

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

By-Laws of the Civitan International Foundation of Canada

MISSION STATEMENT:

The following mission statement was established some years ago for inclusion with the foundation's listing in the Canadian Donor's Guide.

Financially support research, education, public awareness and services to aid the mentally, physically and developmentally challenged.

By-Law Number 1

A by-law relating generally to the transaction of the affairs of the Civitan International Foundation of Canada, hereinafter referred to as the Foundation.

1. **HEAD OFFICE** - The head office of the Foundation shall be as the trustees may from time to time determine.
2. **SEAL** – The seal, an impression whereof is stamped in the margin hereof, shall be the Corporate Seal of the Foundation.
3. **FUNDAMENTAL PURPOSE OF THE FOUNDATION** – it is to be a non-profit corporation which seeks to encourage and recognize the ideals and projects of Civitan International; to develop understanding of basic human freedoms; to support major projects with special emphasis on aid to the mentally challenged and the physically challenged; to work together with Civitan clubs in Canada to expand on club and district projects.
4. **MEMBERSHIP** – There shall be three (3) types of memberships in the Foundation, namely: District Members, Club Members and Independent Members.
 - a. District Members – District members shall be all members of each districts' Board of Directors.
 - b. Club Members – Each Civitan club of Civitan International in Canada, upon payment of the annual membership dues in accordance with the provisions of the by-law of the Foundation and set forth by the Board of Trustees of the Civitan International Foundation of Canada, shall be entitled to one (1) representative or delegate at all meetings of the members of the Foundation. Such representative or delegate may be either the president of the club or another member of such club appointed by such president to serve in this capacity.

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

- c. **INDEPENDENT MEMBERS** – The Independent Members consist of the applicants for the incorporation of the Foundation and such other individuals and such corporations, partnerships and other legal entities as are admitted as members for the board of trustees. They shall pay annual membership dues in accordance with provisions of the by-law of the Foundation. Save as aforesaid each member shall be entitled to one (1) vote on each question arising at any special or general meeting of the members of the Foundation.
5. **ANNUAL AND OTHER MEETINGS OF MEMBERS** – There shall be an annual meeting of the Foundation's members which shall be held during the annual convention of Region 5 of Civitan International, of possible, and at the same place as such annual convention. If a suitable time and location at said convention cannot be arranged then the Foundation board of trustees shall call said meeting as close to the end of the Civitan International fiscal year as possible at a location selected by the Foundation trustees.

The attendance of twenty (20) voting members then qualified and active shall be necessary for the transaction of any business, but less than 20 voting members present at any such meeting may adjourn the same to a future date.

In the absence of the Chair, the members present will select a Chair protem from among their numbers.

At every annual meeting, in addition to any other business that may be transacted, the report of the trustees and the financial statements and the report of the auditors shall be presented. A board of trustees shall be elected and the auditors for the ensuing year shall be appointed and the remuneration fixed.

Members may consider and transact any business either special or general without any notice thereof at any meeting of the members.

The board of trustees, or the Chair, or the vice-Chair, shall have power to call at anytime a general meeting of the members of the Foundation. Notice of the time and place of every such meeting shall be given to each member by sending a notice by pre-paid mail, or telegram, FAX or e-mail ten (10) days before the time fixed for the holding of such meeting, provided that any meeting of members may be held at any time and place without such notice if all the members of the Foundation are present thereat or in the case of a club member presented by a representative or delegate and at such meeting any business may be transacted which the Foundation at the annual or general meetings may transact.

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

6. No error or omission in giving notice of the annual or general meeting or any adjourned meeting, whether annual or general, of the members of the Foundation shall invalidate such meetings or make void any proceedings taken thereat. Any member may at any time waive notice of any such meeting. It may ratify, approve and confirm any or all proceedings taken or had thereat for the purpose of sending notice to any member, trustee or officer for any meeting or otherwise. The address of any member, trustee or officer shall be his or her last address recorded on the books of the Foundation.
7. **VOTING OF MEMBERS** – Subject to the provisions, if any, contained in the “Letters Patent” of the Foundation, each member of the Foundation shall at all meetings of members be entitled on one (1) vote in the case of a club member by its representative or delegate. This representative or delegate need not be a member but before voting shall produce and deposit with the secretary, sufficient appointment in writing. No member shall be entitled at meetings of the Foundation, either in person, or delegate, to vote unless he or she has paid all dues and fees, if any, then payable by him or her. At all meetings of members each question shall be decided by a majority of the votes of the members present in person or delegate unless otherwise required by the by-laws of the Foundation.

Each question shall be decided in the first instance by a show of hands unless a poll is demanded. Upon a show of hands every member having voting rights shall have one (1) vote unless a poll is demanded. A declaration by the Chair that a resolution has been carried or not carried and an entry to that effect in the minutes of the Foundation shall be admissible in evidence as prima facie proof of the fact without proof of the numbers or proportion of the votes accorded in favour or against such resolution. The poll may be withdrawn, but if a poll be demanded and not withdrawn the question shall be decided by a majority of votes given by the members present in person or delegates and such poll shall be deemed the decision of the Foundation in general meeting upon the matter in question. In the case of an equality of votes at any general meeting, whether upon a show of hands or at a poll, the Chair shall be entitled to a second or casting vote.

8. **BOARD OF TRUSTEES** – The affairs of the Foundation shall be managed by a board of eight (8) trustees;
 - a. One (1) whom shall be appointed from within the board of each district of Region 5 of Civitan International.
 - b. Two (2), to be elected, at the annual meeting by the club members, one from each district.
 - c. Two (2), to be elected, at the annual general meeting by the independent members, one from each district.
 - d. Two (2) trustees shall be appointed at the first meeting of the elected Foundation trustees following the annual meeting. These appointments will be made from the general membership of the Foundation.

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

The appointed and elected trustees shall hold office until the first annual meeting after he or she has been elected. The board shall be retired but those trustees who are elected shall be eligible for re-election if otherwise qualified. The district's representative trustees shall hold the Foundation trustee position until his or her successor shall have been duly elected and their successors take office.

The election of trustees may be by a show of hands unless a ballot is demanded by a member.

9. **VACANCIES, BOARD OF TRUSTEES** – Vacancies on the board of trustees, however caused, may, so long as a quorum of trustees remain in office, be filled by the trustees from among the qualified members of the Foundation, if they see fit to do so and otherwise such vacancy shall be filled at the next annual meeting of the members at which the trustees for the ensuing year are elected, but if there is not a quorum of trustees, the remaining trustees shall forthwith call a meeting of the club members if the vacancy to be filled is that of a trustee originally elected from amongst the number of representatives or delegates of the club members or, alternately, of the independent members if the vacancy to be filled is that a trustee originally elected by the independent members.

10. **QUORUM AND MEETINGS, BOARD OF TRUSTEES** – A majority of the trustees shall form a quorum for the transaction of business. Except as otherwise required by law, the board of trustees may hold its meeting at such place or places as it may from time to time determine. The trustees shall hold at least three (3) meetings per year in addition to the annual meeting. No formal notice of any such meeting shall be necessary if all the trustees are present, or if those absent have signified their consent to the meeting being held in their absence.

Trustees' meetings may be formally called by the Chair or vice-Chair or by the secretary on the direction in writing of two (2) trustees. Notice of such meeting shall be delivered, telephoned, telegraphed or e-mailed to each trustee not less than two (2) days before the meeting is to take place and shall be mailed to each trustee not less than seven (7) days before the meeting is to take place. The statutory declaration of the secretary or the Chair that notice has been given pursuant to this by-law shall be sufficient and conclusive evidence of the giving of such notice. The board may appoint a day or days in any month or months for regular meetings at an hour to be named and of such regular meeting no notice need be sent. A trustees' meeting may also be held, without notice, immediately following the annual meeting of the Foundation. The trustees may consider or transact any business either special or general at any meeting of the board.

11. **ERROR IN NOTICE, BOARD OF TRUSTEES** – No error or omission in giving such notice for a meeting of the trustees shall invalidate such meeting or invalidate or make void any proceedings taken or had at such meeting and any trustee may at any time waive notice of any such meeting and may ratify and approve any or all proceedings taken or had thereat.

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

12. **VOTING, BOARD OF TRUSTEES** – Questions arising at any meeting of trustees shall be decided by a majority of votes. In case of an equality of votes, the Chair, in addition to the original vote, shall have a second or casting vote. All votes at any such meeting shall be taken by ballot if demanded by any trustee present, but if no demand be made, the vote shall be taken in the usual way by assent or dissent. A declaration by the Chair that a resolution has been carried and an entry to that effect is in the minutes shall be admissible in evidence as prima facia proof of the fact without proof of the number or proportion of the votes recorded in favour of or against such resolution. In the absence of the Chair those duties may be performed by the vice-Chair or such other trustee as the board may from time to time appoint for the purpose.
13. **BALLOT BY MAIL** – The trustees are empowered to transact business between meetings by mail, telegraph, telex, FAX, telephone or e-mail. A majority of all trustees shall be necessary for a decision. The secretary of the Foundation shall have authority to send out ballots by mail when the subject matter comes under existing policy. When the subject matter relates to other than existing policies the chair of the trustees shall have the power to determine whether the matter shall be handled in a ballot by mail or held over until the next meeting of the trustees.
14. **POWERS** – The trustees of the Foundation shall administer the affairs of the Foundation in all things and make or cause to be made for the Foundation in its name any kind of contract which the Foundation may lawfully enter into and, save as hereinafter provided, generally, may exercise all such other powers and do all such other acts and things as the Foundation is by its charter or otherwise authorized to exercise and do.
- Without in any way derogating from the foregoing, the trustees are expressly empowered, from time to time, to purchase, lease, or otherwise acquire, alienate, sell, exchange or otherwise dispose of share, stocks, rights, warrants, options, and other securities, lands, buildings, and other property, moveable or immoveable, real or personal, or any right or interest therein owned by the Foundation, for such consideration and upon such terms and conditions as they may deem advisable.
15. **OFFICERS OF THE FOUNDATION** – There shall be a Chair, vice-Chair, secretary and a treasurer or in lieu of a secretary and treasurer, a secretary-treasurer and such other officers as the board of trustees may determine by by-law from time to time. One person may hold more than one (1) office except the offices of Chair and vice-Chair. Such officers shall be elected by the board of trustees from among their number at the first meeting of the board after the annual meeting of the members of the Foundation, provided that in default of such election the then incumbents, being members of the board, shall hold office until their successors are elected. Any other officers of the Foundation need not be members of board and in the absence of written agreement to the contrary the employment of all officers shall be settled from time to time by the board.

