

JUNIOR CIVITAN INTERNATIONAL



CHESAPEAKE DISTRICT



DISTRICT OFFICER ELECTION MANUAL

2020

(Updated February 2020)

**CHESAPEAKE DISTRICT JUNIOR CIVITAN
District Officer Election Manual**

Table of Contents

Instructions..... 3

Rules, Campaigning and Election Process 4

Elected and Appointed District Officer Positions 5

Elected and Appointed District Officer Responsibilities 6

Candidate Intent to Run Form..... 8

Parent/Guardian Permission Form 9

**CHESAPEAKE DISTRICT JUNIOR CIVITAN
District Officer Election Manual**

**Intent to Run for District Office
Instructions**

- Review the entire District Officer Election Manual and District Officer Responsibilities
- Discuss your Intent to run for District Office with your parents
- Complete and email the following forms by the deadline to District Chair Carmen Gorby :
ChesapeakeJrCivitan@gmail.com
 - Candidate Intent to Run Form
 - Candidate Parental Permission Form
- ALL CANDIDATES MUST BE IN GOOD STANDING WITH THEIR CLUB, DISTRICT and INTERNATIONAL – dues paid to club AND your club must have paid dues to District and International with your name on the membership roster.
- If you would like to be considered for an appointed district position:
 - Review and understand the Appointed Officer Responsibilities
 - Discuss your intent with your parents
 - Complete and email the following forms by the deadline to: Chair Gorby at ChesapeakeJrCivitan@gmail.com
 - Candidate Interest Form
 - Candidate Parental Permission Form
 - Note, appointed positions may be appointed at the Annual Convention by the newly elected Governor for 2020-2021 or at a later date.

NO nominations will be taken from the floor for any position where someone has turned in an Intent to Run form.

ALL candidates must be ready to present a short speech (2 minutes max) on who they are and why they are running for the chosen office at the district convention. Candidates may also bring with them any promotional items such as a tri fold board, items to hand out, and pamphlets (cost for any promotional material is to be paid for by the candidate or the candidates Junior Civitan Club or Sponsoring club.) NO CAMPAIGNING MAY HAPPEN PRIOR TO THE DISTRICT CONVENTION.

Please encourage your fellow club members to run for a district office! All nominations and introductions will be presented at the district convention.

Intent to Run Form including parental permission form, is due postmarked by March 19, 2020 and must be mailed OR emailed to:

Carmen Gorby Junior Civitan Chair, Chesapeake District
8010 Solley Road, Glen Burnie, MD 21060
ChesapeakeJrCivitan@gmail.com (intent to run in the subject line)

**CHESAPEAKE DISTRICT JUNIOR CIVITAN
District Officer Election Manual**

Rules

Campaigning and Election Process

Campaigning: No campaigning is allowed before the opening of Convention. All nominations and introductions will be presented Saturday morning of the Convention.

The following are excerpts from the Chesapeake District By Laws:

Article IV – Annual Convention:

Section 4. Each member club of this District shall be entitled to attend the District Convention. Each member club shall be entitled to two (2) voting delegates. Clubs with at least thirty-six (36) individual members shall be entitled to one (1) additional delegate for a total of three (3) delegates. Clubs with at least forty-six (46) individual members shall be entitled to two (2) additional delegates for a total of four (4) delegates. No member club shall be entitled to more than a total of four (4) delegates.

Section 5. Member clubs shall select the delegates and alternates which will be its representatives and cast its votes at the Annual Convention by majority vote at a regular club meeting or by such other means as the club's constitution and by-laws may stipulate for the selection of such delegates or similar club officers. Each club's delegates and alternates must be dues paying members of that club. The selection of a club's delegates and alternates and their membership in the club must be certified to the Credentials Committee by the Club's President, Secretary or Faculty Advisor.

Section 6. Each registered delegate shall be entitled to one vote in each election or vote brought before the convention. There shall be no voting by proxy.

Section 7. A quorum for the conduct of official business at the Annual Convention shall be a majority of the delegates registered and entitled to vote at the Convention.

Article V – Elections:

Section 5. All candidates shall be presented to the Convention at the time of elections and may have a representative give a brief nominating speech. All candidates must address the Convention. Total time for the nominating speech and candidate speech may not exceed five minutes.

Section 6. Voting for District Officers shall be by written ballot, except that voting may be by voice vote in cases where there is only a single nominee for an office. A majority of all votes cast shall be necessary for election of all officers. On each ballot, in the event no candidate receives a majority, the candidate with the lowest number of votes will be dropped from the ballot and another vote taken. This process shall be repeated until one candidate receives a majority.

