

New Bern Civitan Club Policies and Procedures

Policy 2018-1: Cancellation of Meeting Because of Weather

When weather conditions pose a possible unsafe driving condition, all Civitans are encouraged to monitor the local news station for possible Craven County school closings. If Craven County schools are closed, there will be no Civitan meeting.

The Club will attempt to notify the membership via email to confirm the meeting cancellation.

The Club president will be responsible for informing the responsible parties for the scheduled meeting venue of the cancellation. If any costs are involved, they will be absorbed by the club.

Adopted March 12, 2018 by the Board of Directors

Revised _____

Policy 2018-2: Reimbursement to Certain Club Officers for International, Regional and District Events

Expenses to attend the Civitan International Convention, Regional and District meetings will be reimbursed in total or in part to the President-elect and the Vice President. The amount available each year will be contingent upon fund-raising proceeds, and will annually be defined by the Treasurer upon budget preparation and approval.

Attending the Civitan International Convention provides the incoming President and President-Elect multiple leadership training opportunities and experiences, and the Club does expect them to participate in as many as possible, and provide the Club with a report upon their return. If there is a disagreement on the amounts, the Board of Directors will be the arbiter. The Board's decision may be appealed to the membership for final determination.

Expenses to attend Civitan Regional and District events will be reimbursed in total or part to the current Club President, President-elect, and Vice President as funds permit. If there is a disagreement on the amounts, the Board of Directors will be the arbiter. The Board's decision may be appealed to the membership for final determination.

Adopted April 20, 2018 by the Membership

Revised _____

Policy 2018-3: President-elect Is Club Parliamentarian

The Club President-elect is the Club Parliamentarian.

Adopted March 12, 2018 by the Board of Directors

Revised _____

Policy 2018-4: Reservation Policies for Events

When the Club schedules events requiring a guarantee or advance notification of the number of attendees expected, and the Club is responsible for the costs incurred, the following rules will apply:

a. Reservations made, payment required

For certain events, advanced reservation with payment will be required. Reservations will not be considered confirmed until payment is received. The event Program Chair will determine the appropriate “cut off” date for receipt of payments.

In special cases, payments may be received on the day of the event, if approved by the event Program Chair. If payment is made and the attendee is a “no show” the procedures in Section d of this Policy apply.

b. Reservations made, but no payment in advance required

At times, reservations for events may be accepted without payment in advance. In these cases, payment must be made no later than the day of the event. If the participant is a “no show” the rules under Section d of this Policy will apply.

c. Payment received, but no show at the event

If funds are received by the Club for event reservations, but the participant is a “no show,” the funds will remain with the Club unless prior approval of a refund has been made by the event Program Chair.

d. Reservations made, no payment received, no show at the event

The event Program Chair will notify the Club Treasurer of the situation within a week of the conclusion of the event and the Club Treasurer will charge the participant the cost for the event to be paid by a date determined by the Club Treasurer, but no later than the next quarterly billing.

e. No reservations, but show up at an event

It will be the decision of the Event Program Chair whether to allow entrance. If granted, payment must be made immediately at the event.

f. Communication of Club Policy on payment for events where club is responsible

for costs incurred:

The following, or similar language, should be used on documentation where the club is responsible for costs incurred.

“Your reservation must be accompanied by a payment to cover the cost per guest of this event. Reservations without payment or reservations with payment received less than one week before the event may not be considered confirmed. If you prepay and do not attend, your payment will not be refunded. If you reserve a space or ticket without prepayment and you do not attend, you will be billed for the cost unless you have prior approval from the event Program Chair.”

Adopted By Board of Directors March 12, 2018

Revised _____

Policy 2018-5: Committing Club to New Charitable Projects

No Club member shall take on any new work or project in the name of the Club or Civitan International without prior approval from the Club’s Board of Directors.

A new project or donation will be defined as any undertaking not previously approved or budgeted for the current fiscal year which will cost the Club money and/or volunteer hours. (Excluded from consideration are approved work projects in which collection or distribution of funds or assignment of labor is necessary during the normal course of operation. Examples include, but are not limited to: Ramps, Tree Lot, Santa Land, and Peanut Sales.)

Any requests for Club services and/or donations will be made in writing to the Club’s Board of Directors and will include the full name, address and contact information for the proposed beneficiary. Those wishing to propose projects/donations are encouraged to appear before the Board of Directors to explain the needs of the proposed beneficiary, the Club’s monies and/or services requested, and the scope of the project.

If the proposed service/donation involves cost to the Club, a budget must be submitted to the Board of Directors, along with a clearly defined source of funding which will not impact the existing charitable services or projects to which the Club is already committed.

Adopted March 12, 2018 By the Board of Directors

Revised _____

Policy 2018-6: Notification to Membership About Possible Media Exposure

Each year, the Club President will notify the membership in writing, or electronically, that there is a possibility that pictures of Club members may appear in the media including newspapers, magazines, and electronic media.

The recommended text to be communicated is:

This is to notify you as a member of the New Bern Civitan Club that, in the course of New Bern Civitan Club activities, photographs of members may be taken and used by the New Bern Civitan Club, at its discretion, without compensation to or approval by such members, for club-related purposes including but not limited to club promotion, newsletters, and websites content, and contests.

Adopted By the Board of Directors, March 12, 2018

Revised _____

Policy 2018-7: Retention of Club Policies

The Club Secretary will be Responsible for the safekeeping of the official copy of Club's Policies and make sure the latest version of the policies is maintained in the files as well as published on the Club's web page.

Adopted By the Board of Directors March 12, 2018

Revised _____