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

16. **DUTIES OF CHAIR AND VICE-CHAIR** – The Chair shall, when present, preside at all meetings of the members of the Foundation and the board of trustees. The Chair shall also be charged with a general management and supervision of the affairs and operations of the Foundation. The Chair with the secretary or other officer appointed by the board for that purpose shall sign all by-laws and membership certificates. During the absence or inability of the Chair those duties and powers may be exercised by the vice-Chair, and if the vice-Chair, or such other trustee as the board may from time to time appoint for the purpose, exercises any such duty or power, the absence or inability of the Chair shall be presumed with reference thereto.
17. **DUTIES OF THE SECRETARY** – The secretary shall be the clerk of the board of trustees and shall attend at all meetings of the board of trustees and record all facts in the books for that purpose. The secretary shall give all notices required to be given to members and to trustees, shall be the custodian of the seal of the Foundation and of all books, papers, records, correspondence, contracts and other documents belonging to the Foundation which shall be delivered up only when authorized by a resolution of the board of trustees to do so and to such person or persons as may be named in the resolution and shall perform such other duties as may from time to time be determined by the board of trustees.
18. **DUTIES OF THE TREASURER** – The treasurer, or person performing the usual duties of a treasurer, shall keep full and accurate account of all receipts and disbursements of the Foundation in proper books of accounts and shall deposit all monies or other valuable effects in the name and to the credit of the Foundation in such bank or banks as may from time to time be designated by the board of trustees. The treasurer shall disburse the funds of the Foundation under the direction of the board of trustees, taking proper vouchers thereof and shall render to the board of trustees at the regular meetings thereof or whenever required an account of all transactions as treasurer and of the financial position of the Foundation. The treasurer shall also perform such other duties as may from time to time be determined by the board of trustees.
19. **BOOKS AND RECORDS** – The trustees shall see that all necessary books and records of the Foundation required by by-laws of the Foundation or by any applicable statute or law are regularly and properly kept. The current report of the auditors shall be prepared as close to the end of the fiscal year as possible, but must be completed prior to the end of the calendar year.

It shall be the duty of the secretary of the Foundation board to inform the proper authorities of the newly elected board members within thirty (30) days of the Foundation's annual meeting, and to notify the Foundation Chair in writing it has been done.

It shall be the duty of all trustees to see that the charitable status of the Foundation is maintained at all times.

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

20. **SURETY BONDS** -The trustees shall determine the necessity and amount of surety bonds for any person working on Foundation activities and provide in the administration budget of the Foundation for the cost of such bonds.
21. **FINANCIAL YEAR** – Unless otherwise ordered by the board of trustees, the fiscal year of the Foundation shall terminate on the same date as Civitan International.
22. **DUES** – The annual dues for Foundation members shall be determined by the board of trustees and set forth as Foundation policy.

The treasurer shall notify the members of the dues payable by them in each year prior to the first (1) day of November in each year, and if such dues are not paid on or before the first day of January next following, the members in default shall thereupon automatically cease to be a member of the Foundation, but any such member may, on payment of all unpaid dues, be re-instated by unanimous vote of the board of trustees.

23. **EXECUTION OF DOCUMENTS** – Deeds, transfers, licenses, contracts and engagements on behalf of the Foundation shall be signed by either the Chair or the vice-Chair and by the secretary and the secretary shall affix the seal of the Foundation to such instruments as require the same. Contracts in the ordinary course of the Foundation's operations may be entered into on behalf of the Foundation by the Chair, vice-Chair, secretary, treasurer or by any person authorized by the board.

The Chair, vice-Chair, trustees, secretary or treasurer or any of them or any person or persons from time to time designated by the board of trustees may transfer any and all shares, bonds, or other securities from time to time standing in the name of the Foundation in its individual or any other capacity or as trustee or otherwise may accept in the name and on behalf of the Foundation transfers of shares, bonds or, other securities from time to time, transferred to the Foundation, and may affix the corporate seal to any such transfers or acceptances of transfers, and may make, execute and deliver under the corporate seal any and all instruments in writing necessary or proper for such purposes, including the appointment of an attorney or attorneys to make or accept transfers of share, bonds or other securities on the books of any company or corporation.

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

24. CHEQUES, ETC – All cheques, bills of exchange or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Foundation, shall be signed by such trustee or trustees, officer or officers, agent or agents of the Foundation, and in such manner as shall from time to time be determined by resolution of the board of trustees and any one (1) of such trustees, officers or agents alone endorse notes and drafts for collection on account of the Foundation through its bankers, and endorse notes and cheques for deposit with the Foundation’s bankers for the credit of the Foundation, or the same may be endorsed “for collection” or “for deposit” with the bankers of the Foundation by using the Foundation’s rubber stamp for the purpose. Any one (1) of such trustees, officers or agents so appointed

may arrange, settle, balance and certify all books and accounts between the Foundation and the Foundation’s bankers and may receive all paid cheques and vouchers and sign all bank forms or settlement of balances and release or verification slips.

25. DEPOSIT OF SECURITIES FOR SAFEKEEPING – the securities of the Foundation shall be deposited for safekeeping with one (1) or more bankers, trust companies or other financial institutions to be selected by the board of trustees. Any and all securities so deposited may be withdrawn, from time to time, only upon written order of the Foundation signed by such trustee or trustees, officer or officers, agent or agents of the Foundation, and in such manner, as shall from time to time be determined by resolution of the board of trustees and such authority may be general or confined to specific instances. The institutions which may be so selected as custodians of board of trustees shall be fully protected in acting in accordance with the directions of the board of trustees and shall in no event be liable for the due application of the securities so withdrawn from deposit or the proceeds thereof.

26. NOTICE – Whenever under the provisions of the by-law of the Foundation, notice is required to be given, such notice may be given either personally or telegraphed or by depositing same in the post office or in a public letter box in a prepaid sealed wrapper addressed to the trustee, officer or member at their addresses as same appear in the books of the Foundation. A notice or other document so sent by post shall be held to be sent at the time when the same was deposited in a post office or public letter box as aforesaid, or if telegraphed shall be held to be sent when the same was handed to the telegraph company or its messenger. For the purpose of sending any notice the address of any member, trustee or officer shall be the last address as recorded on the books of the Foundation.

27. BORROWING – The trustees may from time to time:

- a. borrow money on the credit of the Foundation
- b. issue, sell or pledge securities of the Foundation; or
- c. charge, mortgage, hypothecate or pledge all or any of the real or personal property of the Foundation, including book debts, rights, powers, franchises and undertakings to secure any security or securities or any money borrowed, or other debt or any other obligation or liability of the Foundation.

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

From time to time the trustees may authorize any trustee, officer or employee of the Foundation or any other person to make arrangements with reference to the monies borrowed or to be borrowed as aforesaid and as to the terms and conditions of the loan thereof, and as to the securities to be given therefore, with power to vary or modify such arrangements, terms and conditions and to give such additional securities for any monies borrowed or remaining due by the Foundation as trustees may authorize, or to generally manage, transact and settle the borrowing of money by the Foundation.

28. INDEMNIFICATION OF TRUSTEES AND OTHERS – Every trustee or officer of the Foundation or other person who has undertaken or is about to undertake any liability on behalf of the Foundation and their heirs, executors and administrators, and estate and effects, respectively, shall from time to time and at all times, be indemnified and saved harmless out of the funds of the Foundation, from and against:

- a. all costs, charges and expenses whatsoever which such trustee, officer or other person sustains or incurs in or about any action, suit or proceeding which is brought, commenced or prosecuted against them, or in respect of any act, deed, matter or thing whatsoever, made, done or permitted by them, in or about the execution of the duties of their office or in respect of any such liability;
- b. all other costs, charges and expenses which they sustain or incur in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by their own willful neglect or default.

29. INTERPRETATION – In this by-law and all other by-laws of the Foundation hereafter passed unless the context otherwise requires, words importing the singular gender or the masculine gender shall include the plural or the feminine gender as the case may be and the vice versa and references to persons shall include firms and corporations.

Passed by the board of trustees and sealed with the corporate seal this _____

day of _____

President/Chair

Secretary

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

POLICIES

I N D E X :

SECTIONS:

FOUNDATION / GENERAL.....	F- 100
FOUNDATION / BOARD OF TRUSTEES.....	F- 200
FOUNDATION / MEETINGS.....	F- 300
FOUNDATION / FINANCIAL.....	F- 400
FOUNDATION / MEMBERSHIP.....	F- 500
FOUNDATION / ELECTIONS & APPOINTMENTS.....	F- 600
FOUNDATION / AWARDS.....	F- 700
FOUNDATION / BURSARIES.....	F- 800
FOUNDATION / PROJECTS.....	F- 900
FOUNDATION / JOB DESCRIPTION.....	F- 1000
FOUNDATION / CONSTITUTION & BY-LAWS.....	F- 1100
FOUNDATION / HISTORY.....	F- 1200
FOUNDATION / ANNUAL TRUSTEE(S) BY YEAR.....	F- 1300

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

INDEX BY SECTION

FOUNDATION / GENERAL.....	F- 100
NAME.....	F- 100- 1
CONSTITUTION & INTERPRETATION OF FOUNDATION POLICIES.....	F- 100- 2
FISCAL YEAR.....	F- 100- 3
POLICY MANUAL.....	F- 100- 4
POLICY DEVELOPMENT.....	F- 100- 5
POLICY DRAFTING AND DISSEMINATION.....	F- 100- 6
CONSTITUTION & BY-LAWS.....	F- 100- 7
CONFLICT OF POLICY / CONSTITUTION & BY-LAWS.....	F- 100- 8
FOUNDATION LOGO.....	F- 100- 9
INCORPORATION - FILING.....	F- 100-10
CHARITABLE FOUNDATION - FILING.....	F- 100-11

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

INDEX BY SECTION

FOUNDATION / BOARD OF TRUSTEES..... F- 200

TERM OF OFFICE..... F- 200- 1

VACANCIES IN OFFICE..... F- 200- 2

DISTRICT REPRESENTATIVE TRUSTEE..... F- 200- 3

BOARD OF TRUSTEES POWERS..... F- 200- 4

NOTICE OF MEETINGS.....F- 200- 5

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

INDEX BY SECTION

FOUNDATION / MEETINGS.....	F- 300
NUMBER OF BOARD MEETINGS.....	F- 300- 1
BOARD ACTIVITIES OPEN MEETINGS.....	F- 300- 2
IN-CAMERA.....	F- 300- 3
BOARD ACTIVITIES - MEETING INVITATIONS & VOTING.....	F- 300- 4
EXPENDITURES.....	F- 300- 5
BOARD MEETINGS.....	F- 300- 6
SPECIAL FOUNDATION MEETINGS.....	F- 300- 7
TREASURER REPORT.....	F- 300- 8
SECRETARY REPORT.....	F- 300- 9
COMMITTEE REPORTING.....	F- 300-10
ORDERING SUPPLIES FOR THE FOUNDATION.....	F- 300-11
ANNUAL MEETING AGENDA.....	F- 300-12
APPOINTMENT OF THE CREDENTIALS COMMITTEE.....	F- 300-13
RESOLUTIONS COMMITTEE.....	F- 300-14
MEETING AGENDA.....	F- 300-15
MEMBER CLUB / ORGANIZATION RESPONSIBILITIES AT THE ANNUAL MEETING.....	F- 300-16
PRIVATE MEMBER RESPONSIBILITY AT THE ANNUAL MEETING.....	F- 300-17

