

Secretaries Resource Manual



Secretaries Manual

TABLE OF CONTENTS

Registering in MyLion and MyLCI

Logging in to MyLion and MyLCI (for reporting)

Membership Information

Membership Growth and Awards

Necessary Forms and Resources

Appendix – LCI Order Form

Appendix – Application for Life Membership Form

Appendix – Invitation-Application for Membership Form

Appendix – Family Unit Certification Form

Appendix – Membership Opportunities Sheet

Appendix – Melvin Jones Fellowship Application Form

Appendix – Reinstated Service Credit Form

Appendix – Official Minutes of Regular Club / Board of Directors Meetings Form

Appendix – Member Record Form

Appendix – PU 101 Form

Appendix – Club Information Form

Appendix – Necrology Form

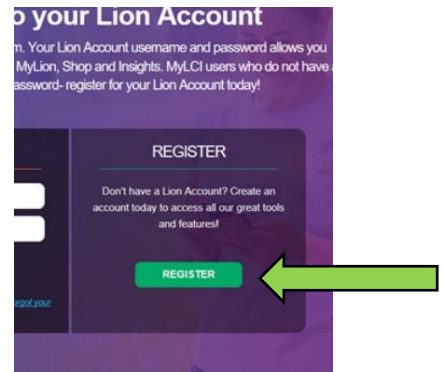
Appendix – LCI Dispute Resolution process

Appendix – 2020 Standard Club Constitution

New User Registration – myLion.org / myLCI.org

Log in to app.mylion.org or mylci.org

If you need to register, click the Green REGISTER tab and follow the prompts. Note: you will need a cell phone number (for text) or your email on file with LCI to activate your account. The system will send a verification code to your email or your cell phone; you will need this code to complete the registration process.



Create your Lion Account

Your Lion Account gives you access to all your favorite Lions Clubs International applications.

Member ID

Date of Birth

Month

Day

Year

Your Lion Account

Email Address

Mobile Number

Password

Retype Password

Password should be at least 6 characters, include an uppercase letter, a lowercase letter, and a number.

☐ I have read and I agree to the Lions Clubs International [Privacy Policy](#).

☐ I have read and I agree to the Lions Clubs International [Terms of Use](#).

CONTINUE

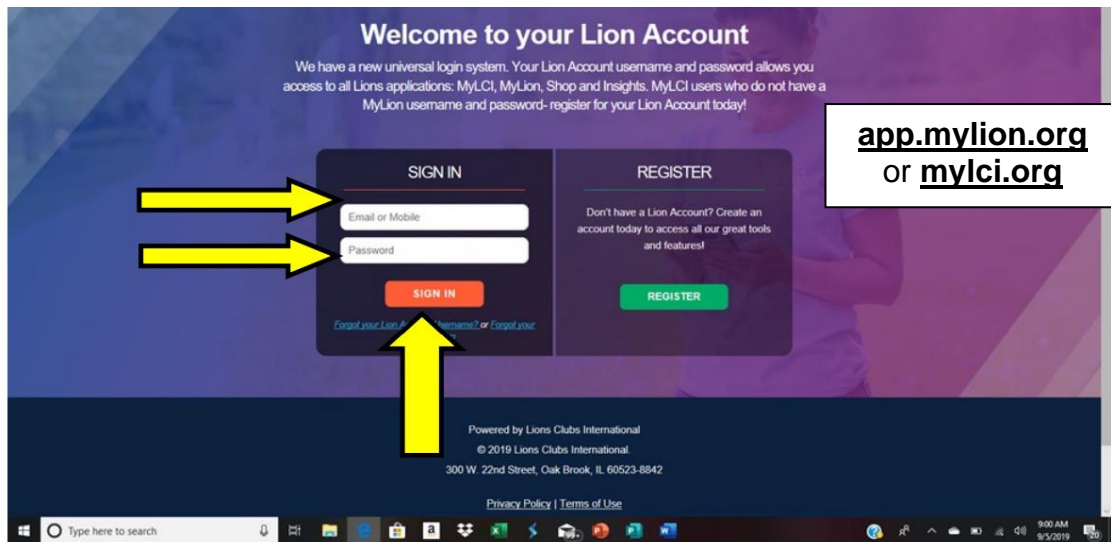
There are three ways to find out what is on file with LCI:

1. Contact your club president or secretary.
2. From the Lions Help Center select Submit a Request to contact Lions Help and complete and submit the request form.
3. Contact MyLion Support at 1-630-468-7000. Hours of operation are Monday through Friday, 8 a.m. to 4:30 p.m. CDT. We will ask a few questions to validate your identity.

What are the password requirements?

The password requirements are:

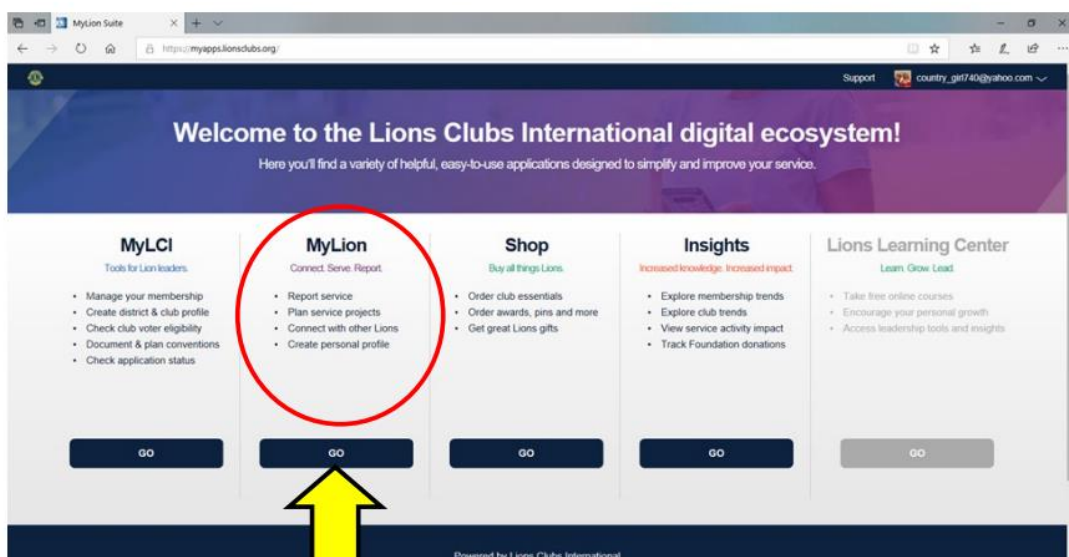
- Should be at least 6 characters.
- Should contain at least one uppercase letter.
- Should contain at least one lowercase letter.
- Should contain at least one number



Next, enter your **Username and password**. (Write this information down for future use.) Don't hesitate to write it in the screen above. The username and password is the same whether you use your desktop computer, laptop or mobile device. So write down your username and password so you can remember it.

Then click Sign In.

Once you have a successfully logged in this is your welcome screen. This screen will be different depending on your permissions. If you are a District Governor, President, Secretary, your screen may look identical to the below screen. If you are just a Lion member you may have all Columns except the MyLCI. It just depends on your permissions and what you are assigned to do within your club.



The **MyLion** column is for **Reporting SERVICE, FUNDRAISING, and DONATIONS**.

The **MyLCI** column is for **Reporting MEMBERSHIP and inputting and updating member and officer information**.

Additional Membership Information

Membership Opportunities worksheet

Family Membership

The Family Membership Program provides families with the opportunity to join a Lions Club, upon invitation, under a special family dues concession. The program is designed for either existing members who wish to invite other family members to join their club and for clubs that wish to expand their community service by involving more families from the community they serve, subject to the provisions and regulations as described below:

1. For the purpose of the Family Membership program, the eligibility definition for “families” shall be as follows:

A family includes all members *living in the same household* related by birth, marriage, adoption, and other legal dependents, including such common family relations as parents, children, spouses, aunts/uncles, cousins and grandparents, and in-laws and other legal dependents.
2. The Family Membership Program is open to family members who are 1.) *above the age of majority*, 2.) living in the same household, and 3.) belonging to the same club or wishing to join the same club as an existing family member. New family members must be invited and approved by the club’s board of directors. In case of young adult family members between the legal age of majority and under age 26, the same household residency requirement is not required if attending an institution of higher education or serving in the country’s military.
3. The first member of the family shall pay the normal entrance fees and full international dues (as well as any applicable club, district or multiple district/state dues). Subsequent family members, up to a limit of four more, who meet the qualifications as outlined in paragraphs 1 and 2 above, shall be required to pay one half of the normal international dues and be exempted of any entrance fees. All qualifying family members shall be Active Members will all rights and privileges.
4. To qualify for the family membership dues rate in the semi-annual per capita billing cycle for Lions Clubs International dues, existing qualifying family members shall need to be certified and reported as family members by June 30 or December 31 in order to be billed at the discounted family rate for that upcoming respective per capita billing cycle.
5. In the case of newly chartered clubs, the first family member shall be required to pay the normal club charter entrance fee, but subsequent family members who meet the definitions in paragraphs 1 and 2 above, shall be exempted from any charter fee. In order to be chartered a new club using the family membership dues rate must have a minimum of 10 full paying members.

