14. Ad hoc Committees as needed

## **#0119 Standing Committee Procedure**

Adopted: October 1, 1982

Amended: November 13, 1987; May 30, 2009; May 1, 2010

The District Governor shall appoint chairpersons or co-chairpersons for each of the standing committees. The Governor and the appointed chairperson(s) shall select the committee members except where otherwise indicated. Committee goals and time objectives, in writing, will be provided to the Governor and District Executive Board for approval and recommendations within thirty days after the Annual Convention. Written reports as requested by the Governor shall be made by the committee chairperson(s). Any chairperson not adhering to the established policies for committee assignments and schedule will be removed from the assignment as deemed necessary by the Governor. Guidelines will be developed to pass on to each successive year with the proven successes to be used as desired by each committee.

### **A. Specific Guidelines:**

**Club Fund Raising Committees:** The Club Fund Raising Committees are the Candy/Coin Box, Claxton Fruitcake Committee, and Vidalia Onion Committee. Efforts will be coordinated and promoted on a District level to assist clubs in securing information and promotional materials.

**Youth Activities Committees:** The Youth Activities Committees consist of the Junior Civitan Committee, Essay Contest Committee and the Youth Citizenship Seminar Committee.

## **#0119 Standing Committee Procedure (Continued)**

**B. The Vidalia Onion Committee** shall be responsible for conducting and managing the Vidalia Onion Fundraising Project for the district. The committee shall develop plans which include the following:

1. the grower's price, delivery date;
2. proposed cost to clubs, profit for district;
3. order and payment deadline for the clubs;
4. time for presenting the above information to the District Executive Board for approval; and,
5. after approval of the board and working in coordination with Area Directors, delivery date, delivery times and locations for specific clubs.

The committee shall endeavor to get competitive pricing from various growers and shall not enter into any contract with any grower extending for more than one year. The committee shall request and receive a letter from the grower indicating the price and anticipated deliver date before any order is placed with the grower.

The committee shall send a letter and order form (may use e-mail with form attached) to each club president. The letter will give a brief description of the onion project, cost of onions, how to make payment, order mailing address, and drop locations.

The order form will request the club name, contact name and phone number, number of 5 pound bags of onions needed, and the drop location preferred.

Payment shall accompany the club's order. Orders without payment will not be accepted. The committee shall collect all payments and orders from clubs. All payment shall be on a Civitan Club Check, made out to "ALABAMA DISTRICT NORTH CIVITAN" and marked for Vidalia Onion Fundraising Project.

When an order is received, the committee shall verify its correctness. If the order is not correct, the committee shall inform the District Treasurer, to either refund an overpayment or to issue an invoice for the underpayment. Also, if a club's check is returned due to insufficient funds, the District Treasurer shall issue an invoice for the amount of the returned check. The club shall be considered "not in good standing" until their indebtedness to the district is paid.

After the deadline, orders will not be accepted. After the deadline and the correctness of all orders have been verified, the committee shall place an order with the grower. The committee shall furnish the grower the location, the amount of onions to drop, and the name of the person in charge for each drop site.

The committee shall deliver all monies to the Alabama District North Treasurer with a copy of the order placed with the grower showing the money due the grower. The District Treasurer shall pay for the onions after an invoice has been received from the grower.

It is the responsibility of the Area Directors to:

1. Provide information to their clubs about the onion project and encourage their clubs to participate,
2. Work with the committee to identify drop locations for onions to be delivered in their respective areas,
3. Obtain from their clubs the name and contact information of the person that will be picking up their club's onion order,
4. Contact the club's president or onion project chair as to the time, place and date of onion delivery,
5. If there is a drop location in their area, be in charge or be responsible for having someone in charge of the drop site on the delivery date with a list of clubs showing their onion order to insure that the orders are filled correctly, and
6. Provide the location of the drop site and contact information of the person in charge of that drop site to the committee.

