

CONSTITUTION

of



CIVITAN INTERNATIONAL

CONSTITUTION

Article I - Name and Motto

The name of this organization shall be Civitan International. The motto shall be "Builders of Good Citizenship."

Article II - Purpose

Section 1. Civitan International shall be a nonprofit corporation, organized for the purpose of building good citizenship. The aim of Civitan International is to develop in its members, their associates and their communities, a high sense of responsibility toward common problems.

Section 2. In order to accomplish this purpose the members of Civitan International shall meet regularly with their respective clubs to have fellowship together, to acquire a broader knowledge of public affairs and community needs, and thus become better prepared for intelligent leadership and co-operation in the solving of civic problems through study and instruction, and each member shall seek out opportunities to render altruistic service to mankind.

Article III - Creed

The Creed of Civitan shall be:

I Am Civitan: as old as life, as young as the rainbow, as endless as time.

My Hands do the work of the world and reach out in service to others.

My Ears hear the cry of children and the call throughout the world for peace, guidance, progress and unity.

My Eyes search for others to join in the fellowship and service of Civitan.

My Mouth utters the call to daily duty and speaks prayers in every tongue.

My Mind teaches me respect for law and the flag of my country.

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

My Soul knows no fear but its own unworthiness.

My Hope is for a better world through Civitan.

My Motto: builders of good citizenship.

My Belief: do unto others as you would have them do unto you.

My Pledge: to practice the Golden Rule and to build upon it a better and nobler citizenship.

Article IV - Powers

Civitan International shall have the power to create, supervise and control chartered clubs, districts, regions, divisions or other groups of chartered clubs and divisions thereof and shall direct, manage, supervise and control the business, property and funds of Civitan International.

Article V - Membership

Membership in Civitan International shall consist of local Civitan Clubs, duly chartered under rules and regulations as prescribed by the board of directors of Civitan International.

Article VI - Officers

Section 1. The officers of Civitan International shall be a president, a president-elect, the most recent living past president (who shall hereinafter and in the Bylaws be referred to as the immediate past president), an international director from each region or division, the executive vice president and the Junior Civitan International president. The president and president-elect shall be from different regions or divisions.

Section 2. Each officer shall be an active member in good-standing of a chartered club. No officers shall be combined in one person; nor shall any officer simultaneously hold more than one international officer.

Section 3. All officers, except the executive vice president, shall serve without compensation. No elected or appointed officer shall accept any remunerative employment from Civitan International.

Section 4. All offices of Civitan International, except the president, immediate past president and executive vice president shall be elected at the annual convention in the manner and for a term as prescribed in the By-laws. The executive vice president shall be employed by the international board of directors at a salary and for a term as prescribed by the board.

Article VII - International Board of Directors

Section 1. The international board of directors shall consist of the president, president-elect, immediate past president and the international director from each region or division. The executive vice president shall be an ex officio, nonvoting member of the board.

Section 2. The international board of directors shall be the governing and policy making body of Civitan International, shall define the policies of Civitan International and have full administrative authority in all matters of Civitan International. All policies adopted by the international board of directors shall be summarized in the next issue of an official publication of

Civitan International following such adoption. The international board of directors may, from time to time, designate such additional official publications as it may deem to be desirable and appropriate.

Section 3. The construction and interpretation of the Constitution and Bylaws of Civitan International by the international board of directors shall be final and binding, unless such constitution and interpretation be rescinded at a subsequent annual convention.

Section 4. The international board of directors shall have the authority to establish a region or division for any club or clubs which may now or hereafter exist outside the continental limits of the United States.

Article VIII - Committee

Section 1. The international board of directors may create an Executive committee, consisting of the president, the president-elect, the immediate past president, and an international director. The executive vice-president shall be an ex officio, nonvoting, member of the Executive committee. The international director who serves as a member of the Executive committee must have served a full year as an international director and shall be selected by the board at its last meeting in each year.

Section 2. The Executive committee shall perform such administrative duties and exercise such administrative authority as may be delegated to it by the international board of directors.

Section 3. The Executive committee shall have the duty to secure competent and qualified legal counsel to serve Civitan International and the Civitan International Foundation. The Executive committee first shall endeavour to obtain such legal counsel on a voluntary basis from among the membership of the organization but failing to do so may employ legal counsel either from within or without Civitan International. When legal counsel is utilized from within Civitan International on either a voluntary or compensated basis, such person shall be designated as General Counsel for Civitan International and the Civitan International Foundation. The duties of such General Counsel are described in Section 6 of Article IX of the Bylaws of Civitan International. When legal counsel is utilized from without the membership of Civitan International, the duties of such legal counsel shall be as determined by the Executive committee based on the need for legal services.

Article IX - Use of Name and Emblem

Section 1. Any active member in good standing of a duly chartered club shall be entitled to wear the emblem or other insignia of Civitan International.

Section 2. The word "Civitan" and the name, emblem or other insignia of Civitan International shall not be used as a trade name nor for any other purpose other than that authorized by the Bylaws or by the international board of directors. The international board of

directors shall have the authority to appoint a committee to screen any requests for use of the Civitan name, emblem or other insignia, or the international board may establish and delegate screening procedures for such requests. Any use so approved by the international board of directors shall be reviewed by the international board of directors at least every two years.

Article X - Annual Convention

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

Section 2. The international board of directors shall have authority to suspend the holding of any annual convention during a war emergency upon request of any governmental agency. In such event, the international board shall have authority, in the emergency, to exercise all the powers which might have been exercised by the annual convention, except to make amendments to the Constitution.

Section 3. The officers of Civitan International shall be the officers of each convention. The elected officers, as well as all past presidents, shall have one vote each on business transacted at each convention requiring a vote.

Section 4. In addition to any votes a club may have due to Section 3 above, each duly chartered Civitan Club in-good-standing at a convention of Civitan International shall be entitled to voting delegates as follows:

(a) Clubs having a membership of at least fifteen (15) but not more than twenty-four (24) shall be entitled to two (2) voting delegates;

(b) Clubs having a membership of not less than twenty-five (25) shall be entitled to three (3) voting delegates and one (1) additional voting delegate for each twenty-five (25) members or major fraction thereof in excess of fifty (50) members.