Per the association’s constitution, formal membership is limited to individuals who are *above the age of majority*. Therefore, adolescents and minor children shall not be entitled to formal membership and not be added to the membership roster. In such cases, clubs are encouraged to sponsor LEO clubs for these younger family members as desired. A Family Cub program is available on the association’s website.

6. To verify same household residency and other eligibility requirements, the club secretary shall complete a Family Unit Certification Form and provide a certification statement indicating the type of supporting documentation he/she reviewed for determining the family

members met the eligibility requirements. The application form is available online as part of the Membership Report. For book keeping purposes, or for those applying in hard copy, the form is linked here and a copy is found in the appendices at the end of this manual.

Family Unit Certification Form

7. Clubs that add more than 10 family members in a month shall be required to provide additional documentation to Lions Clubs International confirming their eligibility for family membership, and such members will not be added to the association's membership records until such documents have been reviewed.
8. Any time a Monthly Membership Report shows an addition or drop for a family member who may change the family's eligibility status under the program, Lions Clubs International shall send the club secretary a form for recertifying whether the family still meets the requirements for the Family Dues rate.
9. Family member units, under the Family Membership Program and Family Dues Rate, shall receive only one copy of *LION* magazine and one new member kit. However, membership certificates and lapel pins shall be provided to each member.
10. Family members shall be subject to the year-and-a-day rule with respect to the club delegate formula provision.
11. Clubs determined by the association to be misapplying the Family Membership Dues Rate or misusing it to affect voting delegate strength may be required to pay full dues for all family members in the club to the point at which the misuse was found to occur. Furthermore, the association would retain the right to prohibit such clubs from adding family members under the Family Dues Rate for a period of two years after the infraction.

Student Member and Leo to Lion Program and Dues Provision

1. The Student Membership Program provides students with the opportunity to join any Lions club, including campus clubs, upon invitation, under a special student dues concession. The program is designed for Campus Lions clubs and for clubs that wish to expand their humanitarian service by involving more students from the community they serve, subject to the provisions and regulations as described below.
2. The Student Member Program is open to students between the age of legal majority in the jurisdiction in which they reside and through the age of 30. For the purpose of this program, the eligibility definition for "student" shall be as follows: A student is an individual enrolled in an educational institution. New student members must be invited and approved by the club's board of directors.
3. Student members, who meet the qualifications as outlined in paragraph 2 above, shall be required to pay one half of the normal international dues and be exempt of any entrance fees. Once a student meets this qualification, the student shall continue to receive the concession until graduation, notification of student status change or once the student reaches age 31, whichever comes first. It should be further recommended that districts and multiple districts consider either exempting or lowering their dues for student members as deemed appropriate. All qualifying student members shall be Active Members with all rights and privileges.

4. Student members shall be required to provide documentation verifying enrollment in an educational institution and age. The district governor, Guiding Lion or club secretary shall complete a Student Member and LEO to Lion Certification Form for each student member indicating the type of supporting document he/she reviewed to verify enrollment in an educational institution and age.
5. In the case of campus Lions clubs, student members shall receive an extended billing adjustment period for the semi-annual billings in order to accommodate the typical school schedule. Campus lions clubs have through April 15 for the January per capita billing and through October 15 for the July per capita billing to amend the club roster. Lions Clubs International will give credits to clubs for roster adjustments submitted within this time period.
6. Clubs determined by the association to be misapplying the Student Member Program may be required to pay full dues for all student members in the club to the point at which the misuse was found to occur. Furthermore, the association would retain the right to prohibit such clubs from adding student members under the Student Member Program for a period of two years after the infraction.
7. The Leo to Lion Program provides an easy transition for graduating Leos. Current and former Leos, between the age of legal majority in the jurisdiction in which they reside and through the age of 30, shall be required to pay one half of the normal international dues and be exempt of any entrance fees. A member who meets the initial LEO to Lion requirements shall continue to qualify for the Leo to Lion Program until the member reaches the age of 31.
8. Additionally, in the event that a group of current or former Leos apply to charter a new club with other like-minded young adults, all new club members between the age of legal majority in the jurisdiction in which they reside and through the age of 30 qualify for the Leo to Lion Program under the provision that at least 10 new club members are former Leos. Members over the age of 30 shall qualify for membership in the club, but do not qualify for the Leo to Lion program.

Associate Membership

Associate Members are club members who have a primary membership in one club but have a relationship with a club in another community. Associate membership allows them to participate in multiple Lions Clubs. Oftentimes the Associate Member has residences in two cities or has a residence in one community and works in another community.

Associate members pay dues only to the club of their primary membership. Clubs **do not** report Associate members on their monthly membership reporting.

Associate members can only be added or dropped by the staff at LCI Headquarters. Contact MemberServiceCenter@lionsclubs.org to add or drop an Associate Member.

An Associate Member may be eligible to vote on club matters, at meetings where he/she is present in person, but may not represent the club as a delegate at district (single, sub-, provisional and/or multiple) or international conventions. He/she shall not be eligible to hold club, district or international office, nor district, multiple district or international committee assignments through this club. International and district (single, sub-, provisional and/or multiple) dues shall not be assessed on the Associate;

PROVIDED, however, nothing shall prevent this club from assessing an Associate such dues as it shall deem proper. This membership category shall not be included in the club delegate formula calculation.

MEMBERSHIP CATEGORIES

For prospective members who may not be able to meet the obligations of active membership, LCI offers several membership categories to fit their needs.

Active Member

Active membership is the “typical” category of Lions membership. Active members receive all benefits, and must meet all requirements, of Lions membership.

Affiliate Member

An affiliate member is someone who is not able to participate as an active member of the club but desires to support the club and its community service initiatives.

Associate Member

An associate member has active membership in one Lions club and associate membership in a second club in their community of residence or employment.

Honorary Member

An honorary members is not a member of the Lions club but may be granted honorary membership by a Lions club for having performed outstanding service.

Life Member

A life member is a Lion who has maintained active membership for at least 20 years, or at least 15 years if the member has reached age 70. Life membership may also be granted to a Lion who is critically ill.

Member-at-Large

A member-at-large is a member of a club who is unable to regularly attend club meetings but desires to retain membership in the club.

Privileged Member

A privileged member is a Lion who has been a member 15 or more years but must relinquish active status because of illness, infirmity, advanced age or other reason.

Active	Dues			Dist. or Int'l Office	Voting Privileges	Dist. or Int'l Conv. Delegate
	Club	Dist.	Int'l			
ActiveYesYes	Yes	Yes	Yes	Yes	Yes	Yes
Affiliate	Yes	Yes	Yes	No	Club matters only	No
Associate*	Yes	No	No	No	Club matters only	No
Honorary	No	Club pays	Club pays	No	No	No
Life	Yes	Yes	One-time US\$650	Yes	Yes	Yes
Member-at-Large	Yes	Yes	Yes	No	Club matters only	No
Privileged	Yes	Yes	Yes	No		

Membership Growth

Blueprint for a Stronger Club Program

The most effective Lions clubs regularly identify ways to expand their service impact, develop leaders and meet club members' needs and expectations. Like any worthwhile project, it is important to develop and implement a plan, or "blueprint," to guide your actions.

LCI offers tools to help you develop your club's blueprint, with emphasis on strengthening club operations, service leadership development and membership.

Create Your Club's Blueprint

1. Download the [Blueprint for a Stronger Club Guide](#) for step-by-step assistance with assessing your club, establishing goals and developing your blueprint.
2. Identify your goals, challenges and possible solutions with the [Planning Process Worksheet](#).
3. Create your action plan based on input from club members using our [Action Plan Worksheet](#).
4. [Goal Statement Form](#)

To request copies of the Blueprint for a Strong Club please contact us by email clubofficers@lionsclubs.org or phone 630-468-6890.

Club Quality Initiative Program

Club Quality Initiative is a strategic planning tool to help clubs identify opportunities for improvement. The program features LCI Forward and involves the whole club in this exciting process to make the club even better.

The Club Quality Initiative program creates a plan in four stages set to 1.) enhance service impact, 2.) reshape public opinion and improve visibility, 3.) pursue club organizational excellence, and 4.) improve member value and reach new markets.

To request copies of the Club Quality Initiative please contact us by email clubqualityinitiatives@lionsclubs.org or phone (630) 468-6810.

President's Certificate of Sponsorship

Lions sponsoring new members are entitled to receive a President's Certificate of Sponsorship. These certificates are no longer included in the new member kit, they must be ordered from the Lions Store. Both the President's Certificate of Sponsorship and the New Member Certificate should be personalized and ready to present at the new member's induction ceremony.

New member kits, new member certificates and the President's Certificate of Sponsorship are available from Club Supplies Department at no charge. The certificates are also available from the Lions Store.

Membership Key Awards

This progressive awards program recognizes Lions who sponsor new members that remain active for at least a year. This is the association's highest awards acknowledging the achievements of sponsoring Lions. It begins with only two members sponsored, and is something that all Lions can do beginning on their first day of membership.

Membership Satisfaction Award

Clubs that bring in the required number of members in their category will receive a Membership Satisfaction banner patch acknowledging their efforts in strengthening their membership during a given fiscal year. Banner patches will automatically be sent to club secretaries or the district governor following the close of the fiscal year.

