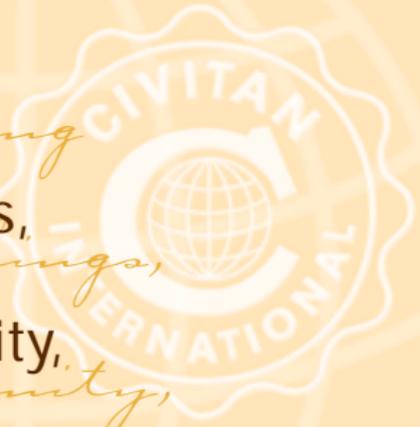




Civitan
Civitan

A Service Club
A Service Club
Worthy of
Worthy of Your Time
Your Time



"Civitan is doing things, big things, for the community, state and nation, and I certainly consider it an honor to be numbered among its ranks"

Thomas Alva Edison, 1928

This informational brochure is an orientation for new Civitans, prospective members, and friends of Civitan. It is for the person who asks, "What is Civitan?" It covers all levels of Civitan service and organization.

This brochure includes the history, organization, operational details, and service opportunities which are available through Civitan. It is presented in the hope that the reader will be inspired to do more for his or her community.

When new members or prospects fully understand the Civitan organization, their membership opportunities and satisfaction will improve. In essence, by taking advantage of the resources of the larger organization, they benefit the local community.

Civitan's Mission Statement

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The mission of Civitan worldwide is to build good citizenship by providing a volunteer organization of clubs dedicated to serving individual and community needs with an emphasis on helping people with developmental disabilities.

Purpose of a Civitan Club

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Civitan's purpose is to serve the community. This is done by fulfilling human needs that are not met by other organizations or by individual efforts. Individuals whose needs are best met through organized group action are prime candidates for Civitan service projects. In all they do, Civitans seek experiences that provide life direction, character building, leadership development, and the satisfaction of helping others. As a result of this work, a Civitan typically experiences a heightened sense of self-esteem and accomplishment.

How Civitan Originated

How Civitan Originated

On March 17, 1917, a group of Birmingham, Alabama, business and professional men began meeting weekly at lunch to discuss ways they might contribute to the improvement of the community. Like all major cities — then and now — Birmingham had problems. These men found some of the answers, and decided to join together as a winning team.

During World War I, these Birmingham Civitans generously contributed both resources and service. Club members not entering the armed forces took up the task of conscientiously supporting every drive started in support of the United States war effort.

Dr. Courtney W. Shropshire, a prominent physician and surgeon, was among that initial group. He is credited with being the founder of Civitan International.

As word of the effectiveness of the Birmingham Civitan Club spread, men from other cities became interested in the Civitan concept. The growing interest outside Birmingham soon convinced the original members that their club could be a pattern for an international organization of Civitan clubs.

The international organization was established on April 15, 1920, with Dr. Shropshire as president. Several years later the title Founder and First President was conferred upon Dr. Shropshire. Today Civitan International has nearly 1,500 Civitan, Campus Civitan, and Junior Civitan clubs in more than 20 countries.



The Meaning Of The Word Civitan:

The Meaning Of The Word Civitan
Civitan is a coined word that comes from the Latin word Civitas, which means citizenship.

Civitan Emblem

Civitan Emblem
Although the logo of Civitan has changed a few times in the past 90 years, it has significant symbolic points that have remained constant. The gold color represents the purity of highly refined metal, indicative of those who would volunteer their time. The blue is a regal color, which together with the gold, has become symbolic of many organizations within the service club movement dating back to the early part of this century. The "C" around the globe is representative of Civitan around the world. The 12 highlights around the emblem represent the 12 points of the Creed.



*The
Civitan
C*

The Civitan Creed

The Civitan Creed

Our Creed is unique among service clubs, being the most completely developed ethical statement set forth for a service club and serving as a challenge to every Civitan. Originally written in 1922 by Champ Andrews of the Chattanooga, Tennessee, Civitan Club, it has been modified over the years, most recently in 1984. It reads as follows:

I AM CIVITAN: as old as life, as young as the rainbow, as endless as time.

MY HANDS do the work of the world and reach out in service to others.