Each district in-good-standing shall be entitled to two (2) voting delegates at each convention.

Article XI - Corporate Membership

1. The officers of Civitan International shall upon their assumption of office become members of the corporation and shall continue as members during their term in office.

2. The personal liability for the obligations of the corporation is hereby fixed at the sum of ten dollars (\$10.00) for each member.

Article XII - Prohibition

Civitan clubs shall not sponsor or participate in any activity prohibited under applicable law.

Article XIII - Bylaws and Amendments

Bylaws for the government of Civitan International, consistent with this Constitution, shall be enacted. They may be amended by the international board of directors of Civitan International, or at a convention of Civitan International, by a majority vote of the delegates present and voting. Amendments to the Bylaws passed by the international board of directors shall remain in force until the next convention at which time such amendments will be submitted to delegates for their approval or rejection. Proposed amendments may be submitted by the international board of directors, a district board of directors, a district convention or a club. Proposed amendments shall be received by the executive vice president at least seventy-five (75) days prior to the date of the convention. All amendments to be voted on at the convention shall be published in an official publication of Civitan International not later than twenty (20) days prior to the convention, or shall be mailed to the secretary of each chartered club and governor of each district not later than twenty (20) days prior to such convention.

Article XIV - Amendments to the Constitution

Amendments to this Constitution shall be made only at a convention of Civitan International by a two-thirds (2/3) vote of the delegates present and voting. Proposed amendments may be submitted by the international board of directors, a district board of directors, a district convention or a club. Proposed amendments shall be received by the executive vice president at least seventy-five (75) days prior to the date of the convention. All amendments to be voted on at the convention shall be published in an official publication of Civitan International not later than twenty (20) days prior to the convention, or shall be mailed to the secretary of each club and the governor of each district not later than twenty (20) days prior to the convention.

Article XV - Territorial Deviations

Due to the diverse populations Civitan International is serving, requests for deviations for regions or divisions outside the continental limits of the United States may be recommended to the board of Civitan International, provided the requests are designed to promote the growth and development of Civitan International. All requests must include purpose, need and goals to be attained of the requested deviation. The administration shall report to the board of directors of Civitan International the status of approved deviations.

Article XVI - Junior Civitan

In furtherance of the purpose of Civitan International, the organization for many years has sponsored an integral subsidiary known as Junior Civitan International. Membership in Junior Civitan International has in the past and shall continue to consist of full-time students who are at least middle school/high school level (US equivalent in other countries). The purpose of Junior Civitan International has been and shall continue to be to develop initiative and leadership and to encourage you to live a fuller life enriched by unselfish service to others. It shall be headed by a president and other designated officers, all of whom shall be elected from the ranks of its members at an annual Junior Civitan convention as per a Constitution and Bylaws for Junior Civitan International. Such Constitution and Bylaws and any and all amendments thereto shall be approved by the board of directors of Civitan International.

Article XVII - Campus Civitan Clubs

Campus Civitan clubs shall be clubs which are located on college/university campuses. Membership in such clubs shall consist primarily of students at such a college/university. Such clubs shall function under the Constitution and Bylaws of Civitan International with the exception that separate policy or policies for Campus Civitan clubs shall be developed and approved by the board of directors of Civitan International.

BY-LAWS

of the

CIVITAN CLUB

of

PERTH

BY-LAWS

Section 1. NAME

The name of this organization shall be the CIVITAN CLUB of PERTH operating under charter granted by Civitan International.

Section 2. MEMBERSHIP

Membership in a Civitan Club is open to all persons eighteen (18) years of age or older and of good character and reputation.

Section 3 TYPES OF MEMBERSHIP

(a) Active

Any person possessing the qualifications above may be elected to active membership. Active members shall pay membership fees and dues as shall be prescribed.

(b) Honourary

Honourary membership may be conferred upon any individual who is not now nor ever has been a Civitan member and who shall have distinguished him or her self in some unusual and praiseworthy manner. Such selection shall be by the unanimous vote of the club membership in attendance, provided such person's name has been proposed for such membership at a previous regular meeting. Honourary members shall have the privilege of attending all meetings of the club but shall not be required to pay club dues or be permitted to vote or hold elective office, and they shall have no interest in any of the funds or property of the club. Clubs shall purchase a subscription of the Civitan Magazine for each honourary member.

(c) Member-in-Military

Member-in-Military membership may be conferred automatically upon any member in good standing in any Club who is on active duty in the Armed Forces of his country, unless such member be a career member of the Armed Forces. Upon such classification, the Club Secretary shall forthwith report same to Civitan International and such member's dues shall be waived for his period of military service. All rights and privilege of an active Civitan, except holding office, should, whenever possible, be extended to such member. Such classification shall cease upon such member's release from active duty, and such member shall be reinstated, if he so desire, as an active member in his club.

(d) Life

Life membership may be conferred on a member of a Club for distinguished service to Civitan by affirmative vote of 75% of the members of such Club. A life member shall have all the rights and privileges of an active member, but shall not be required to pay dues. The Club shall, thereafter, pay all International, District and Club dues including meals on behalf of such member. All Past International Presidents shall be accorded automatic Life Membership in Civitan International and the Club in which such Past President is a member.

(e) Leave of Absence

This Club may grant leaves of absence of not more than six (6) month's duration. Such leaves of

absence shall be granted only if the member is in good standing and for sufficient cause, and subject to the requirement that membership dues to Civitan International and to the District to accrue during the period of a proposed leave of absence shall be paid in advance.

(f) Gender

The Civitan Club of Perth existed for many years with only male members. Anything in the Bylaws and Policies to the contrary notwithstanding words of gender such as "man", "mankind" and other similar words shall be deemed to refer to all persons, male and female, and shall not denote the sex of a member or be regarded as having any connotations of distinction as between male and female members.

Section 4. MEETINGS

(a) Regular Meetings

The regular meeting of this Club shall be held twice a month, one meeting to be an entertainment night.

(b) Board to Consider Motions First (Amended March 11, 1997)

No resolution or motion to commit this Club on any matter shall be considered by the Club, nor shall any person or organization be permitted to appeal for funds for any purpose whatsoever, until it has been considered by the Board of Directors. Such resolutions, motions or requests, if offered at Club meeting, shall be noted and referred, without discussion, to the Board, which after having given consideration of the matter, shall submit its recommendations to the Club in the form of a prepared motion. Having received the recommendations of the Board, the Club may then proceed to take such action as may seem proper to the majority.