## **#0119 Standing Committee Procedure (Continued)**

**C. The Junior Civitan Committee** shall direct all efforts of the District Junior Civitan program and be responsible to develop Junior Civitans as a District program. The chairperson shall be appointed and approved at the spring meeting of the District Executive Board and assume his/her responsibilities at the beginning of the Junior Civitan year. Diligence will be made to provide learning opportunities for the chairperson so as to cause each Junior Civitan year to build on the past year. Specific responsibility will be assumed by the chairperson to provide regular communication to the Senior Clubs in the District for the purpose of creating interest in development of new Junior Civitan Clubs. The chairperson shall make a report at the Annual District Convention.

The Junior Civitans will be expected to participate in selected activities as promoted by Junior Civitan International. The Junior Civitan Chairperson(s) will be expected to participate in all Junior Civitan District meetings. Money budgeted for Junior Civitan activities shall cover travel reimbursement, registration fees and lodging needed by this committee for the purpose of training and/or attendance at activities planned by Civitan International or the District.

**D. The Essay Contest Committee** shall be responsible to promote the essay program by having contact with the Senior Clubs and urging their assistance in developing interest in the essay contest. The rules, awards and recognition will be coordinated with the Governor and Executive Board.

**E. The Youth Citizenship Seminar Committee** shall coordinate the Harding College Citizenship Seminar, promoting participation of the Senior Clubs in selection of students to be offered the opportunity to attend the seminar. Printed materials and required registration forms will be the responsibility of this committee.

**F. The Growth and Retention Committee** shall develop District guidelines to complement International guidelines for club building, membership and retention of District Civitans. In conjunction with the Governor and Executive board, the committee shall develop goals and time objectives to be implemented by the committee to cause the chartering of new clubs in the District and methods for better membership retention.

**G. The Rebuilding Committee** shall be responsible for assisting identified clubs with organizational and membership problems. Working with existing club officers, the committee will help in the following areas as needed: establishing a meeting time and place; recruiting potential members; conducting membership meetings by providing an emcee and guest speakers; and identifying fund raising and service projects. The committee shall utilize free publications and materials from Civitan International for recruitment efforts and membership meetings.

The following procedure shall be used by the district in identifying and making plans to rebuild a troubled club:

1. Identify the club in trouble. This is to be confirmed by the governor and the board by the reports received by the Area Director. The Area Director should know the criteria for identifying a club in trouble. Also, the Area Director should determine if the club desires help.
2. If the club does not desire help, the District Board will determine what to do next.
3. If the club desires help, the governor will contact the Club Rebuilding Chair and inform the chair of the club in trouble and, if known, what the trouble is.
4. The chair will contact the president of the troubled club and arrange a meeting with him, the club's board of directors, or the club's membership. It will be the decision of the club president as to the type of meeting.
5. With the aid of the Area Director, the chair will go to the meeting and determine how the club may be helped.
6. The chair will report back to the governor, the results of the meeting and the plans to help the club.

## **#0119 Standing Committee Procedure (Continued)**

**H. The Training Committee** shall be responsible for conducting the District Training Academy for the purpose of leadership training and development of the District Area Directors. The chairperson shall develop an agenda for the district Training Academy, recommend to the District Governor a time and place for the academy, keep accurate records of all officers trained and send required training reports to Civitan International and the District.

The Training Committee shall promote the training of club officers by:

- a. Informing clubs of the time and place for training club presidents and president-elects,
- b. Informing clubs on the method of training of club secretaries and treasurers,
- c. Encouraging club officers to be trained through promotion at the annual convention and at the first district-wide meeting,
- d. Informing clubs of the deadline for the completion of club officer training, and
- e. Reminding clubs that officer training is a requirement for a club to be in good-standing.

**I. The Leadership Development Committee** shall be responsible for developing a pool of interested Civitans from which future committee chairs, officers and other district positions may be drawn. The Chairperson shall be appointed by the Governor to serve for three years. The Governor-elect shall be a member of the committee. All Past-Governors shall be permanent members of this committee. Additional members shall be appointed to 2-year terms by the Governor as needed. At least one member should be from each Area.