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

NOTICE OF ANNUAL MEETING.....F- 300-18

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

INDEX BY SECTION

FOUNDATION / FINANCIAL.....	F- 400
TRUSTEE COMPENSATION.....	F- 400- 1
FUND RAISING - SPECIAL FUNDS.....	F- 400- 2
FOUNDATION EXPENSES.....	F- 400- 3
FOUNDATION AUDITOR.....	F- 400- 4
TRAVEL EXPENSES (MEALS & MILEAGE).....	F- 400- 5
ANNUAL MEETING EXPENSES TRUSTEES.....	F- 400- 6
EXPENDITURES - TAXES.....	F- 400- 7
AUDIT.....	F- 400- 8
OVERDUE ACCOUNTS.....	F- 400- 9
CHAIRPERSONS PROJECT FINANCIAL REPORT.....	F- 400-10
COMMITTEE CHAIRPERSON - SPECIAL ACCOUNT.....	F- 400-11

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

INDEX BY SECTION

FOUNDATION / MEMBERSHIP.....	F- 500
MEMBER CLUB.....	F- 500- 1
MEMBER ORGANIZATION.....	F- 500- 2
PRIVATE MEMBER.....	F- 500- 3
MEMBERSHIP LIST.....	F- 500- 4
PRIVATE MEMBER IN GOOD STANDING.....	F- 500- 5
MEMBER CLUB OR ORGANIZATION IN GOOD STANDING.....	F- 500- 6
CANADIAN GOVERNORS' COUNCIL.....	F- 500- 7

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

INDEX BY SECTION

FOUNDATION / ELECTIONS & APPOINTMENTS.....	F- 600
APPOINTMENTS - AD HOC COMMITTEE(S).....	F- 600- 1
DUTY OF CREDENTIALS & ELECTION COMMITTEE.....	F- 600- 2
DELEGATE / ALTERNATE VOTING.....	F- 600- 3
FOUNDATION ELECTIONS - VOTING.....	F- 600- 4
MAJORITY VOTE FOR ELECTIONS.....	F- 600- 5
ELECTION MEETING.....	F- 600- 6
STANDING FOR ELECTION - FOUNDATION TRUSTEE PRIVATE MEMBER.....	F- 600- 7
STANDING FOR ELECTION - FOUNDATION TRUSTEE MEMBER CLUB / MEMBER ORGANIZATION.....	F- 600- 8

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

INDEX BY SECTION

FOUNDATION / AWARDS.....	F- 700
AWARDS PROGRAM POLICY.....	F- 700- 1
FELLOW AWARD.....	F- 700-
FELLOW AWARD WINNERS LIST.....	F- 700-
FELLOW AWARD APPLICATION.....	F- 700-
CENTURY AWARD.....	F- 700-
CENTURY AWARD APPLICATION.....	F- 700-

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

INDEX BY SECTION

FOUNDATION / BURSARIES	F- 800
BURSARY FUND APPLICATION.....	F- 800-

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

INDEX BY SECTION

FOUNDATION / PROJECTS..... F- 900

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

INDEX BY SECTION

FOUNDATION / JOB DESCRIPTIONS..... F- 1000

BOARD OF TRUSTEES DUTIES F- 1000- 1

AWARD CHAIR... F- 1000- 2

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

INDEX BY SECTION

FOUNDATION / CONSTITUTION & BY-LAWS..... F- 1100

CONSTITUTION & BY-LAWS..... F- 1100- 1

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

INDEX BY SECTION

FOUNDATION / HISTORY F- 1200

HISTORY F- 1200- 1

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

INDEX BY SECTION

FOUNDATION / ANNUAL TRUSTEE(S) BY YEAR F- 1300

LIST OF TRUSTEE(S) BY THE YEAR F- 1300- 1

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

FOUNDATION / GENERAL: F- 100-1

FOUNDATION / RE: NAME

ADOPTED: AUG 19/95 EFFECTIVE: AUG 19/95

AMENDED: SEP 20/03

CROSS REFERENCE POLICIES: _____

CONSTITUTION & BY-LAW REFERENCE: _____

NAME:

The name of this association shall be the CIVITAN INTERNATIONAL FOUNDATION OF CANADA, hereafter called " the Foundation " .

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

FOUNDATION / GENERAL: F- 100-2

RE: CONSTRUCTION & INTERPRETATION - FOUNDATION POLICIES

ADOPTED: AUG 19/95 EFFECTIVE: AUG 19/95

AMENDED: SEP 20/03

CROSS REFERENCE POLICIES: _____

CONSTITUTION & BY-LAW REFERENCE: _____

CONSTRUCTION & INTERPRETATION FOUNDATION POLICIES

The construction and interpretation of the policies of the Foundation by the Foundation trustees shall be final and binding, unless such construction and interpretation be rescinded at a subsequent annual meeting of the Foundation; provided that any provision of these policies or any amendments to the policies are not contrary to or in conflict with the constitution and by-laws of the Foundation shall be void.

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

FOUNDATION / GENERAL: F- 100-3

RE: FISCAL YEAR

ADOPTED: AUG 19/95 **EFFECTIVE: AUG 19/95**

AMENDED: SEP 20/03

CROSS REFERENCE POLICIES: _____

CONSTITUTION & BY-LAW REFERENCE: _____

FISCAL YEAR

The fiscal year of the Foundation commences the first day of October of each year and shall end on the thirtieth day of September of the following year.

2008-2009

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

FOUNDATION / GENERAL: F- 100-4

**RE: POLICY BOOK MANUAL
TRUSTEE REFERENCE MANUAL**

ADOPTED: AUG 19/95 EFFECTIVE: AUG 19/95

AMENDED: AUG 14/05

CROSS REFERENCE POLICIES: _____

CONSTITUTION & BY-LAW REFERENCE: _____

POLICY BOOK MANUAL

This manual is maintained by the board of trustees.

It will be available for a cost of \$ 15.00 per issue to any Civitan club, member organization, or private member who is a member of the Foundation.

A copy of the policy manual will be supplied to the trustees of the Foundation and each district free of charge.

TRUSTEE REFERENCE MANUAL

This manual is prepared and maintained under the direction of the board of trustees.

It will serve as a reference tool for each trustee to enable them to better research answers to questions posed by Foundation members and others as well as providing a source of information pertinent to making informative presentations to anyone asking.

The manual shall remain the property of the Foundation and must be returned by the holder upon expiration of the trustee's term on the board.

2008-2009

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

FOUNDATION / GENERAL: F- 100-5

RE: POLICY DEVELOPMENT

ADOPTED: AUG 19/95 EFFECTIVE: AUG 19/95

AMENDED: SEP 20/03

CROSS REFERENCE POLICIES: _____

CONSTITUTION & BY-LAW REFERENCE: _____

POLICY DEVELOPMENT

It is the intent of the Foundation board to develop written policies so that they may serve as guidelines and goals for the successful and efficient functioning of the Foundation.

The Foundation board will consider policy development and execution of its policies, as one of its chief functions.

The Foundation trustees accept the definition of policy as:

Policies are principles adopted by the Foundation board to chart a course of action. They tell what is wanted; they may include why and how much. Policies should be broad enough to permit the administration sufficient flexibility to administer the intent of the policy and narrow enough to give clear guidance. Policies are guides for action by the administration, which then sets the rules and regulations to provide specific directions.

It is the Foundation board's intent that its policies serve as sources of information and guidance for all Foundation members.

Changes in needs, conditions, purposes and objectives will require revisions, deletions and additions to the policies of present and future Foundation boards. The Foundation board will welcome suggestions for on-going policy development.

2008-2009

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

FOUNDATION / GENERAL: F- 100-6

RE: POLICY DRAFTING & DISSEMINATION

ADOPTED: AUG 19/95 EFFECTIVE: AUG 19/95

AMENDED: NOV 2/03

CROSS REFERENCE POLICIES: _____

CONSTITUTION & BY-LAW REFERENCE: _____

POLICY DRAFTING & DISSEMINATION

POLICY DRAFTING

Adoption of new policies or changing existing policies is solely the responsibility of the Foundation board.

The Chair of the Foundation shall report to the Foundation trustees from time to time on the policies in operation and shall propose such changes as deemed necessary.

Proposals for new policies, or changes in existing policies, may be initiated in writing by member of the Foundation. The policy proposals shall be referred to the Chair of the Foundation for detailed study and review by the Foundation trustees for consideration.

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

POLICY DISSEMINATION

A selected Foundation trustee will establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Foundation board and the administrative rules and regulations needed to put them into effect.

The Foundation policy manual, in its entirety, shall be presented to each Foundation trustee serving on the board of trustees upon taking office and any member club. The member clubs, organizations and private members may obtain a copy after paying an administrative fee. Member clubs may obtain a replacement copy after paying an administrative fee.

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

FOUNDATION / GENERAL: F- 100-7

RE: CONSTITUTION & BY-LAWS

ADOPTED: AUG 19/95 EFFECTIVE: AUG 19/95

AMENDED: SEP 20/03

CROSS REFERENCE POLICIES: _____

CONSTITUTION & BY-LAW REFERENCE: _____

CONSTITUTION & BYLAWS

The constitution and by-laws of the Civitan International Foundation of Canada shall be the constitution and by-laws.

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

FOUNDATION / GENERAL: F- 100-8

RE: CONFLICT OF POLICY / CONSTITUTION & BY-LAWS

ADOPTED: AUG 19/95 EFFECTIVE: AUG 19/95

AMENDED: SEP 20/03

CROSS REFERENCE POLICIES: _____

CONSTITUTION & BY-LAW REFERENCE: _____

CONFLICT OF POLICY-CONSTITUTION & BY-LAWS

In the event of conflict of any Foundation policy with the constitution and by-laws of the Foundation, the latter shall prevail.

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

FOUNDATION / GENERAL: F- 100-9

RE: FOUNDATION LOGO

ADOPTED: AUG 19/95 EFFECTIVE: AUG 19/95

AMENDED: SEP 20/03

CROSS REFERENCE POLICIES: _____

CONSTITUTION & BY-LAW REFERENCE: _____

FOUNDATION LOGO

There shall be a separate and distinct logo for the FOUNDATION printed upon all stationary and other materials identifying the FOUNDATION.

All the banner patches and lapel pins shall also incorporate this logo.

A majority vote at the ANNUAL MEETING shall be required to change the logo. The current logo is printed on the cover of this policy manual.

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

FOUNDATION / GENERAL: F- 100-10

RE: INCORPORATION - FILING

ADOPTED: AUG 19/95 EFFECTIVE: AUG 19/95

AMENDED: SEP 20/03

CROSS REFERENCE POLICIES: _____

CONSTITUTION & BY-LAW REFERENCE: _____

INCORPORATION - FILING:

The Civitan International Foundation of Canada is incorporated.

Annually the Chair of the board will arrange for the necessary report to be forwarded to The Consumer & Commercial Relations Branch updating the officers of the Foundation.

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

FOUNDATION / GENERAL: F- 100-11

RE: CHARITABLE FOUNDATION

ADOPTED: AUG 19/95 EFFECTIVE: AUG 19/95

AMENDED: SEP 20/03

CROSS REFERENCE POLICIES: _____

CONSTITUTION & BY-LAW REFERENCE: _____

CHARITABLE FOUNDATION:

The Civitan International Foundation of Canada is a recognized charitable foundation.

The registered Foundation charity number is 03926476313.