Optional year-Round Membership Outreach Strategy

Since membership growth must be a year-round initiative, below is an optional schedule for year-round membership outreach strategies. Each month has a different focus area so that a wide range of potential members can be concentrated on throughout the Lions year. Some are drawn from long-standing traditions, such as the March and October membership growth initiatives, as well as the April Worldwide Induction Day.

Alternately, some have a specific demographic focus.

July/August	Women
September	Professional partners (e.g. eye doctors, teachers, and Lion Service Project partners)
October	Traditional membership growth campaign (Ohio Plan or other)
November/December	Spouses, family
January	Leos and former Leos
February	target demographic groups (e.g. young professionals, ethnic groups, Gen X-ers)
March	Traditional membership growth campaign
April	Worldwide Induction Day
May/June	Retention focus

In addition, member invitation best practices and proven techniques are valuable tools to assist clubs with their membership recruiting/invitation initiatives. Visit LCI's website lionsclubs.org for more information.

Retention

Recruiting new members is essential for ensuring the health of every Lions club. Inducting new members, though is only the beginning. For long-term membership vitality, club must also focus on retaining members. To help with this important task, LCI provides the [Membership Satisfaction Guide](#). It is designed to help presidents re-focus their efforts, reenergize their clubs and retain members. The Guide is broken down into three basic steps – define what member satisfaction is for your club, create an action plan to improve aspects to increase satisfaction, and implement your plan.

Other member satisfaction tools can be found in the [Membership Initiative Resource page](#) on the association's website. They are under "3. Re-Motivate Members with New Fellowships and Exciting Service".

Did you know that 50% of new Lion members drop out of their clubs within the first three years? That's half of a club's new recruits leaving to pursue other opportunities! Research shows that these are the four primary reasons for leaving clubs:

1. **Lengthy / Boring Meetings:** the club meeting is an important component of the Lions experience. Meetings that are too long, unfocused and lack relevant content will leave members feeling as if their time is being wasted.
2. **Club Cliques and Politics:** All club members want to feel a part of the group. Clubs that have entrenched, negative cliques, and whose business is mired by politics will be objectionable to members.
3. **Lack of Meaningful Involvement:** Members have joined Lions to give back to their communities. If they are not given opportunities to serve in a significant capacity, they will be dissatisfied with the membership.
4. **Lack of Unity and Communication:** too often, differences in personalities, gender or culture obstruct a club from functioning smoothly. This can lead to poor communication, misunderstandings and the inability of the club to set common goals. By learning to bridge the differences and communicate openly with all members, you will create a positive and productive environment for your club.

All four retention challenges are fairly easy to address. A variety of simple solutions exist for improving club meetings, eliminating negative cliques and involving all members in the club. These solutions can be applied whether a club needs major adjustments or a minor tune-up. They will keep clubs focused, energized and productive which will lead to members wanting to stay in their club.

Necessary Forms and Resources

These forms are also available on MyLCI or the www.lionsclubs.org websites.

Club Supplies order form (M-74): This form can be used to order club supplies from International Headquarters. Remember to allow plenty of time for orders needed by a certain date. Through your MyLion/MyLCI login, you can also order directly from the Lions Store. Orders placed online will normally be charged to your club account.

Application for Life Membership form: This form is used to request Life Membership for a particular member.

Invitation-Application for Membership form: This form is used by a prospective member to request membership in a Lions club. There are currently various versions of this application form. Included in this manual is one of the newer versions for your use.

Family Unit Certification form: This form is used to certify family memberships. Club secretaries are responsible to review and certify documents provided by a family unit. Included in this manual is a copy of the form, family definition, and procedures for this process.

Melvin Jones Fellowship Application form: This form is submitted to the district LCIF chairperson for a Melvin Jones Fellowship Award. Donation must be received at *the tie of application* or prior to the application process. While you can order it directly from LCIF, we suggest that you contact the district LCIF chairperson to help with this.

Reinstated Service Credit form: Sometimes a member will leave Lions and then return wither to his/her original club or a different club at a later date. This form can help to retrieve the member's credit for prior years of service.

Official Minutes of Regular Club /Board of Directors Meetings: These club meeting forms can be used if desired for the official minutes of the various meetings. The minutes of a meeting are the official record of the proceedings.

Member Record Form: This form is used to keep records for each member's attendance, awards and leadership.

PU-101 Form: This form is used to report next year's officers or make changes to this year's officers. This form must be completed on MyLCI.org.

Club Information Form: This form is used to update your club meeting information (time, day, location) for both the district and international purposes. This form must be completed on MyLCI.org

Necrology Form: This is a district form and should be completed for each member that passes away during the year. The completed form should be emailed or mailed to the First Vice District Governor in preparation for the Memorial service at the District Convention.

Dispute Resolution Process: These pages outline LCI's official dispute resolution policy. This is used when normal channels of resolution communication are not successful.



CLUB SUPPLIES ORDER FORM

MAKE A COPY OF THIS ORDER FOR YOUR RECORDS

Name	Country
Club Name or District (REQUIRED TO PROCESS ORDER)	Phone
Street Address	Fax
City State Zip Code	Email

Payment method: ☐ Money Order/Check ☐ Club/District Account

Club or District Account Number -

Signature of **applicable officer** as follows:

Club: Club President, Club Secretary or Club Treasurer

District: District Governor, Cabinet Secretary, Cabinet Treasurer or Cabinet Secretary/Treasurer

Multiple District: Council Chairperson, Council Secretary, Council Treasurer or Council Secretary/Treasurer

Credit Card Purchases:

The protection of your payment data is important to us. Credit card purchases of Lions merchandise must be made directly online at LCIstore.org. Please do not include your credit card number in any written communication or correspondence.

DATE NEEDED

PLEASE SPECIFY

QUANTITY	CATALOG NUMBER	COLOR/SIZE DESCRIPTION	UNIT PRICE	AMOUNT

SALES TAX

We are obligated to charge sales tax in:

Illinois – subject to applicable state tax.

Canada – subject to applicable Province taxes.

Additional charges

Tax _____

Postage _____

Total _____

FOR PERSONALIZATION, LETTERING OR OTHER INSTRUCTIONS.
USE AND INCLUDE SEPARATE SHEET. INFORMATION SHOULD BE TYPED OR PRINTED LEGIBLY.

PLACING AN ORDER

To avoid order duplication use only 1 method (mail, phone, fax or email) to place your order. Using multiple methods for the same order may result in duplication of your order and duplicate billing. Always provide a contact name, street address, daytime phone number and email address or fax number.

If your order is needed by a specific date, specify that date on your order. If we are unable to meet your requested delivery date you will be informed or notified accordingly.

DELIVERY

U.S. Orders – Shipping and handling charges will be added at the time of processing your order. Rates are subject to change without notice. Next Day or 2nd Day service is available at an additional charge.

Non-U.S. Orders – Shipping and handling charges will be based on package weight, dimensions and final destination. Rates are subject to change without notice. Additional charges for applicable duties or taxes may be required by customs in the destination country. ***Lions Clubs International has no control over the potential duties or taxes nor are we responsible for payment of the duties or taxes.***

PAYMENT

- A. Pre-payment by check or money order payable to Lions Clubs International must be drawn on a U.S. bank, be in U.S. dollars and received by us prior to the processing and shipping of your order. For electronic payment transfer details please contact us at orderdetails@lionsclubs.org.
- B. *****The protection of your payment data is important to us. Your credit card* purchases of Lions merchandise must be made directly on line at LCIstore.org. Please do not include your credit card number in any written communication or correspondence. *Visa, MasterCard, Discover***
- C. **Club:** Club President, Club Secretary or Club Treasurer, may order/bill to club account.
District: District Governor, Cabinet Secretary, Cabinet Treasurer or Cabinet Secretary/Treasurer, may order/bill to district account.
Multiple District: Council Chairperson, Council Secretary, Council Treasurer or Council Secretary/Treasurer, may order/bill to multiple district account.

PERSONALIZATION

We cannot accept phone orders for personalization or engraving. Orders calling for personalization or engraving must be provided via email, fax or online at LCIstore.org. Personalization or engraving instructions should be typed. If not typed they should be printed legibly. Regardless of method be sure to maintain a copy for your records.

Personalized or engraved items are non-returnable and non-refundable. When ordering personalization or engraving provide a contact name and daytime phone number should we have any questions about the order.

RETURN POLICY

Saleable condition items (excluding personalized, engraved or special order product) may be returned for exchange or refund, less shipping charges, within 90 days from your receipt of the order. For our full return policy, view the Returns tab online at LCIstore.org.

CUSTOMER SERVICE ASSISTANCE

Any questions concerning orders or shipping information please call us toll-free at **(800) 710-7822** or at (630) 571-5466. Regular business hours are 8:00AM - 4:30PM CST Monday through Friday excluding holidays. You may also contact us by e-mail at orderdetails@lionsclubs.org.

Please note that our 800 number is limited to the U.S. (including Alaska and Hawaii), Puerto Rico, U.S. Virgin Islands and Canada. Sorry, we cannot transfer these calls to other departments.