(c) Election Meeting

The selection of officers and directors shall be held on a regular meeting in March, April or May, which may be designated as the Election Meeting. The term of officers shall officially begin on the first day of October following their election.

(d) Special Meetings

Special Meetings of the Club may be called by the President or the Board of Directors or by any twelve members upon regular written notice to the Secretary at least five days in advance of said meeting.

(e) Quorum

A majority of the active members in good standing shall constitute a quorum at any meeting of the Club.

Section 5. MEETING OF THE BOARD OF DIRECTORS

(a) Meetings

The President shall be Chairman of the Board. He shall call regular meetings of the Board. He shall call a special meeting within five days after receiving a written request from three or more Board members.

(b) Quorum

A majority of the members of the Board shall constitute a Quorum.

Section 6. RULES OF ORDER

Parliamentary procedure in all meetings of the Club, Board of Directors and Committees shall be in accordance with Robert's Rules of Order.

Section 7. RESTRICTIONS

Civitan members individually are keenly interested in public affairs and desire as much information as is obtainable. While this Club shall not engage in any political or religious controversy, and no member in his capacity as Civitan shall at any time endorse, or solicit, the support of any candidate for public office, members are not only permitted but encouraged to seek and obtain full information, both pro and con, on matters of pending legislation, proposed governmental action and civic matters. Resolutions, either pro or con, on matters of public interest and public affairs will be permitted upon a vote of two-thirds (2/3) of active club members in attendance at any meeting when such resolutions considered. The injunction against engaging in political or religious controversy means that the club shall not undertake any activity which shall be considered detrimental to the political or religious interest of a club member or members.

Section 8. OFFICERS

The officers of this Club shall be a President, a President-Elect, the last Past President then an active member of the Club, a Vice-President, a Secretary, and a Treasurer.

Section 9. BOARD OF DIRECTORS

The Board of Directors shall consist of the elected officers and 6 Directors elected by the Club.

Section 10. DUTIES OF OFFICERS

(a) PRESIDENT

The President shall appoint all Committees, shall preside at all meetings of the Club and Board of Directors and shall perform such other duties as ordinarily pertain to such office. The President shall be ex-officio member of all standing Committees. He may immediately upon taking office, appoint a Chaplain. The President shall appoint all standing committees not later than the commencement of the Civitan year. In event of a vacancy in the office of President, the President-Elect shall assume the office and title of President during the unexpired term of the President.

(b) PRESIDENT-ELECT

(Amended March 11, 1997)

The President-Elect shall have the duty of familiarizing himself with all Civitan affairs including the bylaws and policies of the Club and preparing himself for assuming the Presidency. He shall work under and in co-operation with the President. He shall automatically succeed the President at the end of his term. In event of a vacancy in the office of President-elect, there shall be a special election shall be called to fill the office. The President-Elect shall collect all dues from fellow Club members and act as chairman of the Membership Committee.

(c) PAST-PRESIDENT

The Past-President is responsible to provide a line of communication between the outgoing executive and the current executive. The Past-President should provide his experience when requested by the President or Board of Directors.

(d) VICE-PRESIDENT

The Vice-President is responsible to be an active member of the Board of Directors to familiarize himself with the workings of the Club for the purpose of advancing to the position of President.

(e) SECRETARY

It shall be the duty of the Secretary to keep the records of membership, record the attendance at meetings, record and preserve the minutes of such meetings, make the required reports to Civitan International of attendance at the Club meetings and of the active membership of the Club immediately following the final meeting of the month, and perform such other duties as customarily pertain to such office.

(f) TREASURER

It shall be the duty of the Treasurer to have custody of all funds, accounting for same to the Club at its annual meeting and present a monthly report at each business meeting. He shall collect funds for the Club and deposit them in bank or depository named by the Board of Directors. Upon his retirement from office, he shall turn over to his successors or to the President all funds, books and account or any other Club property in his possession.

(g) DIRECTORS

It shall be the duty of each director to acquaint themselves with all the Club's activities and be able to provide sound input to issues dealt with by the Board of Directors and to carry out duties that are assigned by the Board.

(h) SALARY OF OFFICERS

All the officers shall serve without compensation.

(i) OFFICER TRAINING

All officers shall be expected to participate in those Leadership Training Academies conducted by Civitan International and/or the district in order to become familiar with the duties of their respective offices.

Section 11. DUTIES OF THE BOARD OF DIRECTORS

(a) GENERAL

The Board shall consider all resolutions or motions committing the Club on any matter and report their decisions to the membership at a regular meeting.

(b) FUNCTIONS

- (i) The Board shall be responsible for maintaining proper business-like procedure. It may pass any request for Two Hundred (\$200.00) dollars or less, and approve all vouchers before payment by the Treasurer. It shall designate the bank or depository for funds of the Club, approve all investments of funds of the Club and determine the amount of the bond which shall be given by the Treasurer. It shall receive and approve the Budget and the annual audit of the financial transactions of the Club.
- (ii) It shall pass on all projects recommended by the Project Committee, which must be

approved by a two-thirds vote of the entire Board before submitting the same to a vote of the Club membership.

- (iii) It shall pass upon all grievances, defaults and complaints by or against a member, and may take such action as it deems appropriate on behalf of or against such member. It may for good cause declare an office vacant, upon two-thirds vote of the entire Board.
- (iv) It may fill vacancies that occur during the year, except in the offices of President and President-Elect, which offices shall be filled only as provided by section 10 of the By-Laws.

Section 12. APPOINTMENTS

(a) CHAPLAIN

The President, immediately upon taking office, may appoint a Club Chaplain. It shall be the duty of the Chaplain to open all meetings of the Club with invocation of Divine blessing upon the Club. He shall deliver suitable eulogy before the club upon the passing of any of its members.

(b) SERGEANT-AT-ARMS

The President, immediately before each meeting, shall appoint a Sergeant-at-Arms. It shall be the duty of the Sergeant-at-Arms to preserve order at all times and perform such other duties as ordinarily pertain to this office including collection of fines.