The committee will function mainly through meeting with groups of Civitans who have indicated an interest in serving in some district position. Potential leaders will be given information on all of the district positions and any other information that might be helpful.

The committee will have two types of meetings: one for planning and one for information sharing. The committee will meet at least annually to develop plans for the information meeting. Plans would include creation of a list of potential leaders who have been identified by committee members, as well as agenda topics. Time should be allocated at each district meeting and convention to publicize this committee and its function. A time should be given during the district convention for an informal meeting with interested attendees. This meeting could be held during non-normal convention activity times.

## **#0119 Standing Committee Procedure (Continued)**

**J. The Policies and Procedures Committee** shall be responsible for revising or deleting existing policies and procedures and adding new ones as directed by the District Executive Board. The committee shall review policies and procedures and have the prerogative to recommend revisions, deletions and additions to the District Executive Board. The committee may also consider changes in policies and consider new ones suggested by others.

The committee shall be composed of three members appointed by the governor. To ensure continuity of knowledge of district policies and procedures among the committee members, one new member of the committee shall be appointed each year for a three year term with the senior member rotating off the committee. If, for any reason, a member of the committee is unable to serve the remainder of their term, the governor shall appoint a member to fulfill the unexpired term.

The following duties shall be accomplished by the committee:

7. Revise, delete, or develop new policies and procedures as directed by the District Executive Board.
8. Review, at least annually, all policies and procedures to ensure that:
  - a. They meet the changing needs of the district such as newly formed standing committees and new created district offices or positions.
  - b. They do not conflict with the Constitution and By-Laws of Civitan International.
3. Accept and consider suggested policy changes and additions from others.
4. Recommend to the board of directors changes to the existing policies and procedures which include revising, deleting or adding new policies.
5. Submit a written report to the District Secretary to be distributed at District Board meetings.
6. Compile any changes to the policies and procedures made during the year and send this report to all club presidents, executive board and staff members, at least thirty days prior to the annual convention.
7. Submit changes to the policies and procedures to the delegates for adoption at the annual convention.
8. Keep an updated copy of the policies and procedures in an acceptable word processor format on a computer in possession of one or more members of the committee. For archiving and security purposes, a back up copy of this file shall be kept on a compact disc (CD) or other acceptable media apart from the computer.

## **#0119 Standing Committee Procedure (Continued)**

**K. The District Directory Committee** shall be responsible for publishing the annual copy of the Alabama District North District Directory which shall include the following:

1. The date, time and place of meetings of:
  - a. all district meetings including the District Convention,
  - b. Executive Board meetings,
  - c. regional meeting(s),
  - d. International Convention, and
  - e. other meetings as appropriate for the directory.
2. The Governor's goals for the Civitan year;
3. Listing of Past-International officers in the district with the year they served, name of home club and home district;
4. Listing of Past-Governors in our district with the year they served. name of home club and home district;
5. Listing of International and District Honor Key honorees with key number, date and name;
6. Listings of Junior, Shropshire, and Research Center Fellows with name and date;
7. Listing of Governor Honor Key recipients;
8. Listing of President's Council members with name, club and date;
9. Listing of District Officers with position, name, address, telephone numbers and email address;
10. Listing of District Staff members with position, name, address, telephone numbers and email address;
11. Listing of Area Director club assignments with area number, director's name and clubs in each area;
12. Listing of each club in the district with the following information:
  - a. club name with area number
  - b. location of club with meeting place name and address
  - c. listing of each elected club officer with name, mailing address, residence address, telephone number(s) and email address(es)

The committee shall contact Civitan International to obtain the following information:

- a. club officers with contact information
- b. district honor key recipients
- c. Junior, Shropshire, and Research Center Fellows
- d. President's Council members

The committee will use the information from Civitan International to update the directory listings in each category.