CLUB SUPPLIES DEPARTMENT

300 W 22ND ST | OAK BROOK IL 60523-8842 | PHONE 630-571-5466 | FAX
630-571-0964 orderdetails@lionsclubs.org | LCIstore.org

M-74 EN 02/18

MEMBERSHIP DEVELOPMENT RESOURCES ORDER FORM

NAME: _____ DATE: _____ REQ# _____

ADDRESS: _____ PHONE: _____

CITY/STATE/ZIP: _____ EMAIL: _____

CLUB NAME: _____ CLUB NUMBER: _____

LION TITLE: _____ MEMBER ID: _____

***Please note quantities up to 50 are free. For larger orders, please call the Membership Division. Also please allow a minimum of 10 business days for delivery.**

Title	Code	Quantity	Language
<i>New Club Kits</i>			
New Club Extension Kit (kit includes: new club brochure, new club guide, report of charter members, charter night planning guide, charter application)	KITEXT		
Campus Club Kit (kit includes: developing guide, charter applications, campus club brochures, campus club poster, certification form)	KITCC		
Club Branch Builder Kit (kit includes: membership applications, club branch formation guide, club branch brochures,)	KITBR		
<i>New Club Materials</i>			
Better Communities. Changed Lives. (New Club Brochure)	EX-511		
New Club Development Guide	TK-1		
Charter Night Planning Guide	TK-26		
Instructions - Club Charter Application	TK-2		
New Club Charter Member Application	TK-188		
Charter Application Checklist	TK-40		
Report of Charter Membership Worksheet	TK-21		
<i>Club Branch Materials</i>			
Club Branch Brochure	CB-17		
Club Branch Guide	CB-4		
<i>Student/Campus Club Materials</i>			
Create Real Change (Campus Club Brochure)	EX-537		
Campus Club Poster	EX-538		
See a Difference on Your Campus (Information for Faculty Advisors)	EX-514		
Developing Campus Lions Clubs Guide	EX-517		
District Campus Lions Club Chairperson/Specialist Guide	EX-700		
Student Member Certification Worksheet	STU-5		
<i>New Member Recruitment Materials</i>			
LCI Membership Application	ME-6B		
Lions Make a Difference Everyday Everywhere (Brochure)	ME-40		
Mission Statement & Code of Ethics Pocket (Brochure)	ME-33		
Be Part of Something That Matters (Young Adult Brochure)	EX-801		

Title	Code	Quantity	Language
What Lions has for You (Young Adult Brochure)	EX-803		
Continue Making an Impact Become a Lion (Leo to Lion Brochure)	LL-1		
Just Ask! New Member Recruiting Guide	ME-300		
Young Adult Recruiting Guide	EX-800		
Membership Opportunities (a quick reference guide to membership options)	ME-105		
We are Lions (recruiting poster)	EX-209		
<i>Family & Women's Membership</i>			
I Am a Lion (Women's Brochure)	ME-37		
Your Family Can Make a Difference (Family Membership Brochure)	MPFM-8		
Lions Family Cub (Brochure)	MPFM-37		
Family Friendly Lions Club Concept "How to Guide"	MPFG-1		
Lions Family Cub Program Activity Guide	MPFM-33		
Cub Patch – Level I (Under Age 3)	CP-001		
Cub Patch – Level II (Ages 4-7)	CP-002		
Cub Patch – Level III (Ages 8-12)	CP-003		
<i>Mentoring/Membership Orientation</i>			
Lions Basic Mentoring Program Guide	MTR-11		
Lions Advanced Mentoring Program Guide	MTR-12		
Orientation Training Guide	ME-13		
Orientation Guide	ME-13a		
Club Membership Chairperson Guide	ME-44		
<i>Membership Retention</i>			
Membership Satisfaction Guide	ME-301		
How Are Your Ratings? Administrative Guide	ME-15		
How Are Your Ratings? Club Evaluation Questionnaire	ME-15B		
New Member Induction Ceremony Suggestions	ME-22		
Leo to Lion Certification Form	LL-2		

Email completed form to:
 Lions Clubs International
 Membership Division
 Email: membership@lionsclubs.org
 Phone: (630) 203-3831

Last Update: 1-14-19



Application for Life Membership

Office use only	
Batch	_____
Staff initials	_____
Club	<input type="checkbox"/>
District Office	<input type="checkbox"/>
India Office	<input type="checkbox"/>

(Please fill out every field below.)

Lions Club Name		
Club Number/ District Number		
Member Name (as it should appear on certificate)	(first)	
	(middle)	
	(last/ surname)	
Member Number		
Member date of birth		
Year member became a Lion		
Number of years of active service		
Previous membership in another club? Name of club or clubs		
Member is critically ill	<input type="checkbox"/> Yes	

Other Comments:		
Payment Information (select one)	<input type="checkbox"/> \$650 Check attached	<input type="checkbox"/> \$650 Pre-payment via MyLCI
	<input type="checkbox"/> Other payment (Describe):	

The above information is being submitted with the full understanding of the following requirements for Life Membership.

- Any member of a club who has maintained Active membership as a Lion for twenty (20) or more years;
- Or any member of a club who has maintained such Active membership for fifteen (15) or more years and is at least seventy (70) years of age;
- Or any member of a club who is critically ill
- And has rendered outstanding service to his/her club, his/her community, or this Association; may be granted Life Membership in the local club upon
 - (1) Recommendation of his/her club,
 - (2) Payment to the Association of US\$650.00, or its equivalent in the respective national currency, by his/her club in lieu of all future dues to the Association.

NOTE: ALLOW 8 WEEKS FOR DELIVERY OF PERSONALIZED LIFE MEMBERSHIP CERTIFICATE AND LIFE MEMBERSHIP CARD.

Club Officer Name		
Club Officer Email		
Club Officer Signature		Date:
Signor's Title	<input type="checkbox"/> Club President	<input type="checkbox"/> Club Secretary

Pre-payment for Life Membership may be made using MyLCI from the Statements/Dues page or payment may be made using a check or your normal payment method. Payment must be made prior to approval of the Life Member application. Send the completed application to Lions Clubs International, Member Service Center, 300 W. 22nd Street, Oak Brook, IL 60523-8842

MemberServiceCenter@lionsclubs.org · Phone - 630-203-3830 · Fax 630-571-1687

Membership Application

WE ARE GLOBAL

Membership types and fees

New member

New members pay an entrance fee of US\$35 or must submit the proper waiver certification form. International dues total US \$43 annually. Dues are billed on a semi-annual basis. Additional district, multiple district and club dues may apply.

Transfer member

Transfer members in good standing pay no entrance fee when transferring to an existing club within 12 months.

Family member

The Family Membership Program provides families with the opportunity to receive a special dues discount when they join a Lions club together. The first family member (head of household) pays full international dues (US\$43), and up to four additional family members pay only half the international dues (US\$21.50). All family members pay the one-time entrance fee of US\$35.

The Family Membership Program is open to family members who are (1) eligible for Lions membership, (2) currently in or joining the same club, and (3) living in the same household and related by birth, marriage or other legal relationship. Common household family members include parents, children, spouses, aunts and uncles, cousins, grandparents, in-laws and legal dependents. Submit via MYLCI or include the Family Unit Certification Form with the Monthly Membership Report Form (MMRF).

Student

Students between the age of majority and through age 30 pay no entrance fee and half international dues. Students over age 30 and joining a Campus Lions club pay a US\$10 entrance fee and full international dues. Submit the Student Member Certification Form (STU-5) for each student.

What are your community's needs?

Current or former Leo

Current or former Leos seeking membership through the age of 35, who have served as a Leo for at least a year and a day, pay half international dues and receive an entrance/charter fee waiver under the Leo-Lion membership program. You may select Leo-Lion as the membership type in MYLCI or submit the *Leo to Lion Certification* form with your MMRF.

Leos over age 35 who have served as a Leo for at least a year and a day receive an entrance/charter fee waiver.

Submit the *Leo to Lion Certification Form* for credit of Leo years of service to the Lion member record for each current or former Leo.

Young adult

Young adults through the age of 30 receive an entrance fee waiver and pay half international dues when joining a Leo-Lions club.

Who are Lions?

Lions meet the needs of local communities and the world. The 1.4 million members of our volunteer organization in over 200 countries and geographic areas are different in many ways, but share a core belief – community is what we make it.