Annually the Chair of the board will arrange for the necessary report(s) to be forwarded to The Department of National Revenue and Taxation - Charitable and Non Profit Organizations Section, Ottawa Ontario. This report must be filed by March 31st of each year (within six months of closing the books at year end). The report is prepared and sent by the auditor.

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

FOUNDATION / BOARD OF TRUSTEES: F- 200-1

RE: TERM OF OFFICE

ADOPTED: AUG 19/95 EFFECTIVE: AUG 19/95

AMENDED: SEP 20/07

CROSS REFERENCE POLICIES: _____

CONSTITUTION & BY-LAW REFERENCE: _____

TERM OF OFFICE

All trustees shall take office October 1st following their election or appointment. All Trustees, except those appointed by the District Governors, shall serve a two year term. The election of Private Members and Club Members shall be done on alternating years at The Annual General Meeting. The Trustees appointed by the District Governors shall serve for a one year term.

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

FOUNDATION / BOARD OF TRUSTEES: F- 200-2

RE: VACANCIES IN OFFICE

ADOPTED: AUG 19/95 EFFECTIVE: AUG 19/95

AMENDED: SEP 20/03

CROSS REFERENCE POLICIES: F- 200-1

CONSTITUTION & BY-LAW REFERENCE: _____

VACANCIES IN OFFICE

Should offices of any of the ELECTED TRUSTEES or FOUNDATION APPOINTED TRUSTEES be vacant, the Foundation board shall appoint a replacement, who will hold office until the next ANNUAL MEETING when the office shall be filled by election or appointment to complete the term as noted on the chart which is part of 200-1.

Should offices of any of the DISTRICT BOARD APPOINTED TRUSTEES be vacant, the district governor of the district involved will appoint a replacement, who will hold office until the next ANNUAL MEETING when the office shall be filled by appointment.

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

FOUNDATION / BOARD OF TRUSTEES: F- 200-3

RE:DISTRICT REPRESENTATIVE TRUSTEE

ADOPTED: AUG 19/95 EFFECTIVE: AUG 19/95

AMENDED: SEP 20/03

CROSS REFERENCE POLICIES: _____

CONSTITUTION & BY-LAW REFERENCE: _____

DISTRICT REPRESENTATIVE TRUSTEE:

Prior to August 31st each year both Canadian Civitan districts will appoint their representative to the Board of Trustees of the Foundation.

The term to commence effective the following October.

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

FOUNDATION / BOARD OF TRUSTEES: F- 200-4

RE: BOARD OF TRUSTEES - POWERS

ADOPTED: AUG 19/95 EFFECTIVE: AUG 19/95

AMENDED: SEP 20/03

CROSS REFERENCE POLICIES: _____

CONSTITUTION & BY-LAW REFERENCE: _____

BOARD OF TRUSTEES - POWERS

The trustees of the Foundation shall administer the affairs of the Foundation in all things and make or cause to be made for the Foundation in its name any kind of contract which the Foundation may lawfully enter into and, save as hereinafter provided, generally, may exercise all such other powers and to do such other acts and things as the Foundation is by its charter or otherwise authorized to exercise and do. Without, in any way derogating from the foregoing, the trustees are expressly empowered, from time to time, to purchase, lease, or otherwise acquire, alienate, sell, exchange or otherwise dispose of shares, stocks, rights, warrants, options and other securities, lands, buildings, and other property, moveable or immovable, real or personal, or any right or interest therein owned by the Foundation, for such consideration and upon such terms and conditions as they may deem advisable.

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

FOUNDATION / BOARD OF TRUSTEES: F- 200- 5

RE: NOTICE OF MEETINGS

ADOPTED: AUG 19/95 EFFECTIVE: AUG 19/95

AMENDED: SEP 20/03

CROSS REFERENCE POLICIES: _____

CONSTITUTION & BY-LAW REFERENCE: _____

NOTICE OF MEETINGS:

ANNUAL MEETING:

At least thirty (30) days notice shall be given to all Foundation trustees of the ANNUAL MEETING. The notice shall include the date, place and time of the meeting.

BOARD MEETING:

At least fifteen (15) days notice shall be given to the Foundation trustees of any board meeting. The notice shall include the date, place and time of the meeting.

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

FOUNDATION / MEETINGS: F- 300-1

RE: BOARD MEETINGS

ADOPTED: AUG 19/95 EFFECTIVE: AUG 19/95

AMENDED: SEP 20/07

CROSS REFERENCE POLICIES: _____

CONSTITUTION & BY-LAW REFERENCE: _____

BOARD MEETINGS

1. The Foundation board shall hold at least FOUR regular meetings during each year at such time and place as shall be determined.
2. At the beginning of the first meeting of the fiscal year all trustees shall sign an “Agreement of Confidentiality” (henceforth referred to as the agreement) which will remain in effect for the fiscal year. Returning Trustees will sign another agreement at the first meeting they attend in the following year.
3. Guests at board meetings will sign the agreement every time they attend a meeting.
4. A copy of the agreement will be placed in each copy of the Foundation By-Laws and Policies.
5. It will be the responsibility of the Foundation Secretary to supply copies of the agreement and keep in her/his files the signed copies.

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

FOUNDATION / MEETINGS: F- 300-2

RE: BOARD ACTIVITIES OPEN MEETINGS

ADOPTED: AUG 19/95 EFFECTIVE: AUG 19/95

AMENDED: SEP 20/03

CROSS REFERENCE POLICIES: F- 300-3

CONSTITUTION & BY-LAW REFERENCE: _____

BOARD ACTIVITIES OPEN MEETINGS

All Foundation board meetings shall be open to all member organizations, member clubs and private members unless by majority vote the Foundation board decides to meet in-camera (SEE FOUNDATION / MEETINGS: F- 300-3).

The member club representative must have the written authorization of the member club.

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

FOUNDATION / MEETINGS: F- 300-3

RE: IN-CAMERA

ADOPTED: AUG 19/95 EFFECTIVE: AUG 19/95

AMENDED: SEP 20/03

CROSS REFERENCE POLICIES: F- 300-2

CONSTITUTION & BY-LAW REFERENCE: _____

IN-CAMERA:

In the event an in-camera session is voted for, the meeting room will be cleared of everyone except the trustees of the Foundation board.

When the in-camera session has ended the meeting will revert back to the open meeting status. (SEE FOUNDATION / MEETING: F- 300-2).

Any minutes of an in-camera meeting will be kept separate from the regular minutes and only distributed to the Foundation trustees.

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

FOUNDATION / MEETINGS: F- 300-4

RE: BOARD ACTIVITIES MEETINGS INVITATIONS & VOTING

ADOPTED: AUG 19/95 EFFECTIVE: AUG 19/95

AMENDED: SEP 20/03

CROSS REFERENCE POLICIES: _____

CONSTITUTION & BY-LAW REFERENCE: _____

BOARD ACTIVITIES MEETING INVITATIONS & VOTING

Only Foundation trustees and those persons specifically recognized by the chair may speak to an issue which will be heard at the Foundation board meeting. Only Foundation trustees will vote on any decision.

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

FOUNDATION / MEETINGS: F- 300-5

RE: EXPENDITURES

ADOPTED: AUG 19/95 EFFECTIVE: AUG 19/95

AMENDED: SEP 20/03

CROSS REFERENCE POLICIES: _____

CONSTITUTION & BY-LAW REFERENCE: _____

EXPENDITURES

All Foundation expenditures shall be approved by the Foundation board and shall be made by cheque signed by any two of the authorized signing officers, these to be the Foundation Chair, Foundation treasurer or any other appointed Foundation trustee.

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

FOUNDATION / MEETINGS: F- 300-6

RE: BOARD MEETINGS

ADOPTED: AUG 19/95 EFFECTIVE: AUG 19/95

AMENDED: SEP 20/03

CROSS REFERENCE POLICIES: _____

CONSTITUTION & BY-LAW REFERENCE: _____

BOARD MEETINGS

Meetings of the Foundation board may be held at the call of the Foundation Chair or by a majority of the members of the Foundation board and at least seven (7) days notice shall be given to all Foundation trustees of all such meetings.

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

FOUNDATION / MEETINGS: F- 300-7

RE: SPECIAL FOUNDATION MEETINGS

ADOPTED: AUG 19/95 EFFECTIVE: AUG 19/95

AMENDED: SEP 20/03

CROSS REFERENCE POLICIES: _____

CONSTITUTION & BY-LAW REFERENCE: _____

SPECIAL FOUNDATION MEETINGS

Special Foundation meetings may be held at the call of the Foundation Chair or of a majority of the members of the Foundation board and at least fifteen (15) days notice shall be given to all Foundation trustees, member clubs and member organizations and private members of such meeting.

The method of notification is at the discretion of the Chair.

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

FOUNDATION / MEETINGS: F- 300-8

RE: TREASURER REPORTS

ADOPTED: AUG 19/95 EFFECTIVE: AUG 19/95

AMENDED: SEP 20/03

CROSS REFERENCE POLICIES: _____

CONSTITUTION & BY-LAW REFERENCE: _____

TREASURER REPORTS

The TREASURER shall make a report to the Foundation at the ANNUAL MEETING and to the FOUNDATION BOARD at each of its meetings and shall make such other reports as may be directed by the FOUNDATION BOARD.

The books and records shall at all times be open to the inspection of the FOUNDATION Board.

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

FOUNDATION / MEETINGS: F- 300-9

RE: SECRETARY REPORT

ADOPTED: AUG 19/95 EFFECTIVE: AUG 19/95

AMENDED: NOV 2/03

CROSS REFERENCE POLICIES: _____

CONSTITUTION & BY-LAW REFERENCE: _____

SECRETARY REPORT

The FOUNDATION SECRETARY shall record minutes of the proceedings in writing or laptop computer, of all meetings which are called by the board and at the ANNUAL MEETING.

The minutes of any Foundation meeting shall be amended and approved by the board through properly seconded motions carried by a majority vote. The secretary shall send such amended and approved minutes to the trustees and the Governors of the Canadian Districts.

The records shall at all times be open to the inspection of the membership of the Foundation.

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

FOUNDATION / MEETINGS: F- 300-10

RE: COMMITTEE REPORTING

ADOPTED: AUG 19/95 EFFECTIVE: AUG 19/95

AMENDED: SEP 20/03

CROSS REFERENCE POLICIES: _____

CONSTITUTION & BY-LAW REFERENCE: _____

COMMITTEE REPORTING

All Foundation committees shall report to the Foundation Chair in writing, where applicable, at least 15 days prior to each Foundation board meeting and ANNUAL MEETING.

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

FOUNDATION / MEETINGS: F- 300-11

RE: ORDERING SUPPLIES FOR THE FOUNDATION

ADOPTED: AUG 19/95 EFFECTIVE: AUG 19/95

AMENDED: SEP 20/03

CROSS REFERENCE POLICIES: _____

CONSTITUTION & BY-LAW REFERENCE: _____

ORDERING SUPPLIES FOR THE FOUNDATION:

All supplies being ordered on behalf of the Foundation must first be authorized by the Foundation Chair or, in his/her absence, the Foundation treasurer.