In the event that information for a club is not available at the July 1 deadline for club officer reports, the committee will work with the Governor and Area Directors to contact the clubs directly in order to obtain information for the directory.

After all available information has been collected, the directory will be compiled and taken to the printer. The District Directory shall be printed in a timely manner such that copies will be available at the first district meeting of the Civitan year. Copies of the directory shall be printed for each district officer, staff member, club president and club president-elects. Extra copies shall be printed in anticipations of the building of new clubs and the loss of directories.

## #0119 Standing Committee Procedure (Continued)

**L. Awards Committee:** The chairman of this committee shall be appointed by the Governor and approved by the District Executive Board. Near the end of the Civitan year and after all nominations and applications for awards have been received, the chairman will recommend two or more members to the Governor for approval. As an ex-officio member, the governor may appoint others to this committee. These members shall have no personal interest in the clubs or individuals that have been nominated or have made application for any award. If it is determined that a member has a personal interest with a particular award, they shall recuse themselves from any decision regarding such award.

This committee shall establish such awards and recognition as deemed necessary to encourage participation in District programs. This awards committee will solicit ideas and suggestions from the various committee chairpersons and any other Civitan. Awards should be announced early in the Civitan year as programs are initiated so as to stimulate participation. There may be some awards given as a result of special involvement in our District. The exception to this policy is the established policy regarding the District Honor Key.

## #0120 Awards

Adopted: October 1, 1982

Amended: November 13, 1987; October 1, 1982; August 22, 1998; April 7, 2001; May 30, 2009

The Alabama District North shall maintain an awards program designed to recognize individuals and clubs for outstanding achievement. The policy shall be periodically reviewed by the District Executive Board. Administration of the program and selection of the items, plaques, etc. shall be by the Awards Committee.

Awards to be determined by the Awards Committee:

District Honor Key:	Maximum of three (3)
Most Outstanding Club in the District (Joe Starnes Award):	Banner Patch for Club, Plaque for Club, Special Seating at the Installation Banquet
Most Outstanding Civitan in District (Clarence Williams Award):	Plaque
Most Outstanding New Civitan in District (L.P. Waid Award): (Club member 4 years or less)	Plaque
Most Outstanding Club Builder in District (Dr. Bobbie Walden Award):	Plaque
Most Outstanding Area Director:	Plaque
Most Outstanding Committee Chairperson:	Plaque
Most Outstanding Club Project:	Banner Patch
Most Outstanding Community Project:	Banner Patch
Most Outstanding Newsletter	Banner Patch
Most Outstanding Scrapbook	Banner Patch

The following awards will be determined by District records:

Vidalia Onion Sales	Top Three Clubs	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	Banner Patch
Fruitcake Sales	Top Three Clubs	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	Banner Patch
Candy/Coin Box	Top Three Clubs	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	Banner Patch
Membership:			
Club with the greatest percentage increase in District:			Banner Patch
Individual sponsoring most new members during year:			Plaque

## **#0121 District Honor Key**

Adopted: October 1, 1982

Amended: May 30, 2009

Alabama District North of Civitan International, in recognition for outstanding service to the District, shall present not more than three honor keys each year. The keys presented shall be the District honor keys prescribed by Civitan International. Recommendations for the District Honor Key shall be made to the District Governor and selection shall be made by a committee appointed by the District Governor. Any club may submit names and detailed information, in triplicate, to the District Governor before June 1 of each year. The Governor will, in turn, forward this information to the selected committee for consideration. However, not more than one of these keys may be awarded to members of one club in any one year.

