

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

POLICIES

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CIVITAN INTERNATIONAL FOUNDATION OF CANADA

FOUNDATION / GENERAL: F- 100-1

FOUNDATION / RE: NAME

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

AMENDED: JUNE/10

ROSS REFERENCE POLICIES:

CONSTITUTION & BY-LAW REFERENCE:

NAME:

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

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the Foundation by the Foundation trustees shall be final and binding, unless such construction and interpretation be rescinded at a subsequent annual meeting of the Foundation; provided that any provision of these policies or any amendments to the policies are not contrary to or in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

2022-2023

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.

FOUNDATION / GENERAL: F- 100- 4

RE: POLICY DEVELOPMENT

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

AMENDED: June 25/23

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.

2022-2023

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

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.

FOUNDATION / GENERAL: F- 100- 5

RE: POLICY DRAFTING & DISSEMINATION

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

AMENDED: June 25/23

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 any 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.

2022-2023

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 upon request.

FOUNDATION / GENERAL: F- 100- 6

RE: CONSTITUTION & BY-LAWS

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

AMENDED: June 25/23

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- 7

RE: CONFLICT OF POLICY / CONSTITUTION & BY-LAWS

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

AMENDED: June 25/23

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.

FOUNDATION / GENERAL: F- 100-8

RE: FOUNDATION LOGO

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

AMENDED: June 25/23

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.

2022-2023

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

FOUNDATION / GENERAL: F- 100- 9

RE: INCORPORATION - FILING

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

AMENDED: June 25/23

CROSS REFERENCE POLICIES:

CONSTITUTION & BY-LAW REFERENCE:

INCORPORATION - FILING:

The Civitan International Foundation of Canada is incorporated.

Annually the auditors will arrange for the necessary report to be forwarded to the Charities Directorate updating the officers of the Foundation.

FOUNDATION / GENERAL: F- 100-10

RE: CHARITABLE FOUNDATION

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

AMENDED: June 25/23

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 BN 11886 4776 RR 0001

Annually the Auditors will arrange for the necessary report(s) to be forwarded to the Charities Directorate of the Government of Canada. 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.

2022-2023

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.

FOUNDATION / BOARD OF TRUSTEES: F- 200-2

RE: VACANCIES IN OFFICE

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

AMENDED: June 25/23

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 may 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.

2022-2023

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: FEB 2017

CROSS REFERENCE POLICIES:

CONSTITUTION & BY-LAW REFERENCE:

DISTRICT REPRESENTATIVE TRUSTEE:

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

The term to commence effective the following October.

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.

2022-2023

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: NOV 6/11

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. Dates and locations of all meetings will be published annually on the Foundation website and the two districts will be informed.
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.

FOUNDATION / MEETINGS: F- 300-2

RE: BOARD ACTIVITIES OPEN MEETINGS

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

AMENDED: JUNE 2010

CROSS REFERENCE POLICIES: F- 300-3

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

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.

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.

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: JUNE 2010

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 fifteen (15) days notice shall be given to all Foundation trustees of all such meetings.

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.

2022-2023

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

FOUNDATION / MEETINGS: F- 300-8

RE: TREASURER REPORTS

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

AMENDED: FEB 23/14

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.

FOUNDATION / MEETINGS: F- 300-9

RE: SECRETARY REPORT

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

AMENDED: NOV 2/03

CROSS REFERENCE POLICIES:

ONSTITUTION & 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.

2022-2023

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

FOUNDATION / MEETINGS: F- 300-10

E: 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.

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.

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:

2022-2023

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

**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.

FOUNDATION / MEETINGS: F- 300-14

RE: MEETING AGENDA

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

AMENDED: June 25/23

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.

FOUNDATION / MEETINGS: F- 300-15

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

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

AMENDED: June 25/23

CROSS REFERENCE POLICIES:

CONSTITUTION & BY-LAW REFERENCE:

2022-2023

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

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.

FOUNDATION / MEETINGS: F- 300-16

RE: PRIVATE MEMBER RESPONSIBILITY - ANNUAL MEETING (DELEGATES)

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

AMENDED: June 25/23

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- 300-17

RE: NOTICE OF ANNUAL MEETING

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

AMENDED: June 25/23

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. Credentials Committee
5. Elections
6. 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.

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.

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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.

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.

2022-2023

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

FOUNDATION / FINANCIAL: F- 400-5

RE: TRAVEL EXPENSES (MEALS & MILEAGE)

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

AMENDED: June 25/23

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** 35 cents per kilometer round trip.

FOUNDATION / FINANCIAL: F- 400-6

RE: MEETING EXPENSES TRUSTEES

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

AMENDED: JUNE 23/19

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 if travel over 300 km (one night). As well the Foundation will pay for one night's accommodation for Trustees who come in early for the February meeting.
 - 3.) Half of Registration for Region 5 meeting
- Travel 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.