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

FOUNDATION / MEETINGS: F- 300-12

RE: ANNUAL MEETING AGENDA

ADOPTED: AUG 19/95 EFFECTIVE: AUG 19/95

AMENDED: SEP 20/03

CROSS REFERENCE POLICIES: _____

CONSTITUTION & BY-LAW REFERENCE: _____

ANNUAL MEETING AGENDA

AT THE ANNUAL MEETING THERE SHALL BE INCLUDED IN THE AGENDA THE FOLLOWING:

- (a) The presentation of a report of the Foundation trustees made by the Foundation Chair.
- (b) The presentation of a report of both the secretary and treasurer or secretary/treasurer of the Foundation.
- (c) The presentation of any proposed amendments to the Foundation policies.
- (d) The confirmation of amendments to Foundation policies made by the Foundation trustees since the last convention.
- (e) Such other matters as shall be decided upon at the ANNUAL MEETING.

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

FOUNDATION / MEETINGS: F- 300-13

RE: APPOINTMENT OF THE CREDENTIALS COMMITTEE

ADOPTED: AUG 19/95 EFFECTIVE: AUG 19/95

AMENDED: SEP 20/03

CROSS REFERENCE POLICIES: _____

CONSTITUTION & BY-LAW REFERENCE: _____

APPOINTING OF THE CREDENTIALS COMMITTEE

The FOUNDATION CHAIR shall, at least thirty (30) days prior to the ANNUAL MEETING, appoint a CREDENTIALS COMMITTEE of two (2) delegates and shall designate the chair thereof.

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

FOUNDATION / MEETINGS: F- 300-14

RE: RESOLUTIONS COMMITTEE

ADOPTED: AUG 19/95 **EFFECTIVE: AUG 19/95**

AMENDED: SEP 20/03

CROSS REFERENCE POLICIES: _____

CONSTITUTION & BY-LAW REFERENCE: _____

RESOLUTIONS COMMITTEE

The RESOLUTIONS COMMITTEE will be appointed by the chair thirty days (30) prior to the ANNUAL MEETING. The resolution committee shall receive such resolutions as may be presented to them by any member of any club at the annual meeting provided that such resolution shall be presented at least twenty-four (24) hours prior to the opening of the said annual meeting. The resolution committee shall consider all resolutions presented to it in writing and determine whether or not such resolutions should be presented by it to the annual meeting. Nothing herein shall bar a delegate from presenting a resolution to the annual meeting that has been rejected by this committee.

NOTE: The agenda for the annual meeting must include the resolution committee. Membership to be notified. The members of the committee will also be made public.

The RESOLUTIONS COMMITTEE will be announced in the notice of the ANNUAL MEETING being distributed.

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

FOUNDATION / MEETINGS: F- 300-15

RE: MEETING AGENDA

ADOPTED: AUG 19/95 EFFECTIVE: AUG 19/95

AMENDED: _____

CROSS REFERENCE POLICIES: _____

CONSTITUTION & BY-LAW REFERENCE: _____

MEETING AGENDA

The agenda of all business scheduled to be covered at the ANNUAL MEETING shall be sent to all MEMBER CLUBS, MEMBER ORGANIZATIONS and PRIVATE MEMBERS by the FOUNDATION TREASURER with the notice of the meeting thirty days (30) prior to the meeting.

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

FOUNDATION / MEETINGS: F- 300-16

**RE: MEMBER CLUB OR ORGANIZATION RESPONSIBILITY-ANNUAL MEETING
(DELEGATES)**

ADOPTED: AUG 19/95 EFFECTIVE: AUG 19/95

AMENDED: SEP 20/03

CROSS REFERENCE POLICIES: _____

CONSTITUTION & BY-LAW REFERENCE: _____

MEMBER CLUB OR ORGANIZATION RESPONSIBILITY-ANNUAL MEETING (DELEGATES):

It shall be the duty of each MEMBER CLUB or ORGANIZATION to be represented at the ANNUAL MEETING as a delegate. These delegates are empowered to vote upon any Foundation business.

VOTES:

Each MEMBER CLUB or ORGANIZATION in good standing will have one vote. The number of votes for each MEMBER CLUB or ORGANIZATION is set down by Civitan International Foundation of Canada policy.

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

FOUNDATION / MEETINGS: F- 300-17

RE: PRIVATE MEMBER RESPONSIBILITY - ANNUAL MEETING (DELEGATES)

ADOPTED: AUG 19/95 EFFECTIVE: AUG 19/95

AMENDED: SEP 20/03

CROSS REFERENCE POLICIES: _____

CONSTITUTION & BY-LAW REFERENCE: _____

PRIVATE MEMBER RESPONSIBILITY - ANNUAL MEETING (DELEGATES):

It shall be the duty of each PRIVATE MEMBER to be present at the ANNUAL MEETING as a delegate. These delegates are empowered to vote upon any Foundation business.

VOTES:

Each PRIVATE MEMBER in good standing will have one vote. The number of votes for each PRIVATE MEMBER is set down by Civitan International Foundation of Canada policy.

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

FOUNDATION / MEETINGS: F- 300-18

RE: NOTICE OF ANNUAL MEETING

ADOPTED: AUG 19/95 EFFECTIVE: AUG 19/95

AMENDED: SEP 20/03

CROSS REFERENCE POLICIES: _____

CONSTITUTION & BY-LAW REFERENCE: _____

NOTICE OF ANNUAL MEETING:

ANNUAL MEETING:

At least thirty (30) days notice shall be given to all private members, member clubs and organizations of the ANNUAL MEETING.

DETAILS INCLUDED IN NOTICE:

The notice shall include:

1. Date
2. Place
3. Time
4. Resolutions Committee
5. Credentials Committee
6. Elections
7. Announcement of Auditor's Report.

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

FOUNDATION / FINANCIAL: F- 400-1

RE: TRUSTEE - COMPENSATION

ADOPTED: AUG 19/95 EFFECTIVE: AUG 19/95

AMENDED: SEPT/07

CROSS REFERENCE POLICIES: _____

CONSTITUTION & BY-LAW REFERENCE: _____

TRUSTEE - REMUNERATION

All Foundation trustees shall serve without remuneration.

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

FOUNDATION / FINANCIAL: F- 400-2

RE: FUND RAISING - SPECIAL FUNDS

ADOPTED: AUG 19/95 EFFECTIVE: AUG 19/95

AMENDED: SEP 20/03

CROSS REFERENCE POLICIES: _____

CONSTITUTION & BY-LAW REFERENCE: _____

FUND RAISING - SPECIAL FUNDS

Where SPECIAL FUNDS have been solicited/raised for a SPECIAL PROJECT, such SPECIAL FUNDS will be administered by the Foundation treasurer. Signing officers on the account will be: FOUNDATION CHAIR, FOUNDATION TREASURER and SPECIAL PROJECT CHAIR. Two signatures required for withdrawals.

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

FOUNDATION / FINANCIAL: F- 400-3

RE: FOUNDATION EXPENSES

ADOPTED: AUG 19/95 EFFECTIVE: AUG 19/95

AMENDED: SEP 20/03

CROSS REFERENCE POLICIES: _____

CONSTITUTION & BY-LAW REFERENCE: _____

FOUNDATION EXPENSES

All expenses of Foundation trustees and such committee chairs as approved by the Foundation trustees incurred in the performance of their duties, shall be paid out of the funds approved by the board.

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

FOUNDATION / FINANCIAL: F- 400-4

RE: FOUNDATION AUDITOR

ADOPTED: AUG 19/95 EFFECTIVE: AUG 19/95

AMENDED: SEP /07

CROSS REFERENCE POLICIES: _____

CONSTITUTION & BY-LAW REFERENCE: _____

FOUNDATION AUDITOR

The Foundation trustees shall annually appoint an AUDITOR and cause the books and accounts of the Foundation as of September 30th or more frequent intervals, to be audited and shall receive the auditors annual report at the first regular meeting of the Foundation trustees held after the preparation and delivery of said report. At the annual general meeting the report shall be presented and an auditor shall be approved by the general membership. After the presentation of the report, it shall be available to members upon request to the Foundation Treasurer.

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

FOUNDATION / FINANCIAL: F- 400-5

RE: TRAVEL EXPENSES (MEALS & MILEAGE)

ADOPTED: AUG 19/95 EFFECTIVE: AUG 19/95

AMENDED: SEP 20/03

CROSS REFERENCE POLICIES: _____

CONSTITUTION & BY-LAW REFERENCE: _____

TRAVEL EXPENSES (MEALS & MILEAGE)

Authorized travel expenses for FOUNDATION TRUSTEES and AD HOC COMMITTEES as required by the Chair shall be reimbursed at a maximum of:

TRAVEL:

- .25 cents per kilometer round trip.

MEALS:

- Breakfast.....: \$ 5.00
- Lunch.....: \$ 7.00
- Dinner.....: \$ 10.00

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

FOUNDATION / FINANCIAL: F- 400-6

RE: MEETING EXPENSES TRUSTEES

ADOPTED: AUG 19/95 EFFECTIVE: AUG 19/95

AMENDED: SEPT/07

CROSS REFERENCE POLICIES: _____

CONSTITUTION & BY-LAW REFERENCE: _____

RE: MEETING EXPENSES (TRUSTEES)

MEETING expenses for Foundation trustees shall be paid as follows if the expenses are not being supplied by another source and subject to prior approval of the Board.

- 1.) Travel.
- 2.) Accommodation and dinner if travel over 300 km (one night).

Travel and eligible meal allowances shall be reimbursed at rates stipulated in Foundation Policy 400-5.

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

FOUNDATION / FINANCIAL: F- 400-7

RE: EXPENDITURES - TAXES

ADOPTED: AUG 19/95 EFFECTIVE: AUG 19/95

AMENDED: SEP 20/03

CROSS REFERENCE POLICIES: _____

CONSTITUTION & BY-LAW REFERENCE: _____

EXPENDITURES - TAXES

All quotes or estimates of expenses proposed to, or expenditures approved by, the board of trustees of the Foundation must be inclusive of all taxes and or gratuities.

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

FOUNDATION / FINANCIAL: F- 400-8

RE: AUDIT

ADOPTED: AUG 19/95 EFFECTIVE: AUG 19/95

AMENDED: SEPT/07

CROSS REFERENCE POLICIES: F 400-4

CONSTITUTION & BY-LAW REFERENCE: _____

AUDIT

The TREASURER shall see to it that an ANNUAL AUDIT of the FOUNDATION books is performed and the ANNUAL REPORT is made to the FOUNDATION BOARD and the ANNUAL MEETING.

The Auditors report will be announced in the notice of the ANNUAL MEETING. Copies of the auditors report will be available at the annual meeting or upon request after it has been presented.

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

FOUNDATION / FINANCIAL: F- 400-9

RE: OVERDUE ACCOUNTS

ADOPTED: AUG 19/95 EFFECTIVE: AUG 19/95

AMENDED: SEP 20/03

CROSS REFERENCE POLICIES: _____

CONSTITUTION & BY-LAW REFERENCE: _____

OVERDUE ACCOUNTS

The Foundation treasurer will advise all borrowers when they are 30, 60 and 90 days in arrears on accounts. Overdue dates to be calculated by the treasurer's billing dates.