(c) JUDGE ADVOCATE

The President, immediately before each meeting, shall appoint a Judge Advocate. The Judge Advocate shall be a member in good standing that is a Past President and he shall rule on the appeal by a fine levied as set out in these By-Laws and Policies made thereunder and on constitutional matters arising at the meeting.

Section 13. COMMITTEES

(a). TYPES

The President shall appoint the following standing Committees:

- (1) Membership and Retention,
- (2) Community Service Projects,
- (3) Programs and Entertainment
- (4) Fellowship and Attendance,
- (5) Budget and Finance,
- (6) By-Laws and Policies,
- (7) Publicity.

(b). SPECIAL COMMITTEES

In addition to standing committees, there shall be appointed by the President such special committees as the President or the Board of Directors may deem necessary.

Section 14. DUTIES OF COMMITTEES

(a) MEMBERSHIP

This committee shall encourage members to seek new members for the Club and investigate the character, business, social standing, eligibility of all persons proposed for membership; shall accept or reject such proposals. Those approved shall be certified to the Secretary for action in accordance with Article 8 - Election of Members. The committee shall insure that each new member is initiated into the Club with an appropriate ceremony; is indoctrinated as to the purposes and goals of the Club; and is promptly involved in a Club project or activity. The committee shall work to retain existing members through the enforcement of the By-Law procedures outlined under Attendance & Membership Policy 2.

(b) COMMUNITY SERVICE PROJECTS

This committee shall devise and consider suitable and appropriate projects and shall devise ways and means whereby definite interpretation of the aims and objective of the organization shall be given expression. It shall take cognizance of all matters of civic, charitable or similar nature and recommendations of the Projects Committee shall constitute the basis for consideration of all projects of the Club. Adoption of a project shall require a two-thirds vote of the entire Board of Directors - followed by a vote of two-thirds of the club members present, provided a quorum is at hand.

(c) PROGRAMS AND ENTERTAINMENT

This committee shall arrange and have charge of all programs for the regular meetings of the Club. The purpose of said programs shall be to provide each member with a better understanding of his community and world. They shall also have charge of all social functions, picnics and parties of the Club, as may be directed by the Board of Directors.

(d) FELLOWSHIP AND ATTENDANCE

This committee shall notify the Club of any illness or distress existing among its membership and send letters, telegrams or flowers to such sick and bereaved members. They shall particularly devote their attention to the proper welcoming of new members, striving to encourage friendship among the members generally; utilizing the various plans suggested by Civitan International, and in conjunction with the Board of Directors, utilizing every reasonable effort to maintain the attendance of the Club members at its meetings.

(e) BUDGET AND FINANCE COMMITTEE

Should comprise of the President-Elect, Treasurer and two other members. This committee shall prepare a budget of the estimated income and expenses of the Club for the year by the first meeting in October. To audit all project finances and Club statements when finalized. In the month of September, each year, the Finance Committee shall cause an audit of the books to be made, and such statement shall be read to the Club upon availability.

(f) BY-LAWS AND POLICIES

This committee shall have consideration of all proposed amendments to the By-laws and Policies and report upon same to the Board of Directors. The Chairman shall maintain the official copy of the By-Laws and Policies.

(g) PUBLICITY

Publicity Committee shall be responsible for supplying each member with a Bulletin keeping members informed, and supply news media and Civitan International with news items for publication.

Section 15. ELECTION OF OFFICERS AND DIRECTORS

(a) ELECTIONS

(i) Term

The elected Officers of the Club shall be elected for a term of one year at the Election Meeting held in March, April or May of each year. The Term of office shall commence on the first day of the Civitan Year.

(ii) Nominating Committee

At the second regular meeting in March (or at least three meetings before the Election Meeting) the President shall appoint a Nominating Committee of 3 members, the committee shall be, the last Past President, President and President-Elect, the Chairman being the President.

(iii) Duties of Nominating Committee

The Nominating Committee shall receive nominations from the club members and report said nominations at each meeting during the election process. The nominating committee shall ensure that there is a nomination for each of the offices of President-Elect, Vice-President, Secretary, Treasurer and 6 Directors which must be presented to the Club at least one meeting before the Election Meeting.

(iv) Nomination of Candidates

At any time after the report of the Nominating Committee, and before the final election of officers whose nominations have been made by the Nominating Committee, upon motion of any member, or filed with the Secretary or made upon the floor immediately prior to election, any name or names of candidates for any office shall be placed upon the ballot to be voted upon by the Club.

(b) BALLOTING

The nominees receiving the largest number of votes so cast for the respective offices for which they were nominated, shall be declared elected for the terms of office.

Section 16. ELECTION OF MEMBERS

(a) ACTIVE MEMBERS:

(Revised March 11, 1997)

Members to this Club shall be elected in the following manner:

- (i) A member shall submit the name of a proposed member by presenting the name, address and other pertinent information in writing or in person to the Club Executive.
- (ii) The Executive may, by way of a motion, invite the proposed member to any subsequent Club Meeting and shall refer the name to the Membership Committee for review.
- (iii) The Executive may wait for the recommendation of the Membership Committee prior to inviting the proposed member to a meeting without providing any reason.
- (iv) The general membership will have seven days following a prospective member's attendance at a Club meeting to notify the Membership Chairman or the President of a

reason or reasons why the proposed member should not be invited to join the Club. Such objection(s) can be communicated by telephone, but must be submitted in writing prior to being considered.

- (v) The Membership Committee will re-examine the application if an objection is received. They will investigate the written objection(s) submitted by the Club member(s) to the proposed member, and provide a report to the Executive at the next Executive meeting, in writing, with their recommendations. The Executives' decision upon review of these recommendations will be final.
- (vi) The proposed member will be informed by letter that his application has not been approved if the Executive feels that the person is not a suitable candidate for Club membership and the Executive is not obliged to provide any reason. The sponsor will be notified of the decision personally. If the Executive feels, however, that there is not sufficient reason to refuse the application, then the members who have filed their reservation concerning the application will be notified personally of the Executive's decision.
- (vii) Proposals for membership failing to secure approval shall not be placed before the Club again within a 12 month period.
- (viii) If there are no objections to the proposed member after seven days the proposed member may be initiated at the Executive's discretion.
- (ix) It shall be the responsibility of the sponsor of the proposed member to obtain a signed membership application and the initiation fee prior to initiation.
- (x) It is the responsibility of the proposed members sponsor, in conjunction with the Membership Chairman and Club President, to ensure that the proposed member is properly informed about his/her financial obligations and other responsibilities relating to membership of the Club.
- (xi) The Club Secretary shall be responsible to promptly notify the Canadian District East and Civitan International of the particulars of each new member and further shall be responsible for supplying the new member with the appropriate dinner badge, pins and Club Constitution and By-Laws.