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.

2022-2023

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%.

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.

2022-2023

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: June 25/23

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.

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.

FOUNDATION / MEMBERSHIP: F- 500-2

RE: MEMBERSHIP - MEMBER ORGANIZATION

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

AMENDED: JUNE 2010

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.

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CIVITAN INTERNATIONAL FOUNDATION OF CANADA

FOUNDATION / MEMBERSHIP: F- 500-3

RE: MEMBERSHIP - PRIVATE MEMBER

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

AMENDED: JUNE 2010

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 on joining.

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.

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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.

FOUNDATION / MEMBERSHIP: F- 500-6

RE: MEMBER CLUB OR ORGANIZATION IN GOOD STANDING

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

AMENDED: JUNE 2010

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 club which has made a minimum \$25.00 donation for the current year.

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

FOUNDATION/MEMBERSHIP: F – 500-7

RE: GOVERNORS' COUNCIL

ADOPTED: SEP 20/03.....EFFECTIVE: SEP 20/03

AMENDED: JUNE 2010.....

CROSS REFERENCED POLICIES:

CONSTITUTION & BY-LAWS REFERENCE:

GOVERNORS COUNCIL

The Foundation shall have a separate category of donation for those wishing to become Governors' Council members. The annual donation 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.

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.

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.

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: JULY 2009

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 on August 01 of the current year.

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: JULY 2009

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:

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

(a) Be an active MEMBER CLUB or member organization in good standing of the Foundation on August 01 of the current year.

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: JUNE 2010

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 Annual Meeting. This report will cover the current year's program.

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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>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

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

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
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 Civitan Club	1996
32	Jim JOHNSTON	Agincourt Civitan Club	1997
33	Fred CHALK	Brampton Civitan Club	1997
34	Bruce SKELHORN	Greater Petawawa	1997
35	Bob EVANS	Brampton Civitan Club	1997
36	Bert MACKETT	Oakville Civitan Club	1998
37	Gord HOOD	Oakville Civitan Club	1999
38	Larry (Fr.)BRENNAN	Barrie Civitan Club	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	2001
44	Mario NIRO	Chateauguay Civitan Club	2000
45	Murray GROSE	Kitchener-Waterloo	2000
46	Mel MOLSON	Pembroke	2000
47	Charlie NORRIS	Victoria Village	2002
48	John VEALS	Agincourt Civitan Club	2002
49	Pat MCKINNEY	Brampton Civitan Club	2002
50	Sam WILSON	Smiths Falls	2003
51	Jim MCKINNEY	Barrie Civitan Club	2005
52	Robert L. MCCANNEL	Oakville Civitan Club	2005
53	Alistair Mackenzie	Oakville Civitan Club	2009
54	Bob Emo	Agincourt Civitan Club	2010
55	Paul Le Blanc	Châteauguay Civitan Club	2010
56	Tinney Family	Midland Civitan Club	2019
57	Willa Condie	CIFOC	2022

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

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

FOUNDATION / BURSARY: F-800

The four bursaries are named after:

Palmer-McNeil Bursary:

Bert Palmer was a member of the London Middlesex Civitan Club and was Governor in 1982. At the time of his death, Bert was International Director for Region 5. Bert was devoted to Junior Civitan and Special Olympics. He was instrumental in starting the C.H.I.L.D. Identification Program in London which expanded across the District.

Bradley McNeil was born with Downs Syndrome. He was involved with special Olympics in bowling, floor hockey and track & field. He loved to dance, eat out and spend time at the family cottage. Brad was a special friend of the London Middlesex Civitan Club.

Richard Ivens Bursary:

Dick was a member of the Midland Civitan Club for 25 years. He served his club in many positions and received many awards including distinguished club president. He was instrumental in starting the Midland Santa Claus Parade which is still an annual event. Dick was Governor from 1990-91 and was made a fellow of the Foundation in 1994.

William Murphy Bursary:

Bill Murphy was a Civitan for 10 years. He was a member of the Midland Civitan Club and served as President as well as in many chairperson positions. He was Governor of the District in 1973-74 and during his year as governor Junior Civitan was formed.

Credit Valley Civitan Club Bursary:

This bursary is funded by money deposited into the Foundation by Credit Valley Civitan Club in June 2001. The criteria are similar to the other bursaries with the exception that grandchildren of Civitan members qualify to apply.

The Bursary chair is to send the bursary applications by mail to each Trustee for judging. The current Bursary chair will hand over all their notes and procedures to the next bursary chair for them to continue the job.