MY EARS hear the cry of children and the call throughout the world for peace, guidance, progress, and unity.

MY EYES search for others to join in the fellowship and service of Civitan.

MY MOUTH utters the call to daily duty and speaks prayers in every tongue.

MY MIND teaches me respect for law and the flag of my country.

MY HEART beats for every friend, bleeds for every injury to humanity, and throbs with joy at every triumph of truth.

MY SOUL knows no fear but its own unworthiness.

MY HOPE is for a better world through Civitan.

MY MOTTO: builders of good citizenship.

MY BELIEF: do unto others as you would have them do unto you.

MY PLEDGE: to practice the Golden Rule and to build upon it a better and nobler citizenship.

Creed

Civitan Club Structure

Civitan Club Structure

Charter Requirements:

Civitan International issues a charter to clubs which have met the requirements, including an initial membership of at least 20. When a club accepts a charter, it agrees to be bound by the Civitan International Bylaws.

Leadership:

Each Civitan club is governed by a board of directors that includes a president, a president-elect, a secretary, a treasurer, and at least three directors. The exact make-up of the board and the duties assigned to each position are determined by the club's bylaws.

A "standard form" of the club bylaws is provided to each club and is the recommended club format. It may be adopted without change or may be modified to suit the needs of the particular group, providing it is not in conflict with Civitan International Bylaws.

Membership Requirements:

Any person, male or female, at least 18 years of age, Any person, male or female, at least 18 years of age, of good character and reputation is eligible. Each local club determines its own membership.

Membership Classifications:

There are eight classes of membership: There are eight classes of membership: active, support, project, corporate, member-in-military, life, honorary, and associate.

- **Active member:** pays membership fees and dues, and may hold elective office in a club, a district, or International.
- **Support Member:** Support membership may be conferred on any individual wishing to offer financial support to help further the goals, programs, and projects of a Civitan club. Support members will be included on the club, district, and international roster with annual membership dues billed at the same rate as those established for active club members.
- **Project Member:** Project membership status may be conferred on any individual wishing to participate in local club projects but is unable to attend club meetings. Project members shall pay an annual fee to the Civitan club and pay the same district and international dues billed to an active member of the organization.

- **Corporate Member:** Corporate membership shall be conferred upon a specified number of individuals of a corporation making a substantial financial contribution to a local Civitan club. The amount of the contribution is determined by the aforementioned club. Corporate members shall be included on the club, district, and international roster and shall be billed at the same rate and with the same privileges as an active Civitan member.
- **Member-in-military:** Active members fulfilling required military obligation are automatically placed in this category. A member-in-military pays no dues and may not hold an office, but has all other membership rights. This status is terminated upon release from active duty. A career member of the armed forces is not eligible for this category.
- **Life member:** A club, in recognition of distinguished service, may confer life membership on any active member. The club assumes all dues payments for life on the member's behalf. Past International Presidents are automatically made life members in their "home" clubs.
- **Honorary member:** Members of a Civitan club can confer honorary membership on anyone who has distinguished himself or herself in a praiseworthy manner. An honorary member pays no dues, may attend meetings, but may not vote or hold office.
- **Associate member:** An active member who, for reasons of health, job, or other good cause, cannot meet regularly with his or her home club or a person seeking to be a member, but unable, because of geographic distance or other limiting circumstances to realistically belong to a Civitan club, may join Civitan International as an associate member. This member pays annual international dues.

Types of Civitan clubs:

Types of Civitan Clubs
 Civitan has prestigious recognition in the world of volunteer service organizations. In 1974 Civitan became the first organization of its type to actively seek both men and women members. There are: all-male clubs, all-female clubs, and mixed membership clubs.

- **Traditional clubs:** Civitan's once all-male organization is now about 40 percent female, and 80 percent of our clubs have both men and women members. Most clubs charter as traditional meal-meeting clubs. Meetings are held weekly or semimonthly at a local restaurant for breakfast, lunch, or dinner.



- **ACTION clubs:** ACTION is an acronym for “Active Citizens Taking Initiative On Needs,” catering to people on the go with opportunities to become involved in quicker “hands on” service projects rather than long lasting projects. These clubs do not have meals during their meetings but rather a social half hour prior to the meeting. Meetings are one-hour in length.