The interest rate for overdue accounts will be decided on by the Civitan International Foundation of Canada board of trustees. The interest rate may change from time to time. The minimum interest rate shall not be lower than 2%.

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

FOUNDATION / FINANCIAL: F- 400-10

RE: CHAIRPERSONS PROJECT FINANCIAL REPORT

ADOPTED: AUG 19/95 EFFECTIVE: AUG 19/95

AMENDED: SEP 20/03

CROSS REFERENCE POLICIES: _____

CONSTITUTION & BY-LAW REFERENCE: _____

CHAIRPERSONS PROJECT FINANCIAL REPORTS

Each Foundation committee Chair who has a designated account is required to supply the Foundation treasurer with a monthly reconciled bank statement. The format to be designed by the Foundation treasurer. Accounts payable and receivable to be included.

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

FOUNDATION / FINANCIAL: F- 400-11

RE: COMMITTEE CHAIRPERSON- SPECIAL ACCOUNTS

ADOPTED: AUG 19/95 EFFECTIVE: AUG 19/95

AMENDED: SEP 20/03

CROSS REFERENCE POLICIES: _____

CONSTITUTION & BY-LAW REFERENCE: _____

COMMITTEE CHAIRPERSON - SPECIAL ACCOUNTS

Operating committees may draw funds from the Foundation treasurer upon approval by the Foundation board of trustees. Each committee shall appoint a treasurer who will establish a bank account with signing officers approved by the board of trustees.

The issuing of cheques from the committee Chair - Special account will require any two signing officers for validation.

Bank account number(s) and location of the bank account to be submitted to the Foundation treasurer immediately an account is established.

A report is to be made at each board meeting outlining any movement of funds. The report is to be furnished as required to the Foundation board of trustees and/or Foundation treasurer.

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

FOUNDATION / MEMBERSHIP: F- 500-1

RE: MEMBERSHIP - MEMBER CLUB

ADOPTED: AUG 19/95 EFFECTIVE: AUG 19/95

AMENDED: SEP 20/03

CROSS REFERENCE POLICIES: _____

CONSTITUTION & BY-LAW REFERENCE: _____

MEMBERSHIP

MEMBER CLUB

Any Civitan club wishing membership in the Foundation may join for the initiation fee of \$100.00 for the first year and \$25.00 for each year of continuous membership.

This membership will entitle the member club to a banner patch and year bar patch for the first year of membership and a year bar for each additional year of membership.

All newly chartered Civitan clubs shall be offered membership in the foundation with an initiation fee of \$25.00 if applied for within the first year of operation.

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

FOUNDATION / MEMBERSHIP: F- 500-2

RE: MEMBERSHIP - MEMBER ORGANIZATION

ADOPTED: AUG 19/95 EFFECTIVE: AUG 19/95

AMENDED: SEP 20/03

CROSS REFERENCE POLICIES: _____

CONSTITUTION & BY-LAW REFERENCE: _____

MEMBERSHIPS

MEMBER ORGANIZATION:

Any organization wishing membership in the Foundation may join for the initiation fee of \$100.00 for the first year and \$25.00 for each year of continuous membership.

This membership will entitle the member organization to a framed membership certificate for the first year of membership and a replacement certificate for each additional year.

Tax receipts will be available on request.

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

FOUNDATION / MEMBERSHIP: F- 500-3

RE: MEMBERSHIP - PRIVATE MEMBER

ADOPTED: AUG 19/95 EFFECTIVE: AUG 19/95

AMENDED: SEP 20/03

CROSS REFERENCE POLICIES: _____

CONSTITUTION & BY-LAW REFERENCE: _____

MEMBERSHIP

PRIVATE MEMBERSHIP

Anyone may join the Foundation as a private member. The cost of the private membership is a minimum \$10.00 donation to be paid annually.

The private member will receive a Foundation lapel pin.

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

FOUNDATION / MEMBERSHIP: F- 500-4

RE: MEMBERSHIP LIST

ADOPTED: AUG 19/95 EFFECTIVE: AUG 19/95

AMENDED: SEP 20/03

CROSS REFERENCE POLICIES: _____

CONSTITUTION & BY-LAW REFERENCE: _____

MEMBERSHIP LIST

A complete list of the MEMBER CLUB / MEMBER ORGANIZATIONS and PRIVATE MEMBERS shall be maintained by the Foundation treasurer and an up-to-date copy provided to the Foundation trustees at the Winter Board Meeting.

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

FOUNDATION / MEMBERSHIP: F- 500-5

RE: PRIVATE MEMBER IN GOOD STANDING

ADOPTED: AUG 19/95 EFFECTIVE: AUG 19/95

AMENDED: _____

CROSS REFERENCE POLICIES: _____

CONSTITUTION & BY-LAW REFERENCE: _____

PRIVATE MEMBER IN GOOD STANDING

A) A PRIVATE member in good standing shall be:

1. A member who has made a minimum \$10.00 donation for the current year.

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

FOUNDATION / MEMBERSHIP: F- 500-6

RE: MEMBER CLUB OR ORGANIZATION IN GOOD STANDING

ADOPTED: AUG 19/95 EFFECTIVE: AUG 19/95

AMENDED: _____

CROSS REFERENCE POLICIES: _____

CONSTITUTION & BY-LAW REFERENCE: _____

MEMBER CLUB OR ORGANIZATION IN GOOD STANDING:

A) A MEMBER CLUB or ORGANIZATION in good standing shall be:

1. A member who has made a minimum \$25.00 donation for the current year.

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

FOUNDATION/MEMBERSHIP: F – 500-7

RE:MEMBERSHIP – CANADIAN GOVERNORS’ COUNCIL

ADOPTED: SEP 20/03

EFFECTIVE: SEP 20/03

AMENDED: NOV 2/03

CROSS REFERENCED POLICIES:

CONSTITUTION & BY-LAWS REFERENCE:

CANADIAN COUNCIL MEMBERSHIP

The Foundation shall have a separate category of membership for those wishing to become Canadian Governors’ Council members. The annual cost of membership in this category shall be as prescribed from time to time and receipts for income tax shall be issued.

A distinctive lapel pin recognizing membership in the Canadian Governors’ Council shall be presented to every member upon paying the initial fee.

The funds raised through this category shall be used for administration of the program and for research.

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

FOUNDATION / ELECTIONS & APPOINTMENTS: F- 600-1

RE:APPOINTMENTS -AD HOC COMMITTEE(S)

ADOPTED: AUG 19/95 EFFECTIVE: AUG 19/95

AMENDED SEP 20/03

CROSS REFERENCE POLICIES: _____

CONSTITUTION & BY-LAW REFERENCE: _____

APPOINTMENTS - AD HOC COMMITTEE(S)

The Foundation board may appoint AD HOC COMMITTEES that in the board's opinion, are required for the Foundation to function effectively.

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

FOUNDATION / ELECTIONS & APPOINTMENTS: F- 600-2

RE: DUTY OF CREDENTIALS & ELECTION COMMITTEE

ADOPTED: AUG 19/95 EFFECTIVE: AUG 19/95

AMENDED SEP 20/03

CROSS REFERENCE POLICIES: _____

CONSTITUTION & BY-LAW REFERENCE: _____

DUTY OF CREDENTIALS & ELECTION COMMITTEE

It shall be the duty of the credentials committee to determine the eligibility of delegates or alternates. All questions concerning the right of a delegate to vote shall be conclusively determined by the election committee. They shall prepare, distribute and count the ballots and announce the vote. Before opening the polls, they shall prepare a list of delegates (or alternates) entitled to vote, and provide a copy to the Foundation secretary.

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

FOUNDATION / ELECTIONS & APPOINTMENTS: F- 600-3

RE: DELEGATE / ALTERNATE VOTING

ADOPTED: AUG 19/95 EFFECTIVE: AUG 19/95

AMENDED SEP 20/03

CROSS REFERENCE POLICIES: _____

CONSTITUTION & BY-LAW REFERENCE: _____

DELEGATE / ALTERNATE VOTING

In the absence of a delegate from a member club or member organization at the ANNUAL MEETING an accredited alternate may cast the vote to which the delegate, if present, would be entitled. No delegate or alternate shall vote by proxy.

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

FOUNDATION / ELECTIONS & APPOINTMENTS: F- 600-4

RE: FOUNDATION ELECTIONS - VOTING

ADOPTED: AUG 19/95 EFFECTIVE: AUG 19/95

AMENDED: SEP 20/03

CROSS REFERENCE POLICIES: _____

CONSTITUTION & BY-LAW REFERENCE: _____

FOUNDATION ELECTIONS - VOTING

All voting shall be by secret ballot. A separate vote shall be taken for each office to be filled.

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

FOUNDATION / ELECTIONS & APPOINTMENTS: F- 600-5

RE: MAJORITY VOTE FOR ELECTIONS

ADOPTED: AUG 19/95 EFFECTIVE: AUG 19/95

AMENDED: SEP 20/03

CROSS REFERENCE POLICIES: _____

CONSTITUTION & BY-LAW REFERENCE: _____

MAJORITY VOTE FOR ELECTION

A majority of all votes cast shall be necessary for the election of the position.

In the event no candidate receives a majority, further ballots shall be cast with the name of the candidate receiving the smallest number of votes being dropped from the list on each successive ballot, balloting shall continue until an election results.

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

FOUNDATION / ELECTIONS & APPOINTMENTS: F- 600-6

RE: ELECTION MEETING

ADOPTED: AUG 19/95 EFFECTIVE: AUG 19/95

AMENDED: SEP 20/03

CROSS REFERENCE POLICIES: _____

CONSTITUTION & BY-LAW REFERENCE: _____

ELECTION MEETING

The elections for the FOUNDATION will be held during the ANNUAL MEETING held during in the fall of the year.

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

FOUNDATION / ELECTIONS & APPOINTMENTS: F- 600-7

RE: STANDING FOR ELECTION FOUNDATION TRUSTEE - PRIVATE MEMBER

ADOPTED: AUG 19/95 EFFECTIVE: AUG 19/95

AMENDED: SEP 20/03

CROSS REFERENCE POLICIES: _____

CONSTITUTION & BY-LAW REFERENCE: _____

STANDING FOR ELECTION - FOUNDATION TRUSTEE - PRIVATE MEMBER:

The following is the necessary criteria a candidate must have to run for the elected positions on the Foundation as a Foundation trustee:

- (a) Be an active private member in good standing of the Foundation.

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

FOUNDATION / ELECTIONS & APPOINTMENTS: F- 600-8

**RE: STANDING FOR ELECTION FOUNDATION TRUSTEE -
MEMBER CLUB AND MEMBER ORGANIZATIONS**

ADOPTED: AUG 19/95 EFFECTIVE: AUG 19/95

AMENDED: SEP 20/03

CROSS REFERENCE POLICIES: _____

CONSTITUTION & BY-LAW REFERENCE: _____

**STANDING FOR ELECTION FOUNDATION TRUSTEE -
MEMBER CLUB & MEMBER ORGANIZATIONS:**

The following is the necessary criteria a candidate must have to run for the elected positions on the Foundation as a Foundation trustee:

- (a) Be an active MEMBER CLUB or member organization in good standing of the Foundation.