(b) HONOURARY MEMBERS

Honourary Members shall be proposed by submitting the name to the Board of Directors in writing. The Board of Directors shall then consider the proposed Honourary Member and if recommended by them, the Secretary shall notify the Club membership in writing of that recommendation and of the date of the Club meeting when the name will be voted upon. Election to Honourary Member shall be only by the unanimous vote of the members present and voting at that meeting of the Club.

(c) LIFE MEMBER

Life Members shall be proposed by submitting the name to the Board of Directors in writing. The Board of Directors shall then consider the proposed Life Member and if recommended by them, the Secretary shall notify the Club membership in writing of that recommendation and of the date of the Club meeting when the name will be voted upon. Election to Life Member shall be by only the affirmative vote of 75 % of the members of the Club.

Section 17. INITIATION FEE AND DUES

(a) INITIATION FEE

The initiation fee for membership in this Club shall be \$16.25 and shall be paid before a candidate can qualify as a member. A portion of the Initiation Fee (the amount prescribed by the By-Laws and/or policies of Civitan International) shall be promptly forwarded to the World Headquarters of Civitan International as an enrolment fee.

(b) ACTIVE MEMBERS

Membership dues shall be 100.00 per year. This may be paid in full by October 31st or may be paid by instalments which will be due in advance of each quarter of the Civitan year, which shall include International and District per capita dues and subscription to the Civitan Magazine and meals.

(c) WHEN PAYABLE

All dues shall be payable when billed by the President-Elect. No member shall be deemed in good standing who is in arrears more than thirty days in payment of his dues.

(d) ASSESSMENTS

No assessments shall be permitted to be placed upon the membership of the Club.

Section 18. ATTENDANCE

(a) EXCEPTION

Members shall be expected to attend meetings regularly except for occasional unavoidable schedule conflict due to personal or business matters. Prospective members shall be informed of this membership responsibility by the membership committee.

(b) ATTENDANCE CREDITS

Some members of this Club will wish to maintain a record of perfect attendance at Club meetings. Therefore, a member will not be counted absent if he attends, within thirty days of such absence, any one of the following meetings:

- (a) a meeting of any other Civitan Club,
- (b) a regular Board of Director's meeting of this Club,
- (c) a regular International, Region, Zone or District meeting or
- (d) a bona fide work project of this Club of at least one hour's duration. The member shall certify this make-up attendance in writing to the Club Secretary who shall maintain an attendance record on each member.

Section 19 TERMINATION OF MEMBERSHIP

(a) RESIGNATION

Resignation of any member when delivered in writing to the President or Secretary shall become effective immediately upon its acceptance by the Board, providing all indebtedness of such member to the Club has been paid. The Board shall inquire into the cause of each resignation in an effort to determine why members resign so as to reduce membership termination.

(b) NON-PAYMENT OF DUES

Any member owing dues or otherwise indebtedness to the Club for a period of sixty days from the date when same becomes due and payable may be suspended and deprived of all privileges of

the Club when recommended by the Membership Committee and approved by the Board of Directors. If he applies for reinstatement within sixty days form the date of such suspension and pays all amounts owing , the Board of Directors may, in its discretion, reinstate the member to good standing, otherwise he shall stand dropped from the roll of members.

(c) NON-ATTENDANCE

If any member shall absent himself from meetings of the Club as contained in Club Policy without valid excuse, his membership may automatically be suspended, unless such absence is excused by the Board of Directors for good and sufficient reason. Illness of himself or his/her immediate family, business commitments or absence from the city is valid excuse, and notice thereof must be given to the Secretary.

(d) MISCONDUCT

Any member who by personal or business conduct violates the principles or ethics of the Club or Civitan International may be expelled from membership by the Board of Directors by a two-thirds vote of the entire Board at a meeting called for that purpose, provided that said member shall have been given ten days' notice in writing of such pending action together with a copy of the complaint against him, and shall be given an opportunity for a full and fair hearing.

Section 20 CONVENTION DELEGATES

(a) FUNDING

The Club shall regularly send delegates to the International Convention and District Meetings and shall budget funds for this purpose.

(b) DISTRICT CONVENTION

Delegates to District Meetings and Conventions shall not be in excess of the number permitted by the District and shall include the President, if able to attend. The delegates other than the President shall be elected by the Club. An alternate delegate shall be elected by the Club and he will take over the duties of any delegate unable to attend the meeting or convention.

Section 21. POLICIES

The Club may make policies to guide the Club in it's day to day activities and these regulations shall be known as Policies and be included as an appendix to these By-Laws.

Section 22. AMENDMENT OF BY-LAWS AND POLICIES

These By-Laws and Policies may be amended by a majority vote of the active members in good standing present and voting at any regular meeting of the Club, after recommendations by the Board of Directors, provided written notice of such proposed amendments shall have been given to members at least ten days prior to the meeting.

No amendments or additions to these By-Laws shall be made which are not in conformity with the Constitution and By-Laws of Civitan International.

Section 23. DOCUMENT APPROVAL

This document and all amendments thereto shall be forwarded to the District Judge Advocate for his review and approval and a copy shall be forwarded to the World Headquarters of Civitan International for inclusion in this Club's permanent file of records at that office.

Section 24. ADOPTION

These By-Laws shall take effect and be in force upon their adoption.

Adopted May 9, 1995

Reprinted April 29, 1997

Reprinted March 12, 1998

POLICIES

POLICY 1 - FINES

Section 1. PURPOSE

Club Members and guests attending a Dinner Meeting may fine other members and guests present at the meeting. These fines are designed to engender sociability, camaraderie, and to give the members opportunities in expressing oneself to the membership. Fines shall be kept in a separate account and used for a purpose to be decided by the Club.