- **Campus Civitan clubs:** These are located on a college or university campus. Members consist primarily of students at such college or university. They function similar to any Civitan club, using the campus and local community to conduct service projects. Campus clubs have their own policy structure.

Civitan Projects

Civitan Projects

Working through their clubs, Civitans seek out community needs and then work to fulfill them. Projects are selected at the local club level — each club determines its own projects and programs of work. This way each club is uniquely responsive to its community.

Civitan places major emphasis on projects which assist people with developmental disabilities. A majority of Civitan clubs assist young people through the sponsorship of Junior Civitan clubs, youth seminars, scouting, and other youth-oriented programs.

There are many other general community needs that clubs meet. For example, Civitans have built parks, zoos, recreation centers, athletic fields, and swimming pools for their communities. They have purchased school buses, fire trucks, vans, and ambulances. Clubs have conducted projects involving painting, repairing, and landscaping homes for low-income families and senior citizens. They help sponsor group homes, blood drives, school drug awareness days, abused families’ support groups, and camping for underprivileged children. These represent just a few of the community service projects of Civitan clubs.

Major Emphasis Projects:

Programs and projects which support people with developmental disabilities have been a major focus of Civitan clubs since the organization’s inception. The accomplishments of the organization in this area are quite impressive including:

The Civitan International Research Center, where research is conducted to find causes and potential cures for developmental disabilities, is located on the campus of the University of Alabama at Birmingham (UAB). It is funded by an ongoing grant from the Civitan International Founda-

tion. The funds for this grant are provided through the members' placement and service of the Civitan Candy-Coin Box Project and Civitans at the Helm donations.

Civitan is the leading service organization in funding and volunteering at local, regional, and state or provincial Special Olympics Summer and Winter Games. Tens of thousands of Civitans annually volunteer their time to this worthy cause. Internationally, Civitan has raised over \$5 million in past years for International Summer Special Olympics. Civitan International was a premiere sponsor of the 1987 and 1991 International Summer Special Olympics Games with funding and volunteers.

In Canada and the United States, Civitans have supported and funded many projects and programs of The ARC (Association for Retarded Citizens). Since the 1950s they have served on board of directors of local ARCs, provided funding for vans, sheltered workshops, and playgrounds. Civitans are known for their hands-on involvement projects, not just for giving financial assistance.

Clubs have started special education classes, schools, day care centers, total care centers, and fresh-air camps. Clubs generally continue to support these facilities indefinitely. Parties, dances, and other recreational activities for people with disabilities are also sponsored by a number of clubs.

North Carolina Civitans supported the construction of a million dollar research center at Duke University that conducts investigations into the causes and prevention of developmental disabilities.

Georgia Civitans helped to spearhead an effort that requires all newborn babies in the state to be tested for disorders that might, if left undiagnosed, result in mental or physical disabilities.

Civitan Youth Programs & Projects:

Working with our youth of today is a continuing project with Civitan clubs. Each year over 500,000 young people are involved in a Civitan-sponsored activity from scouting to sports. Civitan clubs take great pride in supporting young people through these projects and programs.

- **Junior Civitan:** Our most successful youth program is the sponsorship of more than 550 Junior Civitan clubs in high school and middle/junior high schools. Clubs are organized and teenagers are invited to join a service club entirely run by their peers. Any Civitan club may become the sponsor of a Junior Civitan club.

These clubs are designed to teach young people leadership skills and community responsibilities. Junior



Civitan's engage in a wide variety of worthwhile projects, have their own international organizational structure, earn special awards and scholarships, and most importantly, learn community awareness through hands-on involvement.

- **Youth Seminars-Conferences:** Each summer thousands of young people attend one of the Civitan-sponsored citizenship seminars and youth conferences throughout Canada and the United States. These seminars, arranged by Civitan's and offered free of charge to high school students, provide stimulating discussion and information-exchange sessions on vital issues of the day. Seminars are hosted by districts and groups of districts and are extremely popular with students.

Civitan's Youth Development Department has details on Junior Civitan and youth seminars.