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;

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;

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CIVITAN INTERNATIONAL FOUNDATION OF CANADA

- 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

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

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

CONFIDENTIALITY AGREEMENT

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 disclosing or using 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 Croy
Fred Gardner
Wally French

Members at large

Tom Cook
Mort Dafoe
Wes Armstrong
Wayne Van Exan

Oakville
Barrie
Islington
Oakville

Foundation Officers

Gus Defreitas
Ross Gosling
John Malec

Chairman
Treasurer
Secretary

1982-83

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

Chairperson
Vice Chairperson
Treasurer
Secretary

1983-84

DISTRICT OFFICERS

West District
Bert Palmer
Norm Moffatt

Past Governors
Governor Elects

East District
Larry Boyd
Ross King

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

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
Charlie Norris
Peter Horrock
Wes Armstrong

Chairperson
Secretary
Treasurer
Vice-Chairperson

1984-85

Bert Palmer
Charlie Norris
Brian Keast
Art Bostad
Don Hewitt
Peter Horrocks
Norm Moffatt
Marj Hawkins

Chairperson
Secretary/Treasurer
Recording Secretary
Co-ordinator of membership

1985-86

Bert Palmer
Charlie Norris
Deanna Palmer
Wally French
Ron Genereaux
Marj Hawkins
Peter Horrocks
Brian Keast

Chairperson
Secretary/Treasurer
Recording Secretary

1986-87

Bert Palmer
Charles Norris
Francine Hewitt

Chairperson
Treasurer
Secretary

West District Rep
Foundation West
West Members Rep

Members

Merna Rippstein

East Club Rep

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

Marjorie Hawkins
Peter Horrocks
Audrey Johnston
Art Bostad

East Members Rep
Foundation East
East District Rep
West Club Rep

1988-89

Brian Keast
Bob Evans
Fran Hewitt
Bill Hiscott
Joan Barber
Bob Sherrard
John Huke
Audrey Johnston

Chairperson
Treasurer
Secretary

Club Rep East
West Representative
Club Rep West
Foundation Board Appointee (West)
Foundation Board Appointee (East)
Private Member Rep (West)
Private Member Rep (West)
East Representative

1989-90

Brian Keast
Fran Hewitt
Bob Evans
Bill Hiscott
Audrey Johnston
Joan Barber
John Huke
Bob Sherrard

Chairperson
Secretary
Treasurer
Chairman New Image Committee
Bulletin Editor
Chairman Nominating Committee
Member Nominating Committee
Member Nominating Committee

Brian Keast
Bill Hiscott
Bob Evans
Lloyd Connolly
Don Hewitt
Audrey Johnston
Bob Nicholls
Janet Ormshaw

Chairperson
Secretary
Treasurer

District East Member Rep
District West Club Rep
District West Governor Rep
District East Club Rep
District West Member Rep
District East Governor Rep
District West Trustee Rep
District East Trustee Rep

1991-92

Don Hewitt
Audrey Johnston
Bob Evans

Chairperson
Secretary
Treasurer

Foundation Board Appointee (W)
District East Club Rep
District Appointment (W)

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

Joan Barber District Appointment (E)
Ed McCleverty District West Club Rep
Bill Hiscott Private Member Rep (W)
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

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

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	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

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

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

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

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

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

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	Chairperson	Club Rep West
Lyle Armstrong	Vice-Chairperson	Foundation Board Rep West
Claire Le Blanc	Secretary	Club Rep East
Bob Evans	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

2009-2010

Lyle Armstrong	Chairman	Club Rep West
Bob Evans (Oct.-Nov.-deceased Nov 28/09)	Vice-Chairperson	Private Member Rep West
Darlene Lambert	Vice-Chairperson	District Board Rep East (Feb-Sept)
Claire Le Blanc	Secretary	Club Rep East
Sue Gibson	Treasurer	District Board Rep West
Willa Condie	Trustee	Foundation Board Rep East
Anita Pereira	Trustee	Foundation Board Rep West
Linda Keast	Trustee	Private Member Rep East

2010-2011

Lyle Armstrong		Club Rep West
Claire Le Blanc		Club Rep East
Anita Pereira		Foundation Board Rep West
Willa Condie		Foundation Board Rep East
Bob McCannell		District Board Rep West
George Hooper		Private Member Rep East
Bryan Wiltsie		District Board Rep East
Sue Gibson		Private Member Rep West

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

2011-2012

Lyle Armstrong
Claire Le Blanc
Anita Pereira
Willa Condie
Bob McCannell
Darlene Lambert
Bryan Wiltsie
Sue Gibson

Club Rep West
Club Rep East
Foundation Board Rep West
Foundation Board Rep East
District Board Rep West
Private Member Rep East
District Board Rep East
Private Member Rep West

2012-2013

Lyle Armstrong
Claire Le Blanc
Anita Pereira
Willa Condie
Pat McKinney
Darlene Lambert
Bryan Wiltsie
Sue Gibson