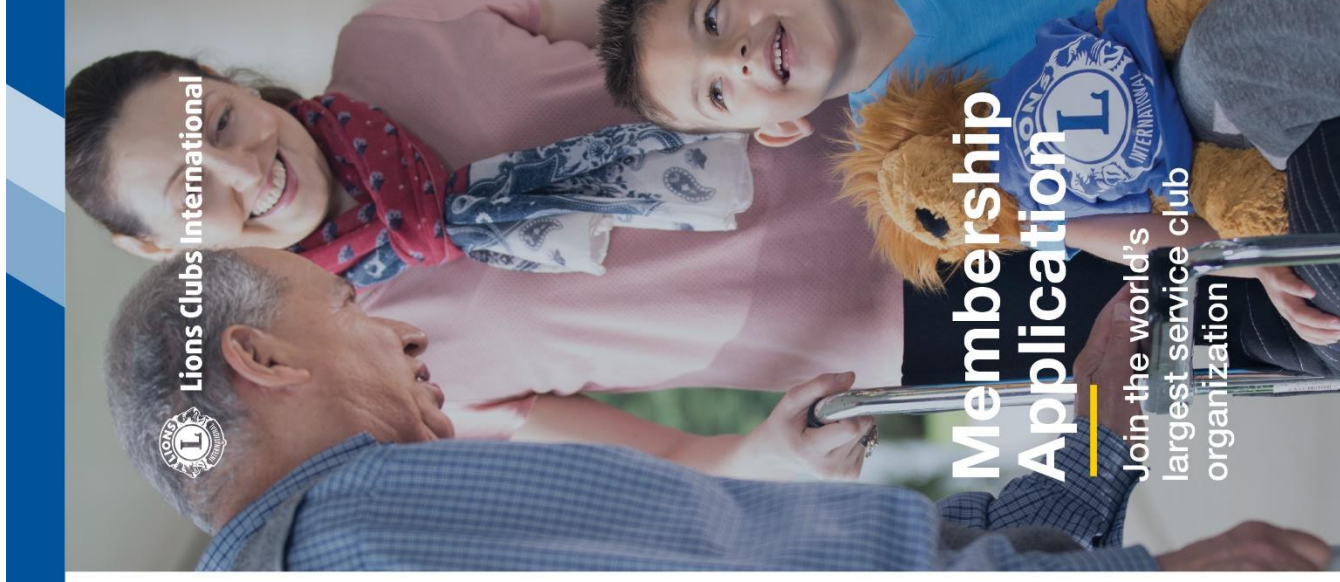
Lions serve

When caring people join together, roll up their sleeves and take action to make their community better, it's a beautiful thing – and an incredible feeling for everyone involved. That's Lions. Being a Lion is about leading by example, building relationships and improving the world through kindness. It's 1.4 million caring men and women serving together so they can make a lasting impact and change more lives.



Lions Clubs International

ME6B EN 2/20





INTERNATIONAL ASSOCIATION OF LIONS CLUBS

Invitation-Application for Membership

Lions club name: _____

Member sponsor: _____

First name: _____ MI: _____ Last name: _____ Suffix: _____

Gender: ☐ Male ☐ Female Occupation: _____

Date of birth: _____ Spouse's name: _____

Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Phone: _____ Email: _____

Please review qualification criteria and fees for the following:

I am a: ☐ New member

☐ Former member ☐ Transfer member

Member number: _____
(If unknown, email stats@lionsclubs.org)

Previous Club Name: _____ Previous Club Number: _____

☐ Family member ☐ Student member ☐ Current or former Leo ☐ Young adult

Enclosed is \$ _____ as an entrance fee, in addition to \$ _____ for international, multiple district, district and club dues.

I accept membership into Lions Clubs International and that the standards are limited to persons of good moral character and reputation. I recognize the importance of rendering personal service to my community in cooperation with other civic-minded persons. I understand that membership is not valid until approved by the club's board of directors.

Signature: _____ Date: _____

FOR CLUB SECRETARY USE

I confirm that the board of directors has approved this member for membership in this Lions club.

Signature of club secretary: _____



Checklist:

- Keep a copy of the completed application form for the club's files. Do not send it to Lions Clubs International.
- Add the member using MYLCI or include the member's name and address on the monthly membership report.
- When the entrance fees and dues have been collected and the new member has been provided with a membership card, turn money over to the club treasurer.
- Add the new member's name and address to the club roster and mailing list.
- See that the new member receives a New Member Kit. The materials within are to be presented at the new member's induction ceremony. Take the time to complete the certificate for the new member prior to the induction ceremony.
- Included in the New Member Kit is a coupon for our Club Supplies store at www2.lionsclubs.org. Show the new member the website so they may browse items to spend their coupon on, such as shirts or personalized badges.

OUR MISSION

To empower volunteers to serve their communities, meet humanitarian needs, encourage peace and promote international understanding through Lions clubs.



FAMILY UNIT CERTIFICATION FORM

FOR FAMILY MEMBERS JOINING AN EXISTING CLUB

The Family Membership Program provides families with the opportunity to receive a special dues discount when they join a Lions club together. The first family member (head of household) pays full international dues (US\$43), and up to four additional family members pay only half the international dues (US\$21.50). All family members pay the one-time entrance fee of US\$35.

Qualification Criteria

The Family Membership Program is open to family members who are (1) eligible for Lions membership, (2) currently in or joining the same club, and (3) living in the same household and related by birth, marriage or other legal relationship. Common household family members include parents, children, spouses, aunts and uncles, cousins, grandparents, in-laws and legal dependents.

Family membership is limited to no more than five qualifying members per household, and new clubs must have a minimum of ten full-paying members. Same-household residency is not required for family members under age 26 if they are pursuing higher education or serving in their country's military.

Family Member Certification

To receive the family membership dues rate, complete this form and submit it with the Monthly Membership Report (MMR), or submit the certification on MyLCI. Complete the certification for charter members on the Report of Charter Members form.

Certifying Family Members

The district governor, guiding Lion or club secretary is responsible for reviewing original documents provided by a family unit (proof of relations and household address) to determine if they satisfy the family membership dues requirements. All information requested must be provided, including date of birth, or certification will be delayed. Please use the key codes, provided below, to report the 1) relationship to the head of household, 2) document used for relationship verification and 3) document used for address verification.

KEY CODES

1. Relationship to First Member

SP – Spouse/Partner
CD – Child
PT – Parent
SB – Sibling

GP – Grandparent
CN – Cousin
AT – Aunt
UC – Uncle

IN – In-Law
MS – In Military or School
OL – Other Legal

2. Verification of Relationship

ML – Marriage License
BC – Birth Certificate
RS – Certificate of Religious Sacrament (Baptism, First Communion, Confirmation, Bar Mitzvah, Bat Mitzvah, Bris, Etc.)

NT – Notary
OT – Other Form of Verification

3. Verification of Address

ST – Government Issued/State/Province Identification Card
(showing common last name/address)
DL – Drivers License
PP – Passport

BL – Bill
BS – Bank Statement
NT – Notary
OT – Other Form of Verification

Send with MMR to:
Club Officer and Record Administration Department
Lions Clubs International
300 W. 22nd St
Oak Brook, IL 60523 USA
Fax: 630.571.1687
E-mail: stats@lionsclubs.org

Continued on back page

Lions Club Name: _____ Lions Club Number (If known): _____ District: _____

Head of Household: _____
First Name Last Name Member Number (If known)

Street Address _____

City State/Province Postal Code Country
Gender: ☐ M ☐ F Date of Birth: ____/____/____ (Required) Family Relation ____
HH

Second Family Member: _____
First Name Last Name Member Number (If known)

Street Address _____

City State/Province Postal Code Country
Gender: ☐ M ☐ F Date of Birth: ____/____/____ (Required)
MM DD YYYY

Third Family Member: _____
First Name Last Name Member Number (If known)

Street Address _____

City State/Province Postal Code Country
Gender: ☐ M ☐ F Date of Birth: ____/____/____ (Required)
MM DD YYYY

Fourth Family Member: _____
First Name Last Name Member Number (If known)

Street Address _____

City State/Province Postal Code Country
Gender: ☐ M ☐ F Date of Birth: ____/____/____ (Required)
MM DD YYYY

Fifth Family Member: _____
First Name Last Name Member Number (If known)

Street Address _____

City State/Province Postal Code Country
Gender: ☐ M ☐ F Date of Birth: ____/____/____ (Required)
MM DD YYYY

I acknowledge and certify that the above Lions are eligible for the Family Membership Program.

PLEASE PRINT

District Governor or Club Secretary's Name: _____ **Date:** _____

District Governor or Club Secretary's Signature: _____

If this form does not bear the signature of the district governor or club secretary, the family membership dues rate will not be applied.
No refunds or adjustments can be made for dues incurred after the club application has been approved.

The Melvin Jones Fellowship Program



The Melvin Jones Fellowship Program is a generous way to show commitment to the humanitarian work of LCIF.

The MJF Program was established in 1973 in honor of Melvin Jones, the founder of Lions Clubs International. The MJF program recognizes donations of US\$1,000 to Lions Clubs International Foundation (LCIF).

New MJFs receive a pin, commemorative plaque and a letter from the LCIF Chairperson. If the donor so chooses, he/she may use their donation credit to recognize another individual with a MJF.



The Progressive Melvin Jones Fellowship Program

The Progressive Melvin Jones Fellowship (PMJF) provides an opportunity to advance in the Fellowship program. For each subsequent donation of US\$1,000 beyond the initial MJF donation, donors receive a unique PMJF pin in accordance with their level of giving. Like MJFs, donors can recognize another individual with PMJF donations.

Areas of Giving

Lions Clubs International Foundation (LCIF) will now be able to help more people than ever before by making an even greater global impact with a focus on vision, youth, disaster relief and humanitarian work. Donors will receive MJF and PMJF credit when directing their support to:

- **The Empowering Service Fund**
- **The General Disaster Fund**

Empowering Service Fund: Any of LCIF's causes (sight, youth, disaster relief, humanitarian support, diabetes, childhood cancer, hunger, the environment).