The Candy-Coin Box Project:

Civitan International provides all the materials for these turn-key fundraising programs. Revenues generated by the clubs from these boxes are used to support local and international charitable projects.

Clergy Appreciation Week:

Civitan's typically mark the first week of February as a special time of appreciation for the clergy who serve their communities. This observance is usually an occasion for a special program to which Civitan clubs invite the clergy as guests of honor. In addition, clubs publicly thank the clergy, by way of radio, television, and newspaper notices, and ask the community to join with Civitan's in saying "thank you."

District Support Structure

District Support Structure

A district, the boundaries of which are determined by the Civitan International board of directors, is a geographical collection of several clubs with at least 15 members each. The district officers provide local clubs with individual attention and assistance. Districts also provide a way for clubs to come together to share information about successful projects and experiences through seminars and workshops.

Each district has its own organizational structure headed by a governor. At the annual district convention, delegates elect the next year's officers and the governor-elect. The number of votes to which a club is entitled is determined by the size of its membership.

The district board, which is the governing body, is made up of the governor, governor-elect, immediate past governor, one director for every 10 clubs, and a director who is a past governor. Secretary, treasurer, and judge advocate are *ex-officio* board members.

District Conventions and Meetings:

The district has at least one district-wide meeting and one district-wide convention each year. The district convention is held between August 1 and September 30. Each district is divided into areas, composed of at least five clubs. An area may have one or more meetings per year.

International Support Level

International Support Level

Civitan is an association of over 1,500 local civic service clubs throughout North America, Europe, Asia, and Africa. Among Civitan's more notable members are inventor Thomas A. Edison, United States Presidents Franklin D. Roosevelt and John F. Kennedy, and racing great Richard Petty.

Civitan International gives Civitan clubs a well-known name and image. In many ways, this is like a "brand name" that is instantly recognizable. A purely local club, with no identification outside the immediate area, might have some difficulty in making an excellent contribution to the community. A widely known, time-tested name such as Civitan establishes trust in the community, helps recruit members, and generates enthusiasm. There is also a great deal of pride that goes with being identified with Civitans from clubs all over the world.

Besides the name, Civitan International provides clubs with a wide variety of aids in the form of instruction, goals, awards, projects, and programs in which to participate and exchange information.

The international organization is also directly responsible for the existence of its many clubs. Each club's establishment was encouraged and guided by Civitan International, even if not established directly by a person employed by Civitan International.



International Leadership:

International leaders are volunteers either elected or appointed by elected officials; they receive no compensation for the long hours they spend in the service of the organization.

The international president is elected by club delegates at the annual international convention. International directors are elected by club delegates from each of the geographical Regions in Canada and the United States. There is also an elected director from the European Division. The Asia Division currently has an appointed coordinator who serves on the board.

The international president, the president-elect (the international president is elected a full year prior to taking office), the immediate past president, and the international directors comprise the voting members of the Civitan International board of directors. The board meets three times a year.

Civitan World Headquarters:

The board employs an executive vice president who serves as secretary-treasurer of the board of Civitan International and the International Foundation. The World Headquarters is an 18,500 square foot building located in Birmingham, Alabama, and is fully paid for along with all furnishings.

The resident staff is comprised of 22 full and part-time individuals who make up departments of Growth, Membership Services, Supply House, Communications, Public Relations, Leadership/Conventions, Printing/Web Development, Finance, Foundation, and many additional "behind the scene" personnel to help ensure the smooth operation of club, district, and international support services. A branch office for European Division activities is located near Oslo, Norway.

Organization's Funding:

Civitan International's principal income is from member dues, paid quarterly in advance, directly from club treasuries. The amount of international dues is established by club delegates to the annual international convention. Currently only 30 percent of the International budget is funded from member dues. Dues include the annual subscription to *Civitan Magazine*. Other revenue comes from new member recording fees, magazine advertising receipts, margin on supply sales, interest earned, and investments.

Revenue is used to pay the expenses of maintaining the World Headquarters office, salaries, training materials supplied to clubs, international convention expenses, board of directors' meetings, leadership training academies, and officer travel.

