

# **JUNIOR CIVITAN INTERNATIONAL**

## **BYLAWS AND POLICIES GOVERNING ELECTIONS**

Listed below are the official bylaws and policies that govern the campaign and election of Junior Civitan International officers. The International Elections Committee will be available to review campaign materials upon candidate's arrival at the convention. Please read over this information carefully. If you have any questions, please feel free to contact the Youth Development Department at 1-800-CIVITAN Ext. 131.

### **International Policy #406 - Nomination Procedures for all International Offices**

#### Qualifications

In addition to those qualifications as stated in the international constitution and bylaws, each candidate for international office must have fulfilled by June 1 the minimum requirements for any international fundraisers in which he or she participates.

Nominations shall be selected by the following criteria:

1. Candidates must inform their chairperson of their intent to seek office no less than ten (10) days prior to their district convention. Notification must be in writing.
2. A candidate, having met all the qualifications, shall be elected as the nominee at the district convention.
3. Nominees shall be elected by popular vote, i.e.: the nominee with the most votes shall be declared the winner. In case of a tie vote, there shall be a runoff vote until a nominee is elected.

### **International Bylaw Article VIII - Elections and Qualifications**

- Section 1.** There shall be elected at the annual convention a president, vice president, and three directors.
- Section 2.** The terms of office for said officers shall be for one year and each shall assume his or her respective office on July 1 following his or her election. All elections shall be "at-large."
- Section 3.** All candidates for international office must notify the director of youth development in writing of their "intent to run" no later than June 1, prior to the annual international convention. Upon notification, the director of youth development will mail a Candidate Certification Form to be completed by each candidate and put on file with the youth development department of Civitan International and the election committee chair no later than the official time of registration at the annual international convention.
- Section 4.** Campaign procedures to be followed and observed by candidates for the offices of Junior Civitan International shall be in accordance with policy established by the International Board of Directors.
- Section 5.** All candidates seeking the election of a Junior Civitan International office must be members of a chartered club in-good-standing and a district in-good-standing. A district shall have only one candidate for each of the following international offices: president, vice president, and director.
- Section 6.** Any person running for the office of president or vice president shall satisfy the following requirements:
- a) Must have been a member of a chartered club for at least two years by the end of said fiscal year.
  - b) Must have been a past club officer of a chartered club in-good-standing.
  - c) Must be a past, current or newly elected district governor or have served on the Junior Civitan International Board of Directors in an elected position.
- Section 7.** When a newly elected governor declares himself a candidate for president of Junior Civitan International, if elected, he shall automatically relinquish the title of district governor and shall be replaced by the elected deputy governor. The district shall send this deputy governor to the Junior Civitan International convention for training in the event the candidate is elected international president.
- Section 8.** Any person running for the position of director must satisfy the following requirements:
- a) Must be a member of a chartered club in-good-standing for at least one school year.
  - b) Must be a past, current or newly elected club or district officer.

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## **International Policies Governing Campaign**

### **International Policy #402 - Rules and Regulations**

No candidate will be allowed to campaign, including the mailing of materials prior to the convention and the putting up of posters at the convention, until the time as specified by the Junior Civitan Election Committee.

Each candidate shall be responsible for his or her own campaign. It is the duty of the candidate to see that all rules, regulations and guidelines governing campaigning are adhered to.

Any infractions of the campaign rules, regulations or convention **"Code of Conduct"** on the part of the candidate or his or her campaign committee, will be referred to the Junior Civitan Elections Committee for review. Upon review of the infractions, the Junior Civitan Elections Committee shall take any action, including expulsion of the candidate, as deemed necessary under the circumstances.

The Junior Civitan Elections Committee shall be the governing body for any infractions, as stated in this policy.

### **International Policy #403 - Campaign Literature**

To insure fairness and equality to each candidate, only the following campaign materials will be allowed:

1. Not more than 1,500 handouts (maximum size 8 1/2" by 11") may be used. These handouts may be professionally printed and may carry the picture of the candidate, his or her qualifications and platform. If so desired, they may be printed on the front and back and folded to resemble a brochure.

2. Gimmicks, such as pencils, pins, buttons, etc., will be allowed as long as they can be purchased within the prescribed budget allowed by Junior Civitan International.

Campaigning must cease as of the beginning of the Elections Business Session. All campaign materials posted on the premises must be removed before the beginning of the Elections Business Session

### **Budget**

Candidates are not allowed to spend more than \$100.00 (U.S. funds) on their campaign materials and each candidate must be prepared to furnish receipts for their campaign expenses if called upon to do so. All donated items will be accounted for at their approximate retail price and must be accounted for within the \$100.00 limit.

All campaign material will be checked and certified by the Junior Civitan Election Committee prior to being allowed to be put up. Each candidate is responsible for the certification of his or her material.

### **ATTENTION:**

**NO posters, banners, flyers or any other materials may be hung on property. The Elections Committee will therefore NOT allow these materials to be included in your campaign. Do not bring these items to display.**