Disaster Relief: Enables LCIF to direct the funds to the area's most in need following disasters to provide for immediate, mid and long-term relief. The Foundation will be able to immediately provide funds for large-scale disaster relief, rather than collecting and distributing funds over a period of weeks or months.



Did you know...

Districts, clubs and individuals can donate to LCIF through the Melvin Jones Fellowship Program, but only an individual can receive the recognition. MJF applications using collective donations from multiple donors must be accompanied by written consent from all donors to use their donations for MJF recognition for the individual specified on the application.

Melvin Jones Fellowships can be named in honor or in memory of an individual.

Melvin Jones Fellowships do not need to be paid in full at one time; minimum installments to LCIF of US\$100 can be paid over a five-year period to total US\$1,000, at which time the MJF Application is completed.

Complete the MJF application on reverse side or download from www.lionsclubs.org and submit with payment. If MJF payment has already been credited by LCIF, you can submit the MJF application online under the Ways to Give section at www.lionsclubs.org.

Melvin Jones Fellowship Application



Individual Completing this Form

Name _____ Date _____

E-mail _____ Phone _____

1. Area of Giving

Please check one

☐ Empowering Service Fund

☐ Disaster Relief Fund

(Each choice above is eligible for MJF credit)

☐ Other _____

(May not be eligible for MJF credit)

MJF Credits to be used from previous donation:

*Please Note – This section should only be used if sufficient funds have already been deposited with Lions Clubs International Foundation

Use Credits From: _____

ID#: _____

2. Contribution Details

Donor Name (individual, club, company, foundation)

Donor ID _____

Donor Club _____

Donor District _____

Amount of Contribution _____

☐ Full Payment ☐ Installment ☐ Final Installment

Donors making personal donations towards MJF also receive credit as a Lions Share Program Member. The Lions Share Program recognizes three levels of support: US\$50 (One star) US\$100 (Two stars) US\$200 (Three stars).

☐ **Yes! In addition to receiving MJF credit, I would like to receive a Lions Share Pin for my donation.**

Gift Type

Make donations via the web at www.lionsclubs.org

☐ **US\$ Check Enclosed** (payable to LCIF; drawn on US bank)

☐ **Wire/Bank Transfer** (Please attach bank transfer receipt)

☐ **Local LCI Deposit** (Please attach bank deposit ticket)

☐ **Cash** (Mail donations along with the Donor Contribution Form to address provided)

THE FOUNDATION USES A LOCK BOX SERVICE TO RECEIVE AND PROCESS ALL DONATIONS.

3. Recipient of Recognition (Individual person)

Type of recognition requested (please check one) Fellowships cannot be presented to businesses or organizations

☐ MJF ☐ PMJF ☐ To Be Named Later

☐ Memorial Plaque in memory of deceased

Recipient Name (Exactly as it is to be engraved on plaque)

Recipient ID# (if applicable) _____

Recipient Name _____

Address _____

City _____ State/Province _____

Country _____ Postal Code _____

Club of Recipient

Club # _____ District _____

For Memorial List name of MJF surviving family member to whom Memorial plaque will be given. (Needed for recognition letter which accompanies plaque.)

4. Shipping Information

PLEASE NOTE: MATERIALS CANNOT BE SENT TO PO BOXES.

Ship to Member ID # (if applicable) _____

Name _____

Address _____

City _____ State/Province _____

Country _____ Postal Code _____

E-mail _____ Phone _____

Recognition is sent once donation and application are received and processed at headquarters. Please allow a minimum of 15 days in the U.S. and 30 days elsewhere for shipping.

Special Instructions/Notes

Lions Clubs International Foundation
Department 4547
Carol Stream, IL 60122-4547
USA

Tel: 630-203-3836

Web site: www.lionsclubs.org

E-mail: donorassistance@lionsclubs.org

LCIF42M_EN 11/18



Reinstated Lions Service Credit Program

At its March 1996 Board Meeting, the International Board of Directors approved a Reinstated Lions Service Credit Program effective July 1, 1996. This policy allows Lions who have had previous breaks in Lions membership to claim their time served and apply it to their current Lions membership record. This policy does not apply to former members who were dropped for non-payment of dues.

To formally request reinstated Lions service credit, a Lion must complete the Reinstated Lions Service Credit Form, indicating all time segments served in good standing. This information will be matched against International Headquarters' records, and adjustments to the total years served will be made. Lions unable to provide specific service dates should give their best estimates of those dates.

Each Lion requesting reinstated service credit is asked to complete a reinstated Lions Service Credit Form either online or to fill out the paper version of this form and mail or fax it to Lions Clubs International. Either form must be complete with signatures or typed names of both the club president and the club secretary.

Clubs submitting this form electronically should also submit a WMMR. Clubs submitting a paper version of this form should attach the appropriate MMR before mailing. Former Lions may rejoin a Lions club and then utilize this form to record prior service. Former Lions rejoining the organization will be required to pay an Entrance fee of US \$25.00.

Questions related to this policy can be addressed to:

EXTENSION & MEMBERSHIP DIVISION

Telephone: (630) 571-5466, ext. 322

Fax: (630) 571-1691

E-mail: memberops@lionsclubs.org



Reinstated Lions Service Credit

As a Lion in good standing and proud of my past service, I would like to apply the following past service as part of my overall service record. I am aware that the prior service listed claimed must have been in good standing. The following information is complete and accurate to the best of my knowledge. I have estimated times and dates where otherwise unknown.

Lion's name: _____
6-digit club number: _____
Current club name: _____
State/Country/Province: _____

Please indicate below your former club name, district number, your join and drop dates and drop reason.

Lion's Club Name	District Number	Join Date	Drop Date & Reason

Total years of past active service in good standing, not including your current service: _____

Current Lions Club Join Date: Month: _____ Year: _____

Attested to:

Lions signature _____ Date _____
Lions Club President signature _____ Date _____
Lions Club Secretary's signature _____ Date _____

OFFICIAL MINUTES OF REGULAR CLUB MEETINGS

The regular meeting of the _____ Lions Club was called
to order on _____ by the _____
at _____ p. m. at the _____ with those members in
attendance as shown on the Attendance Record and Guest Register.

Transcribed below what happened at the meeting.

Attendance

Guests _____

Members _____

Percentage _____

Secretary _____

OFFICIAL MINUTES OF BOARD OF DIRECTORS MEETING

_____ Lions Club, of _____ (CITY) _____ (STATE OR PROVINCE)

held its regular Board Meeting at _____ on _____

Meeting was called to order at _____ p. m. by _____
who acted as chairman, with the following board members in attendance:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Minutes of Business Meeting

Secretary _____

Member Record

LION _____
(LAST) (FIRST) (MIDDLE) (NICKNAME)

ADDRESS _____ HOME # _____
 Street City State/Province

NAME OF COMPANY _____ CELL # _____

EMAIL _____

MEMBER # _____ SPONSOR _____

BIRTHDAY: _____ SPOUSE'S NAME _____

RECORD OF CLUB SERVICE

[illegible]

AWARD RECORD

PERFECT ATTENDANCE RECORD

Date Qualified	Date Qualified	Date Qualified
1. _____	11. _____	21. _____
2. _____	12. _____	22. _____
3. _____	13. _____	23. _____
4. _____	14. _____	24. _____
5. _____	15. _____	25. _____
6. _____	16. _____	26. _____
7. _____	17. _____	27. _____
8. _____	18. _____	28. _____
9. _____	19. _____	29. _____
10. _____	20. _____	30. _____

KEY AWARDS

New Member Sponsored	Date	New Member Sponsored	Date
1. _____		14. _____	
2. _____		15. _____	
3. _____		16. _____	
4. _____		17. _____	
5. _____		18. _____	
6. _____		19. _____	
7. _____		20. _____	
8. _____		21. _____	
9. _____		22. _____	
10. _____		23. _____	
11. _____		24. _____	
12. _____		25. _____	
13. _____		26. _____	

OTHER AWARDS/RECOGNITIONS

Type	Date

CHEVRONS	date
<input type="checkbox"/> 10-YR Monarch/Charter	_____
<input type="checkbox"/> 15-YR Monarch/Charter	_____
<input type="checkbox"/> 20-YR Monarch/Charter	_____
<input type="checkbox"/> 25-YR Monarch/Charter	_____
<input type="checkbox"/> 30-YR Monarch/Charter	_____
<input type="checkbox"/> 35-YR Monarch/Charter	_____
<input type="checkbox"/> 40-YR Monarch/Charter	_____
<input type="checkbox"/> 45-YR Monarch/Charter	_____
<input type="checkbox"/> 50-YR Monarch/Charter	_____

ENTERING YOUR NEW OFFICERS ELECTRONICALLY

Listed below are the steps to submit your new officers to LCI.

- Go to MyLCI
- Under “My Tasks”, select “Enter Current Year’s Officers”
- Choose “Select Term”. Then select “Next Year” from the dropdown menu.
- All offices will say “Vacant”
- To add CLUB PRESIDENT, click “Add Officer” on the right side.
- Click on “Select Member”. It will bring up a list of your members. Choose the person and click on it.
- Hit SAVE.
- Then click on “Go Back to Officers” and repeat the process for the rest of the officers.