Club Rep West
Club Rep East
Foundation Board Rep West
Foundation Board Rep East
District Board Rep West
Private Member Rep East
District Board Rep East
Private Member Rep West

2013-2014

Lyle Armstrong
Darlene Lambert
Anita Pereira
Willa Condie
John Veals
Louise Kinney
Trish McConnell
Sue Gibson

Club Rep West
Club Rep East
Foundation Board Rep West
Foundation Board Rep East
District Board Rep West
Private Member Rep East
District Board Rep East
Private Member Rep West

2014-2015

Lyle Armstrong
Darlene Lambert
Anita Francis
Willa Condie
Darrell Blackwell
Louise Kinney
Trish McConnell
Sue Gibson

Club Rep West
Club Rep East
Foundation Board Rep West
Foundation Board Rep East
District Board Rep West
Private Member Rep East
District Board Rep East
Private Member Rep West

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

2015-2016

Lyle Armstrong
Darlene Lambert
Anita Francis
Willa Condie
Colleen Blackwell
Maxine Leggett
Trish McConnell
Sue Gibson

Club Rep West
Club Rep East
Foundation Board Rep West
Foundation Board Rep East
District Board Rep West
Private Member Rep East
District Board Rep East
Private Member Rep West

2016-2017

Lyle Armstrong
Darlene Lambert
Anita Francis
Willa Condie
Anna Cavicchia
Trish McConnell
Ron Legge
Sue Gibson

Club Rep West
Club Rep East
Foundation Board Rep West
Foundation Board Rep East
District Board Rep West
Private Member Rep East
District Board Rep East
Private Member Rep West

2017-2018

Lyle Armstrong
Willa Condie
Peter Guthrie
Darlene Lambert
Bill Lawrence

Sue Gibson

Cathy Dunn
Louise Kinney
Ken Fournier

Club Rep Canadian District West
Club Rep Canada True North
Club Rep Canadian Northern Lights
Private Member Rep Canada True North
Private Member Rep Canadian Northern
Lights
Private Member Rep Canadian District
West
Board Rep Canadian District West
Board Rep Canada True North
Board Rep Canadian Northern Lights

2018-2019

Lyle Armstrong
Willa Condie
Peter Guthrie
Darlene Lambert

Club Rep Canadian District West
Club Rep Canada True North
Club Rep Canadian Northern Lights
Private Member Rep Canada True North

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

Bill Lawrence	Private Member Rep Canadian Northern Lights
Sue Gibson	Private Member Rep Canadian District West
Pat McKinney	Board Rep Canadian District West
John VandenBaar	Board Rep Canada True North
Ken Fournier	Board Rep Canadian Northern Lights

2019-2020 ** no change to positions due to pandemic

Lyle Armstrong	Club Rep Canadian District West
Willa Condie	Club Rep Canada True North
Peter Guthrie	Club Rep Canadian Northern Lights
Darlene Lambert	Private Member Rep Canada True North
Bill Lawrence	Private Member Rep Canadian Northern Lights
Sue Gibson	Private Member Rep Canadian District West
Pat McKinney	Board Rep Canadian District West
John VandenBaar	Board Rep Canada True North
Ken Fournier	Board Rep Canadian Northern Lights

2020-2021 ** no change to positions due to pandemic

Lyle Armstrong	Club Rep Canadian District West
Willa Condie	Club Rep Canada True North
Peter Guthrie	Club Rep Canadian Northern Lights
Darlene Lambert	Private Member Rep Canada True North
Bill Lawrence	Private Member Rep Canadian Northern Lights
Sue Gibson	Private Member Rep Canadian District West
Pat McKinney	Board Rep Canadian District West
Ken Fournier	Board Rep Canadian Northern Lights

2021-2022 appointed due to pandemic**

Lyle Armstrong	Club Rep Canadian District West
Darlene Lambert	Club Rep Canadian Northern Lights
Pat McKinney	Foundation Board Rep Canadian District West
Sue Baker	Foundation Board Rep Canadian Northern Lights

2022-2023

CIVITAN INTERNATIONAL FOUNDATION OF CANADA

Darrell Blackwell	District Board Rep Canadian District West
Ken Fournier	District Board Rep Canadian Northern Lights
Sue Gibson	Private Member Rep Canadian District West
Karen Kinsella	Private Member Rep Canadian Northern Lights

2022-2023

Lyle Armstrong	Club Rep Canadian District West
Karen Kinsella	Club Rep Canadian Northern Lights
Pat McKinney	District Board Rep Canadian District West
John Mac Innis	Foundation Board Rep Canadian Northern Lights
Cathy Dunn	Foundation Board Rep Canadian District West
Sue Baker	District Board Rep Canadian Northern Lights
Sue Gibson	Private Member Rep Canadian District West
Darlene Lambert Lights	Private Member Rep Canadian Northern Lights