Section 2. DURATION

Fines shall be declared open by the President following the Toast and Blessing. They shall end when the President so declares.

Section 3. TYPES

Fines shall be designated (a) those automatic
(b) those subject to appeal

Section 4. DESCRIPTION

(a) Automatic

- i. Dinner badges and Civitan Pin absent or not in conspicuous position.
- ii. Swearing.
- iii. Throwing any missile or object shall result in a one dollar fine.
- iv. Not addressing the Green Hornet prior to the commencement of dinner.
- v. The purchasing of an alcoholic beverage after the commencement of dinner except as allowed by the President, will result in a fine equivalent of the purchase price of that beverage.
- vi. Arriving after the President has called the members to dinner.
- vii. A member not providing his guest with an appropriate name tag.

(b) Those Subject to Appeal

- i. Vulgarity.
- ii. Failing to address fellow members by their title or by Civitan when addressing them in a formal manner.
- iii. A breach of etiquette or a social gaffe.
- iv. Slighting or insulting another member while fines are open.
- v. Other fines as levied by one member against another.

(c) Adjudication of Fines

Fines may be levied by any member by standing and addressing the Sergeant-at-Arms. The member shall clearly state who he/she is fining and the reason. The member being fined may either pay the fine or appeal to the Judge Advocate. The decision of the Judge Advocate is final. The Sergeant-at-Arms is responsible for collecting appealed fines that have been confirmed by the Judge Advocate, Automatic Fines with or without a member

- having levied the fine and he may levy other fines at his discretion.
- (d) Amount of Fine
Each fine shall be twenty-five cents unless otherwise stated in this Section.
 - (e) Limiting of Fines
No member may fine another member at any one meeting more than three times. The subject of the fines shall have occurred at the meeting where the fine is being levied.
 - (f) Exemption for Judge Advocate
The Judge Advocate may not be fined by any member while he is acting in the capacity of Judge Advocate.
 - (g) Payment of Fines
All fines must be paid immediately after the decision of the Club Judge Advocate.

POLICY 2 - ATTENDANCE AND MEMBERSHIP

Section 1. THREE MEETINGS MISSED

A member missing three consecutive meetings shall be visited by a member of the Membership Committee, who will make a report to the Membership Chairman, who, if the Committee deems it to be indicated, will refer the report to the Club Executive.

Section 2. SIX MEETINGS MISSED

A member who has missed an additional three consecutive meetings, and is in arrears in the payment of his dues, and shows little interest in the Club and its activities, will be asked formally to withdraw from the Club, and will so be notified by letter.

Section 3. MEMBERS UNABLE TO ATTEND

- (i) A member who has paid his dues, and taken part in Club activities and projects, but who finds that he is unable to attend meetings, will be considered a member in good standing.
- (ii) Project Chairmen will include the names of participating members in their reports.

Section 4. RECORDING ATTENDANCE

At each meeting, the percentage of the membership attending shall be read, and recorded in the minutes.

POLICY 3 - SPECIAL MEMBERSHIP

Section 1. MEMBER EXCUSED FROM MEAL

Any member unable to attend regular Tuesday dinner meetings will be allowed, to pay dues of \$35.00, to cover International fees; and if he attends a dinner meeting he will pay the going rate for that dinner. Each member must apply for this privilege, and will be judged on its individual merits. The Executive will approve or disapprove the application.

Section 2. FRIENDS OF CIVITAN

(Rev 10Mar98)

(a) PURPOSE

This shall be in the form of a list of persons who are eligible for membership and are unable to be a member of Civitan for personal, financial or employment reasons, but want to donate time to Civitan endeavours such as, but not restricted to, bingo, bars, ticket sales, cake sales or other activities.

(b) GENERAL

Persons designated as Friends of Civitan are listed or removed at the sole discretion of the Executive. The secretary shall be responsible for the upkeep of the current list and these persons may receive the Club Bulletin, be invited to the Club Christmas Party or other social functions at the discretion of the Executive.

(c) IDEM

The purpose of this section is to create a register of non member volunteers who have no pecuniary interest in the Club or its property but are willing to assist the Club from time to time.

(d) COST

There shall be no membership levy made on anyone designated a Friend of Civitan.

POLICY 4 - FINANCES

Section 1. SIGNING OFFICERS

The signing officers shall be the President, Secretary, and Treasurer. Two of these officers are required to sign each cheque.

Section 2. TYPES OF ACCOUNTS

The accounts shall be a chequing account, a savings account and any other accounts the Club shall deem necessary.

Section 3. ACCOUNTING PROCEDURES

The books shall be set up in a recognized accounting manner and shall be maintained in that order. The Treasurer's report shall be prepared in writing for each business meeting and distributed to members..

Section 4. INTERNATIONAL CONVENTIONS

The Club shall budget up to twelve hundred dollars (\$1,200.00) each year for delegates fees, lodging and travel to the International convention. These funds are to be divided equally between all the Club delegates attending the convention.

Section 5. DISTRICT AND ZONE CONVENTIONS

The Club shall budget sufficient funds to cover the delegates fees, lodging and travel for delegates and their companions to the District and Zone Conventions each year.

Section 6. SPORTING EVENTS

The Club will pay the registration fees for one team comprised of Club members to attend District sponsored sporting events. If there are more members attending than would comprise one team the said monies will be divided equally between all the members participating in the event.

Section 7. DISTRIBUTION OF FUNDS

(rev. 14Nov95)

- (i) The annual budget after being prepared under section 14 (e) of the By Laws and passed by the Board of Directors under section 11(b)(i) of the By Laws shall be presented to the first General Meeting of the Club each fiscal year for ratification.
- (ii) The Board of Directors are authorized to distribute Club funds relating to Charitable Donations from the projects account and normal operating expenses approved by the budget after ratification under section 7 (i), notwithstanding that the amounts are greater than the amount specified under section 11 (b) (i) of the By Laws, and without further approval by the General Membership.
- (iii) Funds distributed under section 7 (ii) shall be reported to the Club at the following General Meeting.

Policy 5 - HALL USE AND MAINTENANCE

SECTION A. GENERAL

1. Description of Property

The Civitan Club of Perth owns and operates its building on property located at Drummond Township in Lanark County and is hereinafter referred to as the Hall. This section is meant to set policy in regard to the use and maintenance of the Hall and property.