MyLCI

Home My Leo Clubs My Lions Club My District My Multiple District

ELYRIA EVENING (5201) - District 13 OH2 - OH UNITED STATES

Officers

Select Term Officer Type Add Local Title

Next Year - Lions Club Officers - 10 title(s) found

Show 30 Page 1 of 1 Sort by Rank

Club President	Vacant
This position is currently vacant.	
Add Officer	
Club First Vice President	Vacant
This position is currently vacant.	
Add Officer	
Club Second Vice President	Vacant
This position is currently vacant.	
Add Officer	
Club Secretary	Vacant
This position is currently vacant.	
Add Officer	
Club Treasurer	Vacant
This position is currently vacant.	
Add Officer	

CHANGING YOUR CLUB INFORMATION

Listed below are the steps to submit your new officers to LCI.

- Go to MyLCI
- Under “My Lions Club”, select “Club Info”
- Any information that can be edited will appear in a text box. Some information cannot be changed without contacting Lions Clubs International.
- Upload a club photo by selecting UPLOAD. Then select the photo you want to use from your photo files.
- Edit the text boxes you want to change.
 - o You can add club biography, select a club specialty, change your meeting information, etc.
- Hit SAVE.
- Then click on “Go to Home Page”.

The screenshot displays the LCI Club Information form, which is divided into two sections for "Meeting Location 1" and "Meeting Location 2". Each section includes a checkbox for "Online Meeting Location" (checked), a "Meeting Place" text box (containing "zoom"), a "Clear Meeting Location" button, a "Meeting Address" text box (containing "647 Washington Ave" for Location 1 and "194 Burns Rd." for Location 2), and a "Time" text box (containing "18:30"). Below the address field, there is a prompt to "Enter the url to the meeting platform or phone number to join the meetings". The "Week of Month" section has radio buttons for "first", "second", "third", "fourth", and "fifth". The "Day" section has radio buttons for "Monday", "Tuesday", "Wednesday", "Thursday", "Friday", "Saturday", and "Sunday". At the bottom of the form, there are "Save" and "Cancel" buttons.

Meeting Location 1

Select this option if your club implements the majority of its meetings and logistics in an online or electronic platform.

Online Meeting Location ☒

Meeting Place

Enter the name of the platform or application used to conduct club meetings. For example Conference Call, Skype, etc.

Meeting Address

Enter the url to the meeting platform or phone number to join the meetings

Week of Month ☒ first ☐ second ☐ third ☐ fourth ☐ fifth

Day ☒ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

Time For example, 09:30 (mornings) or 21:30 (evenings)

Meeting Location 2

Select this option if your club implements the majority of its meetings and logistics in an online or electronic platform.

Online Meeting Location ☒

Meeting Place

Enter the name of the platform or application used to conduct club meetings. For example Conference Call, Skype, etc.

Meeting Address

Enter the url to the meeting platform or phone number to join the meetings

Week of Month ☐ first ☐ second ☒ third ☐ fourth ☐ fifth

Day ☒ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

Time For example, 09:30 (mornings) or 21:30 (evenings)



District 13 OH2 Necrology Information

Club Secretary:

Please supply the following information and return to the 1st Vice District Governor.

At the District Convention, we honor our deceased Lions, Lioness, Leo members at our Necrology Services on Sunday morning. This service is for members that have passed away since the last District Convention.

If you have had more than one member pass please duplicate this form and return one for each member.

Name _____ Club _____

Date Joined club _____ Passed away on _____

Club Offices held _____

District Offices held _____

Major areas of service to Lions _____

Comments _____

(If more space is needed use another sheet or back)

It would be nice if the club President, family member and or club members could be present at the Necrology Service on Sunday morning to honor the departed Member.



CLUB DISPUTE RESOLUTION PROCEDURE

1. Disputes Subject to Procedure

All disputes arising between any member or members, or a former member or members, and the club, or any officer on the board of the club, relative to membership, or the interpretation, breach of, or application of the club's constitution and by-laws, or the expulsion of any member from the club, or any other internal Lions club matter whatsoever which cannot be satisfactorily resolved through other means, shall be settled by dispute resolution. Except as otherwise provided herein, any time limits specified in this procedure may be shortened or extended by the district governor, conciliator or the International Board of Directors (or its designee) upon a showing of good cause. All parties to any dispute subject to this procedure shall not pursue administrative or judicial actions during this dispute resolution process.

2. Request for Dispute Resolution and Filing Fee

Any party to the dispute may file a written request with the district governor (a "complaint") asking that dispute resolution take place. All requests for dispute resolution must be filed with the district governor within thirty (30) days after the member knew or should have known of the occurrence of the event upon which the request is based. A copy of the complaint shall be sent to the respondent(s). A complaint filed under this procedure must be accompanied by a US\$50.00 filing fee or its equivalent in the respective national currency, payable by each complainant to the district (single or sub-), which shall be submitted to the district governor at the time the complaint is filed. Each district (single or sub-) may determine whether a higher filing fee will be charged for filing a complaint under this procedure. Any such higher filing fee must be approved by majority vote of the district cabinet in advance of charging any fee for filing a complaint under this procedure and any such fee shall not exceed US\$250.00, or its equivalent in the respective national currency, payable to the district (single or sub-). The entire filing fee will be retained by the district (single or sub-) as an administrative fee and shall not be refunded to any party unless a refund procedure is approved by the district cabinet. All expenses incurred relative to this dispute resolution procedure are the responsibility of the district (single or sub-), unless established district (single or sub-) policy provides that all expenses incurred relative to this dispute resolution procedure shall be paid on an equal basis by the parties to the dispute.

3. Response to Complaint

The respondent(s) to the complaint may file a written response to the complaint with the district governor within ten (10) days of receiving notice of the complaint. A copy of the response shall be sent to the complainant(s).

4. Confidentiality

Once a complaint has been filed, communications between the complainant(s), respondent(s), district governor and conciliator should be kept confidential to the extent possible.

5. Selection of Conciliator

Within fifteen (15) days of receipt of the complaint, the district governor shall appoint a neutral conciliator to hear the dispute. The conciliator shall be a past district governor who is currently a member in good standing of a club in good standing, in the district (single or sub-) in which the dispute arises, other than the club which is a party to the dispute, and who is impartial on the matter in dispute and without loyalties to any party to the dispute. The district governor shall notify the parties, in writing, of the name of the appointed conciliator. In the event an appointed conciliator is not acceptable to any party, the objecting party must submit a written statement to the district governor team (district governor, first vice district governor and second vice district governor) within ten (10) days of receiving the district governor's notice of appointment identifying all the reasons for such an objection. If no such objection is received, the conciliator shall be deemed acceptable to all parties. If the district governor team determines by a majority decision, in their sole discretion, that the party's written objection statement sufficiently demonstrates that the appointed conciliator lacks neutrality, the district governor team by a majority decision shall appoint a substitute conciliator who is currently a member in good standing of a club in good standing, in the district (single or sub-) in which the dispute arises, other than the club which is a party to the dispute, or from an adjacent district, and who is impartial on the matter in dispute and without loyalties to any party to the dispute. Otherwise, the district governor team by a majority decision shall issue their denial of the objection(s) and confirm the appointment of the original conciliator, in writing, to all parties. The district governor team's decision and appointment shall be determined within fifteen (15) days of receiving any party's written objection statement. Upon appointment, the conciliator shall have all authority appropriate and necessary to resolve or decide the dispute in accordance with this procedure. The time limits in this Section 5 may not be shortened or extended by the district governor or the district governor team.

If the district governor does not appoint a conciliator to hear the dispute within fifteen (15) days of receipt of the complaint, the Legal Division will appoint a conciliator to hear the dispute. The conciliator shall be a past district governor who is currently a member in good standing of a club in good standing, in the district (single or sub-) in which the dispute arises, other than the club which is a party to the dispute, and who is impartial on the matter in dispute and without loyalties to any party to the dispute. The Legal Division shall notify the parties, in writing, of the name of the appointed conciliator. In the event an appointed conciliator is not acceptable to any party, the objecting party must submit a written statement to the Legal Division within ten (10) days of receiving the Legal Division's notice of appointment identifying all the reasons for such an objection. If no such objection is received, the conciliator shall be deemed acceptable to all parties. If the Legal Division determines, in their sole discretion, that the party's written objection statement sufficiently demonstrates that the appointed conciliator lacks neutrality, the Legal Division shall appoint

a substitute conciliator as provided above. Otherwise, the Legal Division shall issue his or her denial of the objection(s) and confirm the appointment of the original conciliator selected by the Legal Division, in writing, to all parties. The Legal Division's decision and appointment shall be determined within fifteen (15) days of receiving any party's written objection statement. Upon appointment, the conciliator shall have all authority appropriate and necessary to resolve or decide the dispute in accordance with this procedure.

