

Civitan International

Civitan Member Education

Membership—Leadership Program of Civitan International



We know that education is an important member retention tool.

It is suggested that clubs offer this program to existing members once a year.

The facilitator should save this presentation electronically, make changes to the slides to fill-in-the-blanks or tailor the slides to meet the club's needs, and save it again electronically. *These note pages (Instructors Guide) are for the facilitator's use only.*

Equipment/Supplies:

- Instructor's Guide (These Power Point notes).
- Laptop computer/PowerPoint file/LCD projector if large group
- Handouts of slides of participants
- Set up and test any electronic support
- Distribute participant handouts (copies of the slides—handouts version)

Civitan International

Welcome



Civitan International

■ Purpose

To improve lives through fellowship in service worldwide.

■ Mission Statement

To build good citizenship by providing a volunteer association of clubs dedicated to serving individual and community needs with an emphasis on helping people with developmental disabilities.



The Mission Statement provides a quick and thorough answer to the question, “What is Civitan?”

It is a good idea to memorize the Mission Statement and share it with others along with what the district and club is doing to improve the community.

The more the community understands Civitan, the easier it will be to get publicity, recruit members, and build clubs.

Civitan International

- Founded in 1917
- 1,000 clubs in 24 countries
- Motto “Builders of Good Citizenship”
- World Headquarters in Birmingham, Alabama
- 100th Anniversary in 2017



Civitan International has an impressive history. In addition to the impact our club is making in our community, more than 1,000 clubs worldwide doing the same. TEAM – Together Everyone Accomplishes More.

Our impact:

- Civitan clubs distribute more than 5 Million dollars annually to charities, in meeting needs.
- Civitan members perform more than 1.2 million service hours each year!
- More than 30,000 service projects are performed annually by Civitan clubs.

Member Benefits

- Change people's lives
- Improve your community and the world
- Build friendships
- Enhance leadership skills
- Develop business contacts
- Receive *Civitan Magazine* and club communications
- Enjoy discounts and promotions
- Insurance coverage for Civitan club projects



Most of our members join for friendship and/or service. It is important that members have an opportunity to participate in service projects. Review the club's current projects.

Expectations of Members

- Attend club meetings regularly
- Remain current on club dues and fees
- Participate in club service and fund-raising projects
- Share the experience with others
- Demonstrate pride in membership
- Encourage others to join



Explain the teamwork associated with each expectation.

Organizational Structure

Civitan International is a worldwide organization to which each Civitan club and member belong. It is administered by the Civitan International Board of Directors

- **Our district is one of 28 districts in Civitan International**
- **Our area is one of ? areas in our district**
- **Our club is one of ? clubs in our area**



Hint: This information can be obtained from the Civitan district governor/officer.

Our District

- **District Name:**
- **Number of clubs in our district:**
- **Total number of members in district:**
- **Officers**
 - **Governor:**
 - **Governor-Elect:**
 - **Immediate Past Governor:**
 - **Secretary:**
 - **Treasurer:**
 - **One Director/Lt. Governor per area**



Hint: This information can be obtained from the Civitan district governor/officer.

Our Area

- **Area:**
- **Area Director/Lt. Governor:**
- **Clubs in our area:**
- **Area Meeting/Project:**



Hint: This information can be obtained from the Civitan district governor/officer.

Everyone is welcome to attend an area meeting or project. Note how often they occur and mention when and where the next one occurs.

We also encourage inter-club visits—opportunities for 2-4 members of a club to visit another club in the area to learn how other clubs function and make new Civitan friends.

(When you update this slide please delete Area Director or Lt. Governor position title not used in your district.)

About Our Club

- **Charter date:**
- **Active Members:**
- **Club Honor Key Recipients:**



Note: Honor Key is the highest recognition given by a Civitan club.

Discuss your club's meeting traditions. Some clubs start each meeting with the Civitan Creed and an invocation, some do not. It is important to distinguish for the member what is club tradition and what is required. In some cases, club traditions were established so long ago, that no one can remember why we do what we do. It is also important that club traditions are evaluated annually to ensure that they continue to meet the members' needs.

Our Club Officers

- **President:**
- **President Elect:**
- **Immediate Past Pres.:**
- **Secretary:**
- **Treasurer:**
- **Directors:**



Note: Current members are likely aware that officers change with each administrative year. Civitan International administrative year begins October 1.