The guidelines to be used by the committee in the selection of Civitans to be so honored shall be:

1. The honor key shall be awarded only for outstanding service to the District in the formation of new club or new clubs, in the material increase in membership of a club or clubs, in the stimulation of greater service to the community by a club or clubs, or in case of unusual service to the District.
2. Continued interest and service to the District over a period of years should be given first consideration.
3. The District Governor shall be presented with an honor key at the Annual Convention at the close of his year as District Governor. This honor key shall not be one of the three mentioned above.
4. The Governor-Elect shall be ineligible to receive the honor key for the year he serves as Governor-Elect.
5. The names of the recipients of the honor key shall be announced at the Annual District Convention and the Civitan so honored called forth for the presentation. The Governor or his/her representative will again present the Honor Key at the appropriate time at the recipient's local club.
6. The names of the recipients of the honor key and the honor key numbers shall be reported to Civitan International and published in the District Directory.

## **#0122 District Expense Reimbursement**

Adopted: January 28, 1983

Amended: March 15; March 18; November 11, 1988; August 22, 1998; August 18, 2001

Governor, Governor-Elect, Immediate Past Governor, Area Directors, Senior Director, Secretary-Treasurer, Growth and Retention Manager, and Junior Civitan Governor:

1. Travel Expenses - Official Business - \$.25 per mile
2. Lodging, Meals, Telephone and Postage incurred while conducting official business.
3. District Meeting: Meeting registration fee, meals and one night's lodging.
4. Annual District Convention: Convention registration fee, meals and two nights's lodging.

Committee Chairperson:

1. Travel Expenses - Official Business - \$.25 per mile
2. Cost of postage, telephone when in performance of official duties.

Official expense reimbursement forms must be used and should be sent to the Governor within forty-five days of the expense. No reimbursement will be made if the form is received after the forty-five day period or after the end of the fiscal year (September 30).

**#0123 Annual Budget**

Adopted: October 1, 1982

The governor-elect shall present his budget to the Executive Board for approval prior to the Annual Convention. The budget will be presented to the Convention for adoption.

**#0124 Internal Accounts**

Adopted: October 1, 1982

The Alabama District North of Civitan International shall operate under a standardized internal accounting system. The District Secretary-Treasurer, in consultation with the District Executive Board, shall establish rules and regulations as necessary to assure conformity with approved accounting procedures.

**#0125 Transfer of Funds Between Accounts**

Adopted: October 1, 1982

Transfer of funds from line item to line item as designated in the budget may be made at the discretion of the Governor or the Executive Board as long as the total funds expended do not exceed the approved budget.

**#0126 Expenditures**

Adopted: October 1, 1982

The Executive Board of the Alabama District North authorizes the District Governor to make expenditures for the general operating budget which may be required to conduct efficient operations within the District. Expenditures for items not covered by the budget shall be brought to the Executive Board for approval prior to expenditure.

**#0127 Investment Guidelines**

Adopted: October 1, 1982

All funds shall be processed and accounted for in strict accordance with existing state and federal statutes. Where residual funds exist that are not for normal day-to-day expenses, nor are exempted by law from investment, these shall be used to purchase interest-bearing securities or placed in interest-bearing accounts with appropriate agencies. These investments shall be reviewed as necessary by the Executive Board. Withdrawal of funds may be made by the Executive Board as necessary.

**#0128 Financial Statements**

Adopted: October 1, 1982

The district financial statement shall be presented by the District Secretary-Treasurer at each Executive Board meeting and the District Convention

**#0129 District Secretary-Treasurer Compensation**

Adopted: October 1, 1982

Amended: December 7, 1990

The individual serving as District Secretary-Treasurer shall be compensated at the rate of \$800.00 annually, with payments to be made on a quarterly basis.

**#0130 Transfer of District funds and Records from One Administration to Another**

Amended: October 1, 1988

The outgoing District administration may retain sufficient funds in the account of such administration to cover anticipated expenses incurred prior to the end of their year; any excess so retained shall be transferred to the current district administration by the first district-wide meeting.