**CHESAPEAKE DISTRICT JUNIOR CIVITAN
District Officer Election Manual**

Elected and Appointed District Officer Positions

Elected Positions:

- **Governor**
- **Deputy Governor**
- **PRC – Public Relations Coordinator and Dance a Thon Team Leader**
- **Secretary**
- **Lieutenant Governors – (3 positions available; areas/clubs Lt. Govs oversee maybe changed)**
 - Maryland oversees the following clubs:
 - Churchill HS, Potomac, MD
 - St. Mary's HS, Annapolis, MD
 - any new clubs formed in these areas
 - Virginia oversees the following clubs:
 - C.D. Hylton HS, Woodbridge, VA
 - Fused Together, Bealton, VA
 - Langley HS, McLean, VA
 - James Madison HS, Vienna, VA
 - Yorktown HS, Arlington, VA
 - any new clubs formed in these areas
 - Pennsylvania/West Virginia oversees the following clubs:
 - Waynesboro HS, Waynesboro, PA
 - Applemen, Inwood, WV
 - Spring Mills HS, Martinsburg, WV
 - any new clubs formed in these areas

Appointed Positions:

- **Historian**

**CHESAPEAKE DISTRICT JUNIOR CIVITAN
District Officer Election Manual**

DUTIES & RESPONSIBILITIES OF DISTRICT OFFICERS – Elected and Appointed

Governor – Candidate:

- Must be a past or current club officer and must be at least a member of the rising sophomore class at the time of nomination and election.
- Must be an active member of a chartered club in-good-standing for at least 1 full academic year by the end of the current fiscal year.
- The Governor must be prepared to raise a minimum of \$1800 plus \$200 registration fee and attend the All-In Summit January/February 2021. (Date to be determined and will involve missing 2 days of school.)
- The governor shall be the chief executive officer of the district. Along with the district chair (adult), the governor shall exercise general supervision over the affairs of the district subject only to the district board of directors, the delegates to the annual convention, the Chesapeake District board of directors of Civitan International, the board of directors of Junior Civitan International and Civitan International.
- The governor is to lead, inform, delegate authority, imitate programs and projects, preside at all district meetings and conventions, visit clubs when possible either in person or via online video and, in general, oversee the complete operation of the district.
- Responsible for writing three articles for the “Pilot” Chesapeake (adult) District ‘s newsletter.
- http://www.juniorcivitan.org/duties_of_dist_gov.pdf

Deputy Governor –Candidate:

- Must be a past or current club officer and must be at least a member of the rising sophomore class at the time of nomination and election
- Must be an active member of a chartered club in-good-standing for at least 1 full academic year by the end of the current fiscal year.
- The deputy governor's prime responsibility is to work directly with the projects and programs of the district throughout the year.
- The deputy governor shall work directly with the lieutenant governors.
- The deputy governor shall work closely with the governor and district chair (adult) and shall preside at meetings and serve in place of the governor in the governor’s absence.
- If the governor is unable to serve for any reason, the deputy governor shall assume the governorship for the remainder of the term and attend All-In Summit and complete the fundraising for this event if necessary.
- http://www.juniorcivitan.org/duties_of_dist_officers.pdf

Secretary - Candidate:

- Must be an active member of a chartered club in-good-standing for at least 6 months of the academic year by the end of the current fiscal year.
- The secretary of the district shall be responsible for keeping all district records, i.e. minutes of the district board meetings, district-wide meetings, attendance figures at meetings, member contact information.
- http://www.juniorcivitan.org/duties_of_dist_officers.pdf

CHESAPEAKE DISTRICT JUNIOR CIVITAN District Officer Election Manual

Public Relations Coordinator – Candidate:

- Must be an active member of a chartered club in-good-standing for at least 6 months of the academic year by the end of the current fiscal year.
- **Candidate must be prepared to lead the District Dance A Thon team to accomplish the designated fundraising goal of \$1500 or more.**
- Promote, encourage and help others to register to participate in Dance A Thon.
- Candidate is encouraged to attend Dance-A- Thon, during International Convention June 25 – 28, 2020 and June 2021.
- Create a district newsletter, “Chessie Chessie” to be sent to all clubs to keep the membership informed of district events at least three times a year.
- The public relations coordinator shall seek to publicize through social media all district projects, meetings, club activities and conventions, and shall communicate with all club public relations coordinators to assist, educate, motivate, and involve.
- http://www.juniorcivitan.org/duties_of_dist_officers.pdf

Lt. Governor (3 Positions Available) – Candidate(s):