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

FOUNDATION / AWARDS PROGRAM: F- 700-1

CIVITAN INTERNATIONAL FOUNDATION OF CANADA - POLICIES

RE: AWARD PROGRAM POLICY

ADOPTED: AUG 19/95 EFFECTIVE: AUG 19/95

AMENDED: SEP 20/03

CROSS REFERENCE POLICIES: _____

CONSTITUTION & BY-LAW REFERENCE: _____

AWARD PROGRAM POLICY

The purpose of the Foundation awards program is to recognize excellence and achievement through the district, club and individual levels.

Awards will be in the form of keeper plaques for individual recognition as prescribed in the award description or other special awards as approved by the board of directors.

All club presidents will receive the awards program at the Foundation's annual meeting. The club presidents will be given an awards program manual containing specific information on all awards along with application forms.

It shall be the responsibility of the Foundation awards Chair to maintain and update the awards manual, should changes be required, and to mail such updates to all club presidents within thirty days of approval. Changes to the Foundation awards program must be approved by the Foundation board upon recommendation by the Foundation awards Chair.

The Foundation awards Chair must submit an annual report to the Foundation board by August 30th of each year. This report will cover the current year's program and should provide recommendations, if any, for the incoming awards Chair.

TITLE:	FELLOW AWARD	
PRESENTED FOR:	Special recognition to an individual or organization	
DATE AWARDED:	Optional	
APPLIED FOR:	Yes	
SELECTION RESPONSIBILITY:	Club or organization with fee paid	

DESCRIPTION:

This award is presented to an individual, or organization, who have applied for the award and paid the fee of \$ 1,000.00 (Canadian funds).

The award will be presented by the Foundation, club or submitting organization at a time and date mutually agreed to by all parties.

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

FELLOW AWARDS

<u>No.</u>	<u>NAME</u>	<u>CLUB</u>	<u>YEAR</u>
1.	Thomas COOK	Agincourt Civitan Club	1982
2.	Wes ARMSTRONG	Don Mills Civitan Club	
3.	Alex BELL	Victoria Village Civitan Club	1983
4.	Wayne VAN EXAN	Oakville Civitan Club	1983
5.	Ivan GRAY		
6.	Ted HOPKINS		
7.	Wally FRENCH	Agincourt Civitan Club	1988
8.	.Marjory HAWKINS	Capital Civitan Club	
9.	William HISCOTT	Credit Valley Civitan Club	1989
10.	.Quin NEILL	Credit Valley Civitan Club	1990
11.	.Bert PALMER	London Middlesex Civitan Club	1991
12.	.Norman MOFFATT	Oakville Civitan Club	1991
13.	NOT ISSUED	NOT ISSUED	
14.	Joseph KRUPICZ	Credit Valley Civitan Club	1991
15.	Bruce TINNEY	Midland Civitan Club	1992
16.	Jerry McDERMID	Second City Civitan Club	1992
17.	Walter KAWIECKI	Credit Valley Civitan Club	1993
18.	Gerry MILO	Agincourt Civitan Club	1993
19.	Fred APPLEBEE	Chateauguay Civitan Club	1993
20.	Gord MORSON	Brampton Civitan Club	1993
21.	Richard D. IVENS	Midland Civitan Club	1994
22.	Earl RICHARDSON	Barrie Civitan Club	1994

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

FELLOW AWARDS CONTINUED

<u>No.</u>	<u>NAME</u>	<u>CLUB</u>	<u>YEAR</u>
23.	Paul KNEESHAW	Barrie Civitan Club	1994
24.	Bob GREEN	Mississauga Centennial Civitan Club	1995
25.	Bryon NASH	Brampton Civitan Club	1995
26.	Don HEWITT	Agincourt Civitan Club	1995
27.	Ingo SCHMIDT	Barrie Civitan Club	1996
28.	Bruce JESSIMAN	Victoria Village Civitan Club	1996
29.	Brian KOO	Credit Valley Civitan Club	1996
30.	Ambrose MacKENZIE	Greater Petawawa	1996
31.	Ralph HOGGE	Oakville	1996
32.	Jim JOHNSTON	Agincourt	1997
33.	Fred CHALK	Brampton	1997
34.	Bruce SKELHORN	Greater Petawawa	1997
35.	Bob EVANS	Brampton	1997
36.	Bert MACKETT	Oakville	1998
37.	Gord HOOD	Oakville	1999
38.	Larry (Fr.) BRENNAN	Barrie	1999
39.	Darlene LAMBERT	Greater Petawawa	1999
40.	Frank COLE	Greater Petawawa	1999
41.	Bob McLERNAN	Mississauga-Centennial	1999
42.	Charles E. DAVIES	Kitchener-Waterloo	2000
43.	Deanna Palmer	London-Middlesex	2000

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

FELLOW AWARDS CONTINUED

<u>No.</u>	<u>NAME</u>	<u>CLUB</u>	<u>YEAR</u>
44.	Mario Niro	Châteauguay	2000
45.	Murray Grose	Kitchener-Waterloo	2000
46.	Mel Molson	Pembroke	2000
47.	Charlie Norris	Victoria Village	2002
48.	John Veals	Agincourt	2002
49.	Pat McKinney	Brampton	2002
50.	Sam Wilson	Smiths Falls	2003
51.	Jim McKinney	Barrie	2005
52.	Robert L. McCannell	Oakville	2005

TITLE:	CENTURY AWARD
PRESENTED FOR:	Recognition to an individual or organization
DATE AWARDED:	Optional
APPLIED FOR:	Yes
SELECTION RESPONSIBILITY:	Club or Organization with Fee paid

DESCRIPTION:

This award is presented to an individual, or organization, who have applied for the award and paid the fee of \$ 100.00 (Canadian funds).

The award will be presented by the Foundation, club or submitting organization at a time and date mutually agreed to by all parties.

CIVITAN INTERNATIONAL FOUNDATION OF CANADA
CIVITAN INTERNATIONAL FOUNDATION OF CANADA

CENTURY AWARD APPLICATION

CIVITAN NOMINATED: _____

CLUB: _____

NOMINATED BY: _____

CLUB/OFFICER: _____

Please outline the information you would like to have included in the presentation of this award

ACCOMPLISHMENTS: _____

PLEASE BE SURE YOU HAVE READ THE REQUIREMENTS ON THE AWARD PAGE.
PLEASE PRINT OR TYPE FOR EASY READING. IF YOU REQUIRE ADDITIONAL SPACE, PLEASE USE
BLANK SHEETS OF PAPER, NUMBER AND ATTACH.

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

FOUNDATION / JOB DESCRIPTION: F- 1000-1

RE: BOARD OF TRUSTEES - DUTIES

ADOPTED: AUG 19/95 EFFECTIVE: AUG 19/95

AMENDED: SEP 20/03

CROSS REFERENCE POLICIES: _____

CONSTITUTION & BY-LAW REFERENCE: _____

BOARD OF TRUSTEES - DUTIES

The general duties of the Foundation board shall be to:

- monitor and give general supervision and direction to the administration of the Foundation;
- function as the principal policy-making group for the Foundation;
- develop plans for the Foundation and its programs.

It shall be the specific tasks of the Foundation board to;

- adopt new Foundation policies or make changes in existing policies;
- establish and change areas of the Foundation for efficiency of administration;
- determine what (if any) Foundation business is to be conducted at Foundation meetings other than the ANNUAL MEETING;
- determine a method of certifying voting delegates to the Foundation ANNUAL MEETING;

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

Record and maintain minutes of Foundation meetings;

- determine distribution of minutes of Foundation meetings and the ANNUAL MEETING;
- approve disbursement of all Foundation funds that are consistent with budgeted items;
- determine that Foundation finances are managed in accordance with accepted accounting practices;
- determine official depositories for Foundation funds;
- designate trustee(s) for signing Foundation cheques;
- establish and provide effective control of, and review budgets for, existing and future Foundation projects with emphasis on projects of a short term nature;
- approve ad hoc committees;
- review the annual audit report of Foundation finances;
- determine whether a TRUSTEE is unable to fulfill the duties of the office and recommend removal from office, if necessary;
- determine date and place of Foundation board meetings, special meetings and the ANNUAL CONVENTION;
- prepare programs for the ANNUAL MEETING;
- call a SPECIAL MEETING, if needed;

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

FOUNDATION / JOB DESCRIPTION: F- 1000-2

CANADIAN DISTRICT WEST - POLICIES

RE:AWARD CHAIRPERSON / JOB DESCRIPTION

ADOPTED: AUG 19/95 EFFECTIVE: AUG 19/95

AMENDED: SEP 20/03

CROSS REFERENCE POLICIES: _____

CONSTITUTION & BY-LAW REFERENCE: _____

AWARD CHAIR / JOB DESCRIPTION

Responsibilities:

Co-ordinate and administer the Foundation awards program on behalf of The Civitan International Foundation of Canada.

DUTIES:

1. Purchase and prepare all awards for presentation in accordance with the Foundation awards program.
2. Prepare copies of the Foundation awards program for distribution at the annual Foundation meeting to both districts' club presidents.
3. Send reminder notices to all clubs of awards that must be applied for 60 days prior to the deadline date established in the award program with instructions for submitting and / or applications as necessary.

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

4. Co-ordinate awards, judges, and committees as required.
5. Review the awards program annually and recommend changes, revisions, grand-fathering of existing awards and new awards to the Foundation board.

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

CONFIDENTIALITY AGREEMENT

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

The undersigned agrees to preserve and protect the confidentiality of the proprietary and confidential information relating to the Civitan International Foundation of Canada's finances, administration and membership, including, but not limited to, membership and other mailing lists, financial statements and budgets, Board of Trustees meeting minutes and exhibits, and other similar data. Both during and after the term of the undersigned's position with the Civitan International Foundation of Canada, the undersigned agrees not to disclose or disseminate such information to any third party and not to use such information for his or her own benefit, for the benefit of his or her employer, its officers, directors or employees, including leased employees, or for the benefit of any third party, without the prior written consent of the Civitan International Foundation of Canada.

All such proprietary and confidential information used or generated during the course of the undersigned's position with the Civitan International Foundation of Canada is the property of the Civitan International Foundation of Canada. The foregoing obligations shall not apply to (a) information which, at the time of disclosure, was in the public domain; (b) information which the undersigned or his or her affiliates can establish by reasonable proof was in his or her possession at the time of its disclosure by the Civitan International Foundation of Canada or was subsequently and independently developed by the undersigned, employees of the undersigned or his or her affiliates who had no knowledge of the information; or (c) information required to be disclosed under compulsion of law.

The undersigned represents and warrants not to disclose or use the Civitan International Foundation of Canada's proprietary information other than as is permitted hereunder.