Club Committees

- **Community Service**
- **Membership & Retention**
- **Programs & Entertainment**
- **Fellowship & Attendance**
- **Budget & Finance**
- **Bylaws**
- **New Clubs**
- **Publicity**
- **Youth Work**
- **Fundraising**



Committees provide opportunities for participation and leadership.

These are the standard committees listed in the bylaws—larger clubs may have more so everyone can be active, some small clubs combine or prioritize these committees. The focus should be on the work the club needs/wants to accomplish, not on the number or name of the committees.

Hint/ You may want to change this slide to reflect the actual club committees and their leaders.

Describe what each committee does.

Communications

- Club Meetings
- Phone Reminders
- Club Newsletter
- Board Meetings
- Club Website
- District Newsletter
- *Civitan Magazine*
- Civitan Website



Sharing information is critical. Ask the members if they have ideas for improving communications with the club.

Encourage member to access the emails, club website, and Civitan website is www.civitan.org

Standard Form for Club Bylaws

- **Parameters of Membership**
- **Parameters of Board Decisions**
- **Organization of Committees**
- **Club Meeting Guidelines**
- **Guideline for Nomination of Officers**
- **Financial Requirements**



Members should know that the club operates under the parameters of club bylaws. It might be fun to ask the following questions:

1. What is the minimum age for a Civitan? (18 years) Article III, Section 1.
2. Who presides at meetings when the president is absent? (President-elect) Article II Section 1 of the bylaws.
3. How often should the Board of Directors conduct meetings? (Once/month) Article III Section 1 of the bylaws.
4. What is the quorum for a board of directors meeting? (majority) Article I, Section 5 of the bylaws.
5. Can clubs determine number of directors? (Yes-3-9 directors) Article VI, Section 1.
6. When is the annual club meeting conducted? (March, April, or May) Article I, Section 2 of the bylaws.
7. What is the minimum number of club meetings? (two/month, but one of the two can be an open board meeting or a service project). Article IV, Section 1.

Club Administration

- **Our club members vote on:**
 - Election of club officers and directors
 - Amendments to club bylaws
- **The Board of Directors**
 - Determines club policies
 - Approves club projects
 - Approves and controls club budget
 - Manages the club



Explain the process and field questions.

Board of Directors Meeting

- Provides an opportunity to be involved in the decisions affecting club administration.

- Day:
- Time:
- Location:
- Next meeting:



Explain that all members are welcome to attend board meetings, but only board members may vote.

Finances – Budgeting

■ Administrative Account:

- Income from club dues, meals, new member fees.

■ Service Account:

- Income from public fundraising or contributions cannot be used to pay administrative expenses of the club.



(In the United States)

Currently (July, 2007), Civitan clubs are classified as 501c (4) and dues/donations are not tax deductible.

The organization is working toward changing the classification to 501c (3)
Some clubs/districts have 501c (3) foundations that can accept tax deductible contributions.

Club Fees

- Cost \$____ per month
 - How my dues are spent

- Club Dues: \$
- District Dues: \$
- International Dues: \$

- Total Annual Dues: \$



Explain dues structure to the members. The bylaws state that each member prepays quarterly/monthly dues as stated.

Our Club's Projects

- [Click here to add text](#)



List noteworthy projects including:

Community service projects

Fundraising projects

Groups the club supports financially projects

Conventions

- **The annual Civitan International Convention is an excellent event, which allows clubs from around the world to exchange ideas, participate in forums, and share fellowship.**
- **The annual District Convention is a celebration of accomplishments during the current year and is the kick off of a new Civitan year. It is held in August or September. Club officers and interested members attend.**
- **The District Mid-Year Conference gives presidents and district leaders the opportunity to attend classes and workshops about club operation and other exciting topics.**



Civitan International conducts an annual convention, which is staged to:

- Elect International President-Elect
- Elect International Board members
- Amend the International Constitution and Bylaws
- Conduct leadership and membership education
- Provide Civitan fellowship
- Provide Civitan education
- Provide guidance and inspiration for clubs

Each club is allowed to send voting delegates based on the number of members in the club. These voting delegates compose the House of Delegates and vote on the election of officers to the International Board, resolutions, and proposed amendments to the International Constitution and Bylaws.

District conventions and conferences achieve the same objectives at the district level.

Discuss actual dates/locations for upcoming conventions and, if appropriate, club policies for sending members to each of these events.