### **#0131 Civitan ECHO**

Adopted: October 1, 1982

Amended: October 1, 1988; August 15, 2009

It shall be the policy of the Alabama District North to publish at least four issues of the *Civitan Echo* each Civitan year. Every effort will be made to produce a publication which will at all times emphasize the high ideals and purposes of Alabama District North. It shall disseminate ideas for greater service and print official announcements and notices to the membership.

The *Civitan Echo* shall publish a disclaimer to the effect that Alabama District North does not endorse or imply endorsement of any product and/or company by selling advertisement space in its official publication.

The following should appear periodically at appropriate times and at the discretion of the editor, subject to approval of the Governor:

1. There shall be a Governor's column in which will appear an article written by or for the Governor to reflect his or her thinking and opinions concerning the Alabama District North of Civitan International.
2. There may be a column written by the Governor-Elect to reflect his or her ideas on Alabama District North and Civitan International.
3. A message written by the District Chaplain should appear at least annually. The content should be strictly in the thinking of the Chaplain, but the subject his shall be nonpolitical and nondenominational in nature.
4. Articles contributed by nationally known authorities on the subject concerned may be used, provided the subject matter is of general interest to business and professional people in areas served by the District.
5. Club activity items of general interest will be published at the discretion of the editor.
6. The passing of any Civitan may be recognized with a feature in the earliest issue following his or her death. The annual necrology report shall be written into the minutes of the annual District Convention and published in the ECHO. The necrology report shall list each Civitan's name, club, and years of Civitan service.
7. At appropriate times, the publication shall publish the official action of the District Convention and Executive Board meetings. And the Civitan Creed should appear in at least one issue each year.
8. A copy of each published edition shall be forwarded to Civitan International, The International Director of the region, and to other District Governors as a means of improving communications.

### **#0132 Procedure for Presentation of Plans and Programs for the Next Fiscal Year**

Adopted: October 1, 1982

Amended: November 13, 1987

The Governor-Elect shall be allowed a segment of time at the District Convention for presentation of plans and programs and dates and places of district meetings for the coming Civitan year.

### **#0133 Special Courtesies to Past District Governors**

Adopted: October 1, 1982

Amended: March 18, 1988

It shall be the policy of Alabama District North to:

1. Introduce the Past Governors in attendance and their spouse at each District meeting and at the Annual Convention.
2. Provide special seating for the Past Governors and their spouse at each luncheon and banquet at the District meeting.
3. Provide special seating for the Past Governors in the voting section at each Annual Convention.
4. Provide the home club of each Past Governor with a patch for the club banner indicating his/her term in office.
5. Provide each Past Governor with an appropriate gift upon retiring from office; said gift to be selected by the Immediate Past Governor. The amount budgeted shall be determined by the Executive Board.
6. The Governor and Governor-Elect shall host a complimentary breakfast for the Past District Governors each year at the Annual District Convention.

### **#0134 Solicitation of Funds Prohibited**

Adopted: October 1, 1982

No Civitan Club of the Alabama District North or any individual shall solicit money to finance any project at any District meeting or convention.

### **#0135 Hosting International Representatives**

Adopted: October 1, 1982; August 18, 2001

Any invited International representative visiting at a District function will be the guest of the District for expenses incurred related to the official business. Registration fees for the District function shall be waived for invited International representatives and their spouses. Travel expenses will be the responsibility of Civitan International.

### **#0136 Club Participation in District Affairs**

Adopted: October 1, 1982

Amended: November 13, 1987

Clubs must be in good standing with Civitan International and Alabama District North in order to be recognized in District business, policy making and elections.

### **#0137 Clubs Not Good Standing**

Adopted: October 1, 1982

Amended: May 30, 2009

A club shall be considered "not in good standing" for any of the following:

1. Delinquent District Dues
2. Delinquent District fees for District meetings or Annual Convention.
3. Delinquent in any indebtedness to the District
4. Not in good standing with Civitan International:
  - a. Club officers not trained
  - b. International dues delinquent
  - c. Delinquent in any indebtedness to International
  - d. Below charter strength