Signature

Date

Printed Name

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

FOUNDATION/F-1300 TRUSTEES BY YEAR

1981-82

District Reps

Gus Defreitas
John Moles
Ross Gosling
Bert Palmer

Club Reps

Roger Pugh
John Mc Crory
Fred Gardner
Wally French

Members at large

Tom Cook	Oakville
Mort Dafoe	Barrie
Wes Armstrong	Islington
Wayne Van Exan	Oakville

Foundation Officers

Gus Defreitas	Chairman
Ross Gosling	Treasurer
John Malec	Secretary

1982-83

Gus Defreitas	Chairperson
Tom Cook	Vice Chairperson
Ross Gosling	Treasurer
Charlie Norris	Secretary
Wes Armstrong	
Wally French	
Don Hewitt	
Marg Hawkins	

2008-2009

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

1983-84

DISTRICT OFFICERS

West District
Bert Palmer
Norm Moffatt

Past Governors
Governor Elects

East District
Larry Boyd
Ross King

CLUB MEMBERS

Charlie Norris
Ross Gosling

John Hawkins
Brian Keast

PRIVATE MEMBERS

Tom Cook
Wes Armstrong

Peter Horrocks
(Vacant)

November 23, 1983 Elections 1983-84

Bert Palmer	Chairperson
Charlie Norris	Secretary
Peter Horrocks	Treasurer
Wes Armstrong	Vice-Chairperson

1984-85

Bert Palmer	Chairperson
Charlie Norris	Secretary/Treasurer
Brian Keast	Recording Secretary
Art Bostad	Co-ordinator of membership
Don Hewitt	
Peter Horrocks	

Norm Moffatt
Marj Hawkins

2008-2009

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

1985-86

Bert Palmer	Chairperson
Charlie Norris	Secretary/Treasurer
Deanna Palmer	Recording Secretary
Wally French	
Ron Genereaux	
Marj Hawkins	
Peter Horrocks	
Brian Keast	

1986-87

Bert Palmer	Chairperson	West District Rep
Treasurer	Charles Norris	Foundation West
Secretary	Francine Hewitt	West Members Rep
Members:	Merna Rippstein	East Club Rep
	Marjorie Hawkins	East Members Rep
	Peter Horrocks	Foundation East
	Audrey Johnston	East District Rep
	Art Bostad	West Club Rep

1988-89

Brian Keast	Chairperson	(Club Rep East)
Bob Evans	Treasurer	West Representative
Fran Hewitt	Secretary	(Club Rep West)
Bill Hiscott		Foundation Board Appointee (West)
Joan Barber		Foundation Board Appointee (East)
Bob Sherrard		Private Member Rep (West)
John Huke		Private Member Rep (West)
Audrey Johnston		East Representative

2008-2009

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

1989-90

Brian Keast	Chairperson
Fran Hewitt	Secretary
Bob Evans	Treasurer
Bill Hiscott	Chairman New Image Committee
Audrey Johnston	Bulletin Editor
Joan Barber	Chairman Nominating Committee
John Huke	Member Nominating Committee
Bob Sherrard	Member Nominating Committee

1990-91

Brian Keast	Chairperson	District East Member Rep
Bill Hiscott	Secretary	District West Club Rep
Bob Evans	Treasurer	District West Governor Rep
Lloyd Connolly		District East Club Rep
Don Hewitt		District West Member Rep
Audrey Johnston		District East Governor Rep
Bob Nicholls		District West Trustee Rep
Janet Ormshaw		District East Trustee Rep

2008-2009

1991-92

Don Hewitt	Chairperson	Foundation Board Appointee (W)
Audrey Johnston	Secretary	District East Club Rep
Joan Barber		District Appointment East
Lloyd Connolly		Member
Ed McCleverty		District West Club Rep
Bill Hiscott		Member
Fred Applebee		Foundation Board Appointee (E)

October 27, 1991 Brian Keast resigns Don Hewitt serves as Chairman of the Board.

1992-93

Don Hewitt	Chairperson	Board Appointee
Audrey Johnston	Secretary	Board Appointee
Bob Evans	Treasurer	Board Rep West
Fred Chalk	Trustee	Club Rep West
Gawn Croll	Trustee	Club Rep East
John Veals	Trustee	Private Member Rep West
Fred Applebee	Trustee	Private Member Rep East
Dave Splane	Trustee	District East Board Rep

1993-94

Fred Chalk	Chairperson	Club Rep West
John Veals	Secretary	Private Member Rep West
Bob Evans	Treasurer	Board Rep West
Fred Applebee	Trustee	Private Member Rep East
Sharon Payne	Trustee	Club Rep East
Bill Hiscott	Trustee	Foundation Board Rep West
Audrey Johnston	Trustee	Foundation Board Rep East
Darlene Lambert	Trustee	Board Rep East

1994-95

Fred Chalk	Chairperson	Club Rep West
Sharon Payne	Vice-Chair	Club Rep East
Marg Phillips	Secretary	Private Member West
Bob Evans	Treasurer	Board Rep West
Jane Horrocks	Trustee	Private Member East
Darlene Lambert	Trustee	Board Rep East
Marjorie McNeil	Trustee	Foundation Board Rep West
Len Bourgeois	Trustee	Foundation Board Rep East

1995-96

Fred Chalk	Chairperson	Club Rep West
Sharon Payne	Vice-Chairperson	Club Rep East
Marg Phillips	Secretary	Private Member Rep West
Bob Evans	Treasurer	Board Rep West
Jane Horrocks	Trustee	Private Member Rep East
Darlene Lambert	Trustee	Board Rep East
Marjorie McNeil	Trustee	Foundation Board Rep West
Len Bourgeois	Trustee	Foundation Board Rep East

1996-97

Fred Chalk	Chairperson	Club Rep West
Sharon Payne	Vice-Chairperson	Club Rep East
John Veals	Secretary	Private Member Rep West
Bob Evans	Treasurer	Board Rep West
Len Bourgeois	Trustee	Foundation Board Rep East
Darlene Lambert	Trustee	Board Rep East
Marjorie McNeil	Trustee	Foundation Board Rep West
Mario Niro	Trustee	Private Member Rep East

1997-98

Fred Chalk	Chairperson	Club Rep West
Sharon Payne	Vice-Chairperson	Club Rep East
John Veals	Secretary	Private Member Rep West

Bob Evans	Treasurer	Board Rep West
Len Bourgeois	Trustee	Foundation Board Rep East
Darlene Lambert	Trustee	Board Rep East
Marjorie McNeil	Trustee	Foundation Board Rep West
Mario Niro	Trustee	Private Member Rep East

1998-99

Fred Chalk	Chairperson	Club Rep West
Sharon Payne	Vice-Chairperson	Club Rep East
John Veals	Secretary	Private Member Rep West
Bob Evans	Treasurer	Board Rep West
Len Bourgeois	Trustee	Foundation Board rep East
Jane Horrocks	Trustee	Private Member Rep East
Darlene Lambert	Trustee	Board Rep East
Marjorie McNeil	Trustee	Foundation Board Rep West

1999-2000

Fred Chalk	Chairperson	Club Rep West
Sharon Payne	Vice-Chairperson	Club Rep East
John Veals	Secretary	Private Member Rep West
Bob Evans	Treasurer	Board Rep West
Len Bourgeois	Trustee	Foundation Board Rep East
Jane Horrocks	Trustee	Private Member Rep East
Darlene Lambert	Trustee	Board Rep East
Marjorie McNeil	Trustee	Foundation Board Rep West

2000-2001

Fred Chalk	Chairperson	Club Rep West
Sharon Payne	Vice Chairperson	Club Rep East
Bob Deller	Secretary	Board Rep West
Bob Evans	Treasurer	Private Member Rep West
Len Bourgeois	Trustee	Foundation Board Rep East

Jane Horrocks	Trustee	Private Member Rep East
Darlene Lambert	Trustee	Board Rep East
Marjorie Mc Neil	Trustee	Foundation Board Rep West

2001-2002

Fred Chalk	Chairperson	Club Rep West
Bob Deller	Secretary	Board Rep West
Bob Evans	Treasurer	Private Member Rep West
Len Bourgeois	Trustee	Foundation Board Rep East
Jane Horrocks	Trustee	Private Member Rep East
Darlene Lambert	Trustee	Board Rep East
Claire Le Blanc	Trustee	Club Rep East
Marjorie Mc Neil	Trustee	Foundation Board Rep West

2002-2003

Fred Chalk	Chairperson	Club Rep West
Darlene Lambert	Vice-Chairperson	Private Member Rep East
Claire Le Blanc	Secretary	Club Rep East
Bob Evans	Treasurer	Private Member Rep West
Lyle Armstrong	Trustee	Board Rep West
Bruce Baldwin	Trustee	Foundation Board Rep East
Linda Keast	Trustee	Board Rep East
Marjorie Mc Neil	Trustee	Foundation Board Rep West

2003-2004

Fred Chalk	Chairperson	Club Rep West
Darlene Lambert	Vice-Chairperson	Private Member Rep East
Claire Le Blanc	Secretary	Club Rep East
Bob Evans	Treasurer	Private Member Rep West
Lyle Armstrong	Trustee	Board Rep West
Bruce Baldwin	Trustee	Foundation Board East

Linda Keast	Trustee	Board Rep East
Marsha Lyner	Trustee	Foundation Board West

2004-2005

Fred Chalk	Chairperson	Club Rep West
Darlene Lambert	Vice-Chairperson	Board Rep East
Claire Le Blanc	Secretary	Club Rep East
Bob Evans	Treasurer	Private Member Rep West
Lyle Armstrong	Trustee	Board Rep West
Bruce Baldwin	Trustee	Foundation Board Rep East
Linda Keast	Trustee	Private Member Rep East
Marsha Lyner	Trustee	Foundation Board Rep West

2005-2006

Fred Chalk	Chairperson	Club Rep West
Darlene Lambert	Vice-Chairperson	Board Rep East
Claire Le Blanc	Secretary	Club Rep East
Bob Evans	Treasurer	Private Member Rep West
Lyle Armstrong	Trustee	Foundation Board Rep West
Willa Condie	Trustee	Foundation Board Rep East
Don Hewitt	Trustee	Board Rep West
Linda Keast	Trustee	Private Member Rep East

2006-2007

Fred Chalk	Chairperson	Club Rep West
Darlene Lambert	Vice-Chairperson	Board Rep East
Claire Le Blanc	Secretary	Club Rep East
Bob Evans	Treasurer	Private Member Rep West
Lyle Armstrong	Trustee	Foundation Board Rep West
Willa Condie	Trustee	Foundation Board Rep East
Sue Gibson	Trustee	Board Rep West

Linda Keast	Trustee	Private Member Rep East
-------------	---------	-------------------------

2007-2008

Fred Chalk	Chairperson	Club Rep West
Darlene Lambert	Vice-Chairperson	Board Rep East
Claire Le Blanc	Secretary	Club Rep East
Bob Evans	Treasurer	Private Member Rep West
Lyle Armstrong	Trustee	Foundation Board Rep West
Willa Condie	Trustee	Foundation Board Rep East
Sue Gibson	Trustee	Board Rep West
Linda Keast	Trustee	Private Member Rep East

2008-2009

Fred Chalk	Chairman	Club Rep West
Lyle Armstrong	Vice-Chairperson	Foundation Board Rep West
Claire Le Blanc	Secretary	Club Rep East
Bob Evan	Treasurer	Private Member Rep West
Willa Condie	Trustee	Foundation Board Rep East
Sue Gibson	Trustee	District Board Rep West
George Hooper	Trustee	District Board Rep East
Linda Keast	Trustee	Private Member Rep East