International Convention:

The international convention is the high point of the Civitan year. It is a carefully planned event at which the essential business of the organization is transacted. This is where the international president-elect and directors are elected, awards are given, and essential rule changes are considered. The convention also features outstanding educational, entertainment, and fellowship programs.

Although the convention is open to all Civitans and their families, the certification of voting delegates is strictly controlled. Each club in-good-standing is entitled to voting delegates according to rules outlined in the bylaws.

Civitan International is a Foundation

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Civitan International is a IRS determined Section 501(c)(3) public charity that solicits tax deductible contributions from its membership and the public at large to support its charitable programs including support of the organization's flagship project, the Civitan International Research Center, as well as other programs such as the Junior Civitan International and Campus Civitan programs. The organization also provides sholarships to students pursuing careers which help further the ideals and purposes of Civitan International as embodied in *The Civitan Creed*. The organization has awarded over 500 such scholarships and more than \$20 million dollars in educational and other grants.

In addition to many local and regional projects, following are some of our "partners in service" with the Civitan International Foundation.

- Civitan International Research Center
- Special Olympics International
- Associations for Retarded Citizens in all nations
- Children's Miracle Network Telethon
- United Cerebral Palsy
- Very Special Arts
- Boy Scouts of America (and in all other nations)
- Girl Scouts of America (and in all other nations)
- America's Promise (United States)
- Habitat for Humanity (United States)



Civitan International Research Center

Civitan International Research Center
In 1989, Civitan International delegates at the Chicago Convention voted to begin an international flagship project in cooperation with the University of Alabama at Birmingham (UAB). This project became known as the Civitan International Research Center. This is now a 60,000 square-foot facility on the UAB campus affiliated with the medical school, involved in research and clinical activities associated with developmental disabilities. This facility now has more than 300 scientists, faculty, clinicians, and staff involved in studying the causes and effects of developmental disabilities. Currently over 20,000 families each year are impacted by the \$7 million annual budgeted programs of the Civitan International Research Center.

Civitan is a leader in facing problems of the world today. Our programs emphasize service to helping people with developmental disabilities. Our female Civitans have quickly risen to positions of leadership and are an important force at all levels.

The future is particularly bright for Civitans, because Civitans are uniquely responsive to the needs of their communities. Keeping up with the times is as simple as meeting today's needs today.

For more information contact:

Civitan International

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Birmingham, Alabama 35213-0744

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FAX: (205) 592-6307

Email: civitan@civitan.org

Internet: www.civitan.org

CIVITAN MEMBERSHIP APPLICATION

An invitation for membership will be extended only after due consideration of this Civitan club in accordance with its Constitution, Bylaws, and policies.

_____ Civitan Club

Please Print:

Name _____ Nickname _____

Title _____

Business _____

Address _____

City _____

State/Province _____ ZIP/Postal Code _____

Telephone (B) () _____ (R) () _____

FAX () _____

Email Address _____

Sponsoring Civitan _____

Spouse's name _____

Children _____

College/University (for students) _____

Other organizations & civic activities _____

Indicate your special interest areas for Civitan club work:

- | | | |
|--|---|---|
| <input type="checkbox"/> Budget/Finance | <input type="checkbox"/> Newsletter | <input type="checkbox"/> Awards |
| <input type="checkbox"/> Fund Raising | <input type="checkbox"/> Community Projects | <input type="checkbox"/> Youth Work |
| <input type="checkbox"/> Fellowship/Attendance | <input type="checkbox"/> Programs | <input type="checkbox"/> Scholarships |
| <input type="checkbox"/> Social Activities | <input type="checkbox"/> Membership Growth | <input type="checkbox"/> Special Olympics |
| <input type="checkbox"/> Publicity | <input type="checkbox"/> New Club Building | <input type="checkbox"/> Junior Civitan |
| <input type="checkbox"/> Other (specify) _____ | | |

I hereby request membership in this Civitan club. Upon acceptance, I agree to be subject to its Constitution, Bylaws, and official policies. I agree to pay the sum of \$ _____ as an initiation fee and to pay the regular dues to the club, district, and Civitan International as billed by the club. I understand that \$2 of my annual dues shall be applied as a subscription to *Civitan Magazine*.

Applicant's Signature

Date