- Must be a past, current or newly elected club officer.
- Must be an active member of a chartered club in-good-standing for at least 6 months of the academic year by the end of the current fiscal year.
- Each lieutenant governor shall be directly responsible and accountable to the governor and district chair (adult) for the proper operation of the clubs within the lieutenant governor’s area.
 - Clubs within each Lt. Governor’s area will be determined by the incoming Governor and District Chair. Typically 2-5clubs each and may or may not be in close geographic area.
- The lieutenant governor shall be provide consultation and assistance as needed and will keep their area clubs informed of district and international meetings, project and events.
- The lieutenant governor will complete lieutenant governor reports four times per year: Oct 15, Dec 15, Feb 15 and April 15
- http://www.juniorcivitan.org/duties_of_dist_officers.pdf

APPOINTED POSITION

Historian – Candidate(s):

- Must be an active member of a chartered club in-good-standing for at least 6 months of the academic year by the end of the current fiscal year.
- Must keep a record or history of the district’s activities and achievements during the year.
- Candidate should take pictures at projects, socials, and special events.
- Is in charge of preparing District award nominations.
- Is included in all district and board meetings in a nonvoting capacity
- http://www.juniorcivitan.org/duties_of_dist_officers.pdf

**CHESAPEAKE DISTRICT JUNIOR CIVITAN
District Officer Election Manual**

**CHESAPEAKE DISTRICT JUNIOR CIVITAN
2020 -2021 District Office - Intent to Run Form**

Running for the Office of: _____

Name _____

Address _____

City _____ State _____ Zip Code _____

Email _____ Phone _____

Club _____

School _____

Age _____ Grade _____ Gender _____

Current, Past or Newly Elected Offices Held and Date:

Club: _____

District: _____

Elected Officers agree to:

- Attend and participate in the following in-person meetings:
 - COAST TRAINING
 - District Meeting
 - District Convention
 - District Project
- Attend and participate in monthly on-line Board Meetings
- Candidate understands absence from two district meetings, board meetings and/or Projects, as well as not performing their duties could result in removal from office.
- If running for Governor or PRC/Dance A Thon Team Leader, I understand my fundraising obligations and mandatory attendance at corresponding International Events.

When funds are available, there is no cost to the board members to attend any District meeting or project providing they are a member in good standing: dues paid and participate in district meetings. District Board Members are, however, responsible for their own transportation to and from these events. **ATTENDANCE IS MANDATORY**

Attendance at the 2020 Junior Civitan International Convention is mandatory for the incoming Governor and PRC/Dance A Thon Team Leader and highly encouraged for all other elected board members.

I hereby certify that I meet all the requirements of the office for which I am running. I further certify that I will comply with the guidelines and policies as set forth in the Junior Civitan International Policies Manual and the District and International Bylaws.

Candidate Signature: _____ Date: _____

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District Officer Election Manual**

Intent to Run Form and Parent/Guardian Permission forms **must be received by or on March 19, 2020**
ChesapeakeJrCivitan@gmail.com (intent to run in subject line)

Candidate's Parent/Guardian Permission

Must be completed by Chesapeake District Officer Candidate's parent or guardian, and submitted with the Candidate Certification Form

Candidate Name _____

Parent / Guardian Name: _____

Contact Phone Number: _____

Email address: _____

I understand that my son/daughter is a candidate for _____ for
Chesapeake District Junior Civitan. *(office that candidate is running for)*

I understand that if elected to the position, they are expected to:

- Attend monthly virtual Board meetings, up to two in-person Board meetings, COAST Training, district meetings, district projects and the district convention during the upcoming fiscal year (July 1 to June 30) Locations are to be determined.
- Fulfill the responsibilities of their office to the best of their ability.
- *Candidate is encouraged to attend the Junior Civitan International Convention and Dance A Thon June 25-28, 2020 in Tampa, FL. *Candidate is responsible for raising funds to attend as well as funds for transportation to/from.*

Note: *When district funds allow, registration costs to district meetings and convention will be waived; however, it is the responsibility of the candidate for transportation to/from the events.*

If my child is elected to the position of **Governor, they are responsible for setting and reaching a personal fundraising goal of at least \$1800 plus a \$200 registration fee and MUST attend the All-In Summit during the month of January/February in Birmingham, AL and will miss up to 2 days of school. They are also required to attend the Junior Civitan International Convention in Tampa, FL June 25-28, 2020. If funds are available registration and transportation will be provided*

If my child is elected to the position of **District Public Relations Coordinator they are responsible for setting and reaching a district team fund raising goal of at least \$1500 and encouraged to attend Dance A Thon in June of 2020 and 2021. If funds are available, efforts will be made to supplement the cost, but not guaranteed.*

I fully support my child in their candidacy, and if elected I will support them in fulfilling the obligations of the office.

(Parent/ Guardian Signature)

(date)

Intent to Run Form and Parent/Guardian Permission forms **must be received by or on March 19, 2020**
ChesapeakeJrCivitan@gmail.com (intent to run in subject line)