2. Rental of Hall

The Civitan Club of Perth recognizes that the Hall was partially financed by public money and undertakes to allow the use of the hall as freely as possible by various individuals and community groups. Everyone wanting to rent or use the Hall must obtain the prior approval of the Board of Directors of the Civitan Club of Perth. The Civitan Club shall allow the use or rental of the hall to the Public or others at the discretion of the Membership of the Civitan Club of Perth through its Board of Directors.. The use, repair, maintenance, rental, or decoration of the Hall shall be subject to the guidelines set out in these policies. This policy made under the Club By-Laws is not intended to restrict the authority of the Board of Directors, but to guide their decisions made in relation to the Hall.

SECTION B. HALL RENTALS

1. Rentals Involving the Dispensing of Alcohol

i. Rental Fee \$500.00. This fee is payable by way of a deposit of \$200.00 on the signing of a contract. Deposits are only refundable if the hall is cancelled 30 days prior to the event or is re-rented after cancellation. The lessee is responsible for obtaining the necessary Liquor Control Board of Ontario permits for the dispensing of alcohol and for the conditions imposed by the said permits. The lessee is responsible for any damages caused by guests. The bar chairman will deduct all damages and expenses from proceeds as set out by the contract and make a return to the lessee at his earliest opportunity on the completion of the rental.

ii. Rental Fee \$200.00. This fee is payable by way of a deposit of \$100.00 on the signing of the contract and the remainder due and payable prior to the commencement of the function. The lessee has no financial interest in the proceeds of the bar but is responsible for any damages caused by his/her guests. Deposits are only refundable if the hall is cancelled 30 days prior to the event or is re-rented after cancellation.

2. The Kitchen. The Kitchen area shall be available to lessees under sections B. 1. without cost for the purpose of storing food for service of a luncheon during the function. The lessee is responsible for leaving the kitchen clean and in good order after use. Any other use of the kitchen shall be arranged through the Hall Caterer.

3. Other Rentals (Non-Alcohol)

The fee schedule for Hall Rental other than stated in Section A. shall be as follows:

- \$100.00 for a rental at anytime except on a Friday or Saturday evening.
- \$150.00 for a rental when the lessee intends to hold a bingo.

-\$200.00 for a Friday or Saturday evening not involving the dispensing of alcohol.

4. Member Rentals

Any rental by a member of the Civitan Club of Perth shall be charged at one half the normal rental fee to a maximum of \$200.00, but the rental must be for the benefit of the member or his immediate family. The immediate family includes children, parents and siblings of the member or his spouse.

5. Board of Directors May Make Variances

This policy does not restrict the Board of Directors from making alternate arrangements in exceptional circumstances, however any such arrangements must be passed by the said Board of Directors and reported to the membership at a regular meeting.

6. Arranging of Rental

All hall rentals shall be arranged through the Chairman of the Building Committee or his designate and he shall be responsible for maintaining a schedule and collecting deposits. The schedule of Hall Rentals shall be recorded on a "Calendar of Events" and posted in the bar area.

SECTION C USE OF HALL KITCHEN FACILITIES

1. Exclusive Use of Kitchen by Caterer

The Caterer shall have exclusive use of the Hall Kitchen, except as described in Section B. of this policy. Any use of the Kitchen Facilities by other than the Caterer shall be approved by the Caterer before any agreement is made.

2. Employment of Hall Caterer

All persons leasing the Hall shall employ the Hall Caterer for meals. The Caterer is responsible for acquiring, preparing and serving the food for said functions. Other arrangements must be approved by the Caterer prior to the function.

3. Mediation of Disagreements

Any disagreements or variations in this section shall be mediated by the Board of Directors and their decision shall be final.

SECTION D. DECORATIONS

1. Decoration Committee

The Building Committee shall appoint a subcommittee to oversee all decorations, both permanent and temporary, that are displayed in the hall. This committee will also be responsible for all displays in the building.

2. Removal of Decorations

Lessees and Members must obtain permission from the chairman of this committee to change or remove decorations in place in the hall.

3. Affixing of Decorations

The Building Committee shall ensure that nothing is affixed to the Hall by use of any fastener that will permanently mar or damage any wall, woodwork or furniture.

4. Responsibility for Damage

Any Lessee that damages the Hall while affixing decorations is responsible for the full cost or repair at the discretion of the building committee.

SECTION E. HALL REPAIRS & MAINTENANCE

1. Maintenance of Hall in Safe Condition

It is the intent of the Civitan Club of Perth to maintain its building in a safe and proper condition.

2. Volunteers

The Civitan Club will encourage its members to volunteer to undertake approved work without remuneration.

3. Specialized Maintenance

The Civitan Club recognizes that electrical, plumbing, air conditioning and heating repair or maintenance are specialized fields and requires workmen that are competent in those respective fields.

4. Tendering

It is the intent of the Civitan Club of Perth, where volunteers are unavailable or not feasible, to solicit at least two tenders for all work approved by the Club.

5. Responsibility for Contracts

The Board of Directors shall be responsible for letting contracts for the repair, maintenance and upgrade of the Hall. Contracts in excess of \$200.00 shall be approved by the general membership at a regular meeting.

6. Responsibility for Obtaining Contract Tenders

The Building Committee shall be responsible for soliciting appropriate tenders and submitting them to the Board of Directors. They are also responsible for the supervision of maintenance, repairs and upgrading done under any contract let by the Club or by volunteers on approval of the Club.

7. Emergency Repairs

Any member may arrange for emergency repairs that threaten safety or are needed to prevent immediate further damage to the hall.

SECTION F. GROUND MAINTENANCE

1. Supervision

Outside maintenance, including but not restricted to Lawn Cutting and Snow Removal shall be supervised by the Building Committee.

2. Selecting Contractor

The Building Committee shall be responsible for soliciting tenders as required for outside maintenance and submitting them to the Board of Directors for their decision. Contractors so employed shall provide their own equipment for these duties.

SECTION G. SPECIFIC POSITIONS

1. Caretaker

The Chairman of the Building Committee shall be the immediate supervisor of the Caretaker and shall ensure that his duties are carried out in a proper and timely manner having regard to the Position Specification as set out in Appendix I. He shall be the liaison between the Board of Directors and the Caretaker. In the event that the position of Caretaker becomes vacant, the Building Committee is responsible for soliciting applications for the position.