Charitable Contributions to Civitan International

Civitan International is a nonprofit 501c (3) entity. Individual contributions received annually are tax deductible. The following are club and individual programs:

- **Civitans-at-the-Helm**
- **President's Council**
- **Legacy Society**
- **Fellows Recognition**
- **Scholarship Program**



Our local clubs work to help communities. Civitan International helps on a global scale. Civitan International provides the recognition and publicity local clubs need for recruitment and retention (example Civitan International Research Center) Through our existing network of clubs, Civitan International is able to provide quick and relevant support to people with developmental disabilities and those affected by natural disasters.

Civitan International Major Fundraisers

Civitan International offers clubs turn-key programs that generate revenue to fund club projects, as well as Civitan International global initiatives. Current fundraisers are:

- **Civitan Candy Box Project**
- **Civitan Coin Box Project**
- **Claxton Fruit Cake Sales**
- **Paula Deen's Low Country Culinary Kit Sales**



Discuss how clubs profit from these projects as well as other fundraising projects of the club.

Civitan International Research Center

The Center is the flagship project of Civitan International. This state-of-the-art Center brings top scientific minds and the latest technology together to create innovative therapies and treatments for people with developmental disabilities.



The Research Center is known worldwide for its complete, interdisciplinary approach toward the treatment and prevention of developmental disabilities. Located on the campus of the University of Alabama Birmingham, the center has gained enthusiastic acceptance from the scientific and academic worlds, and now employs more than 200 scientists, clinicians, students, interns, residents, fellows, and staff from across the United States and around the world, representing 40 areas of specialty.

Some current research projects include:

- The newly formed Center for Glial Biology in Medicine focuses on the function of glial brain cells, which are the primary location of fatal brain tumors and many developmental disabilities.
- The only functional Magnetic Resonance Imaging (fMRI) scanner in the United States dedicated primarily to research in neurosciences and developmental disabilities.

Civitan Family Sponsorship Programs

■ Junior Civitan

- A service club for teens that teaches the importance of giving back as a volunteer in their community

■ Campus Civitan

- A service club for university/college students that gives young adults an opportunity to volunteer while attending college.



Lead an open discussion about our club's experience with sponsoring Junior Civitan or Campus Civitan clubs.

The visibility of our Family Programs can be a positive incentive for parents, teachers, school administrators, youth ministers, and others interested in the welfare of youth to learn more about the Civitan club in their community. What an incredible pool of potential members!

Our Club Sponsored

- **Name:**
- **Meeting Time:**
- **Location:**
- **Advisor:**

You are encouraged to attend their meetings.



List and discuss.

Membership Growth 50,000 Members by 2017

- *In North America 1 out of 10 families have children with developmental disabilities who need assistance.*
- *In North America Civitan projects have changed the quality of life for millions of individuals with development disabilities.*
- **How Can YOU Help?**
 - **Recruitment (Inviting new members)**
 - **Retention (Keeping current members)**
 - **New Club Building (Chartering new clubs)**



There are almost 30,000 Civitan members (October 2007)

New Civitan members bring fresh ideas and new energy and increase the capacity of the club to provide service in our communities. Growth brings diversity to the club.

The Mission Statement serves as a recruitment and retention tool and provides a quick and thorough answer to the question, "What is Civitan?"

It is a good idea to memorize the Mission Statement and share it with others along with what the district and club does to improve the community.

The more the community understands Civitan, the easier it is to get publicity, recruit members and build clubs.

Recruitment

- Ways a member can share his/her experience and encourage other to join...
- Wear Civitan merchandise.
- Carry Civitan business cards.
- Ask those he/she meets, "Where do you volunteer?"

Membership Growth 50,000 Members by 2017

- **Recruitment (Inviting new members)**
 - Two Membership Meetings per year
- **Retention (Keeping current members)**
 - Maximizing Civitan service
 - New Member Orientation
- **New Club Building (Charter new clubs)**
 - New Club Building process
 - New Club Development Handbook



Retention

Our meetings must be fun, organized and informative!

Survey our members every year to ensure that the meetings, fundraisers, and service projects meet their needs.

Conduct two Membership Recruitment Meetings annually. (Seek Meetings/Information Meetings) Use the how to manual “Adding New Members for Your Club’s Success.” It is a great tool for planning and executing successful meetings that add to your club’s total membership.

One the best service projects your club can support is the chartering of a new Civitan club. Earn your Certified Club Builder Blazer by becoming involved with the building and chartering a new Civitan club.

Club Award

- [Click here to add text](#)



Things to note

Honor Club Recognition
Distinguished Presidents
Growth Awards
Service Awards
District Recognition
Honor Key Recipients

That's Our Club

What questions do you have?



Field Questions and turn floor over to club president for any other club business.