2. Caterer

The Chairman of the Building Committee shall be the immediate supervisor of the Caterer and shall ensure that his/her duties are carried out properly having regard to the Position Specification set out in Appendix II. He shall be the liaison between the Board of Directors and the Caterer.

POLICY 5 - APPENDICES

APPENDIX I. POSITION SPECIFICATION-CARETAKER

TITLE:

Caretaker

SUPERVISOR:

Chairman of Building Committee

PURPOSE OF POSITION:

To perform cleaning and maintenance of the building owned by the Civitan Club of Perth

SUMMARY OF DUTIES:

1. Maintains cleanliness of building by:
 - sweeping, washing, stripping, waxing and polishing floors;
 - vacuuming and cleaning rugs;
 - dusting and polishing furniture and woodwork;
 - washing and cleaning doors and windows;
 - maintaining sanitation of washrooms;
 - collecting and disposing of waste;
 - removing ice and snow from walks, entrances, and the application of salt and sand as needed;
 - maintain cleanliness of storage rooms;
 - moving furniture as required.

2. Sets up the hall as required for:
 - bingo's;
 - hall rentals for dances, wedding receptions, etc.;
 - Civitan meetings and functions.

3. Maintains building by:
 - replacing light bulbs, fuses, etc;
 - maintains inventory of cleaning and maintenance supplies and ordering them as required;
 - notify the building committee chairman of needed repairs when observed;
 - arranging for the repair of furniture as required;
 - takes responsibility for the security of the building.

REQUIRED SKILLS:

- knowledge of cleaning methods, equipment and materials.
- ability to do minor maintenance with knowledge of painting, plumbing and electrical appliances.
- ability to plan work schedules according to season
- ability to communicate in the English language.

APPENDIX II POSITION SPECIFICATION-CATERER

TITLE:

Caterer

SUPERVISOR:

Chairman of the Building Committee.

PURPOSE OF POSITION:

To Prepare and Serve Meals at the Civitan Club of Perth.

SUMMARY OF DUTIES:

1. Takes Orders from Customers:
 - receives meal bookings from Hall Lessee;
 - arranges menu with Lessee;
 - arranges payment for Catering from Lessee.

2. Prepares Meals:
 - purchases food;
 - prepares food;
 - arranges for kitchen help and;
 - serves food as required;

3. Collects and Accounts for Fees:
 - collects monies from lessee and issues receipts;
 - accounts for monies as required.

4. Maintains Kitchen Area:
 - maintains kitchen area in accordance with pertinent Health Regulations;
 - arranges for appliance repair as needed;
 - arranges for kitchen maintenance as needed.

5. Maintains Dinnerware and Cookware:
 - maintains cleanliness of items used by caterer;
 - maintains control of cookware;

6. Disposes of Unused Product:
 - disposal of unused food as necessary at the caterers discretion.

REQUIRED SKILLS:

- has completed the Food Preparation and Handling Course as set out by the Ontario Department of Health;
- is registered with the Ontario Department of Health as a caterer;
- ability to purchase and prepare food for up to 250 persons;
- knowledge of Health Regulations as they apply to the Civitan Hall;
- ability to arrange and plan work schedules;
- ability to communicate in the English language.

Policy 6 - CLUB AWARDS

Section 1. CLUB HONOUR KEY (rev. 14Nov95)

1. Each year the Club may present one Club Honour Key to an individual who has demonstrated several years of exceptional and outstanding service to the Club.
2. By the 1st of August of each year the President will appoint a Club Honour Key holder to act as chair of an Honour Key selection committee. The chair will appoint three other Honour Key holders which will be the selection committee.
3. Nominations will be received by the committee up to the first meeting of October.
4. Nominations will be in writing and are to include the reasons why the recipient is worthy of the award. The name of the nominee is not to appear in the nomination letter but is to be sealed in a separate envelope accompanying the nomination letter."

Section 2. JUNIOR CIVITAN BURSARY (Rev.09Apr96)

1. Each year the Club shall award a Bursary in the amount of \$250.00 for Perth and District Junior Civitan members who meet the following criteria:
 - 80% attendance at Junior Civitan Meetings
 - a Perth and District Junior Civitan member for more than one year
 - graduating from P.D.C.I. or St John's High School and continuing their education within the same calendar year.

Section 3. CIVITAN OF THE YEAR (Rev.11Jun96)

(a) This award goes to an individual recognized for contributions to Civitan during the previous year.

(b) Criteria

Most points attained for service to Civitan in the following categories

| | |
|---------------------------|-----------|
| Attendance: | 20 points |
| Projects: | 40 points |
| Chairmanships/Committees: | 15 points |
| Sponsoring New Members: | 25 points |

Attendance - a maximum of 17 points for perfect attendance at meetings.

- 1 point for attending conventions to a maximum of 3 points.

Projects - 5 points will be given for each project participated in, to a maximum of 40 points.

For ongoing projects, such as the bar, catering or bingo, 1 point will be given for each function attended to a maximum of 5 points.

Chairmanships/Committees - for being on a committee a member earns 1 point. For being on the executive a member would earn 2 points. For chairing a project a member would earn 3 points. A 1 point bonus would be given for ongoing projects such as the bar, bingo, etc. and also for the treasurer and secretary.

Sponsoring a New Member - 5 points will be given for each new member brought in to a maximum of 25 points.

Section 4. ROOKIE OF THE YEAR

(Rev.11Jun96)

- (a) This is awarded to a new member for an outstanding contribution to Civitan in his/her first year. For members who joined midyear, their year would go back to April 1 of the previous year.
- (b) Criteria would be the same as for Civitan of the year with the same point structure as described in that section.

Section 5 RECOGNITION OF CHAIRPERSONS AND OUTGOING EXECUTIVE

(a) The type of award will be at the discretion of the outgoing President. ie. a plaque, certificate or donation to Civitan Foundation in their name. (Rev.11Jun96)

(b) The funds for these awards are to be set out in the Annual Budget.

Section 6 CRITERIA

(Rev 11June96)

The Criteria should be used as a guideline by the Awards Committee to select a member for an award and all decisions of the Awards Committee are final.

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