6. Conciliation Meeting & Decision of Conciliator

Upon being appointed, the conciliator shall arrange a meeting of the parties for the purpose of conciliating the dispute. The meeting shall be scheduled within thirty (30) days of the appointment of the conciliator. The objective of the conciliator shall be to find a prompt and amicable resolution to the dispute. If such conciliation efforts are unsuccessful, the conciliator shall have the authority to issue his or her decision relative to the dispute. The conciliator shall issue the decision in writing no later than thirty (30) days after the date on which the initial meeting of the parties was held, and the decision shall be final and binding on all parties. A copy of the written decision shall be provided to all parties, the district governor and, upon request, to the Legal Division of Lions Clubs International. The decision of the conciliator must be consistent with any applicable provisions of the International, Multiple District and District Constitutions and By-Laws and policies of the International Board of Directors, and is subject to the authority of and further review by the International Board of Directors at the sole discretion of the International Board of Directors or its designee.

Failure to comply with the final and binding decision of the conciliator constitutes conduct unbecoming a Lion and is subject to loss of membership privileges and/or charter cancellation.

The International Association of Lions Clubs



Standard Club Constitution

Updated July 25, 2020

ARTICLE I

Name

The name of this organization shall be the Lions Club of _____, chartered by, and under the jurisdiction of the International Association of Lions Clubs.

ARTICLE II

Purposes

The purposes of this club shall be:

- (a) To create and foster a spirit of understanding among the peoples of the world.
- (b) To promote the principles of good government and good citizenship.
- (c) To take an active interest in the civic, cultural, social and moral welfare of the community.
- (d) To unite the members in the bonds of friendship, good fellowship and mutual understanding.
- (e) To provide a forum for the open discussion of all matters of public interest; provided, however, that partisan politics and sectarian religion shall not be debated by club members.
- (f) To encourage service-minded people to serve their community without personal financial reward, and to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works and private endeavors.

ARTICLE III

Membership

Section 1. **ELIGIBILITY FOR CLUB MEMBERSHIP.** Subject to the provisions of Article I of the by-laws, any person of legal majority and good moral character and good reputation in his/her community, may be granted membership in this Lions club. Wherever the male gender or pronoun presently appear in this constitution and by-laws, it shall be interpreted to mean both male and female persons.

Section 2. **MEMBERSHIP BY INVITATION.** Membership in this Lions club shall be acquired by invitation only. Nominations shall be made by a member in good standing who shall act as sponsor, and be submitted to the membership chairperson or the club secretary, who, after investigation by the membership committee, shall submit the same to the board of directors. If approved by a majority of said board, the prospect may then be invited to become a member of this club. A properly filled out membership form duly signed, as well as, the entrance fee and dues must be received by the secretary before the member is reported to and officially recognized by the association as a Lion member.

Section 3. **FORFEITURE OF MEMBERSHIP.** Any member may be expelled from the club for cause by a two-thirds vote of the entire board of directors. Upon removal from this club, any and all right to use the name "LIONS," the emblem and other insignia of this club and this association shall be forfeited. This club shall remove members whose conduct has been deemed a violation of the International Constitution and By-Laws and Board Policy and unbecoming a Lion by the International Office or otherwise face charter cancellation.

ARTICLE IV

Emblem, Colors, Slogan and Motto

Section 1. **EMBLEM.** The emblem of this association and each chartered club shall be of a design as follows:



Section 2. **USE OF NAME AND EMBLEM.** Use of the name, goodwill, emblem and other logos of the association shall be according to the guidelines established from time to time in the by-laws.

Section 3. **COLORS.** The colors of this association and of each chartered club shall be purple and gold.

Section 4. **SLOGAN.** Its Slogan shall be: Liberty, Intelligence, Our Nation's Safety.

Section 5. **MOTTO.** Its Motto shall be: We Serve.

ARTICLE V

Supremacy

The Standard Form Club Constitution and By-Laws shall govern the club unless otherwise amended so as not to conflict with the district (single, sub- or multiple) and International Constitution & By-Laws and policies of Lions Clubs International. Whenever there may exist a conflict or a contradiction between the provisions set out in the club constitution and by-laws and the district (single, sub- and multiple) constitution and by-laws, the respective district constitution and by-laws shall govern. In addition, whenever there may exist a conflict or a contradiction between the provisions set out in the club constitution and by-laws and the international constitution and by-laws or board policy, the international constitution and by-laws and board policy shall govern.

ARTICLE VI

Club Size

A Lions club should strive to maintain 20 members; the numerical minimum membership required to receive a charter.

ARTICLE VII

Officers

Section 1. **OFFICERS.** The officers of this club shall be a president, immediate past president, the vice president(s), secretary, treasurer, service chairperson, marketing communications chairperson and-membership chairperson.

Section 2. **REMOVAL.** Any officer of this club may be removed from office for good cause by two-thirds (2/3) vote of the entire club membership.

ARTICLE VIII

Board of Directors

Section 1. **MEMBERS.** The members of the board of directors shall be club officers, Lion tamer (optional), tail twister (optional), club LCIF coordinator, program coordinator, safety officer (optional), branch president, if so designated, and all other elected directors and/or chairpersons.

Section 2. **QUORUM.** The presence in person of a majority of the directors shall constitute a quorum at any meeting of the board of directors. Except as otherwise specifically provided, the

act of a majority of the directors present at any meeting of the board shall be the act and decision of the entire board of directors.

Section 3. **DUTIES AND POWERS.** In addition to those duties and powers, express and implied, set forth elsewhere in this constitution and by-laws, the board of directors shall have the following duties and powers:

- (a) It shall constitute the executive board of this club and be responsible for the execution, through the club officers, of the policies approved by the club. All new business and policy of this club shall be considered and shaped, first, by the board of directors for presentation to and approval by the club members at a regular or special club meeting.
- (b) It shall authorize all expenditures and shall not create any indebtedness beyond the current income of this club, nor authorize disbursal of club funds for purposes inconsistent with the business and policy authorized by the club membership.
- (c) It shall have power to modify, override or rescind the action of any officer of this club.
- (d) It shall have the books, accounts and operations of this club audited annually or, in its discretion, more frequently and may require an accounting or have an audit made of the handling of any club funds by any officer, committee or member of this club. Any member of this club in good standing may inspect any such audit or accounting upon request at a reasonable time and place.
- (e) It shall appoint, on recommendation of the finance committee, a bank or banks for the deposit of the funds of this club.
- (f) It shall appoint the surety for the bonding of any officer of this club.
- (g) It shall not authorize, nor permit, the expenditure, for any administrative purpose, of the net income of projects or activities of this club by which funds are raised from the public.
- (h) It shall submit all matters of new business and policy to the respective standing or special club committee for study and recommendation to the board.

It shall maintain at least two (2) separate funds governed by generally accepted accounting practices. The first fund to record administrative monies such as dues, tail twisting fines and other internally raised club funds. A second fund shall be established to record activity or public funds raised by asking support from the public. Disbursement from such funds shall be in strict compliance with Section (g) of this article.

ARTICLE IX

Delegates to International and District Conventions

Section 1. **DELEGATE ENTITLEMENT INTERNATIONAL CONVENTION.** Inasmuch as Lions Clubs International is governed by Lions clubs in convention assembled, and in order that this club may have its voice in association matters, this club shall have power to pay the necessary expenses of its delegates to each annual convention of the association. This club shall be entitled in any convention of this association, to one (1) delegate and one (1) alternate for every twenty- five (25), or major fraction thereof, of its members as shown by the records of the international office on the first day of the month last preceding that month during which the

convention is held, provided, however, that this club shall be entitled to at least one (1) delegate and one (1) alternate. The major fraction referred to in this section shall be thirteen (13) or more members.

Section 2. DELEGATE ENTITLEMENT DISTRICT/ MULTIPLE DISTRICT

CONVENTION. Inasmuch as all district matters are presented and adopted at the district (single, sub- and multiple) conventions, this club shall be entitled to send its full quota of delegates to all such conventions and have power to pay the necessary expenses of such delegates attending such conventions. This club shall be entitled in each annual convention of its district (single or sub- and multiple) to one (1) delegate and one (1) alternate for each ten (10) members who have been enrolled for at least one year and a day in this club, or major fraction thereof, of this club as shown by the records of the international office on the first day of the month last preceding that month during which the convention is held, provided, however, that this club shall be entitled to at least one (1) delegate and one (1) alternate. Each certified delegate present in person shall be entitled to cast one (1) vote of his/her choice for each office to be filled by, and one (1) vote of his/her choice on each question submitted to, the respective convention. The major fraction referred to in this section shall be five (5) or more members.

Section 3. SELECTION OF CLUB DELEGATE(S) AND ALTERNATE(S). The Board of Directors or its designated committee shall name and appoint, subject to approval of the club membership, the delegates and alternates of this club to district (single, sub- or multiple) and international conventions. Eligible delegates must be members in good standing in the club and entitled to vote in accordance with the rights and privileges chart set forth in Exhibit A of this Constitution and By-Laws.

ARTICLE X

Club Branch Program

Section 1. BRANCH FORMATION. Clubs may form branches to permit the expansion of Lionism into locations where and when circumstances do not support the formation of a charter club. The branch shall meet as a subsidiary of the parent club and shall conduct service activities in its community.

Section 2. MEMBERSHIP IN PARENT CLUB. The members of the branch shall be granted membership in the parent club. Membership shall be in one of the categories listed in Article I of the By-Laws.

Section 3. FUNDRAISING. Activity or public welfare monies raised by the branch by asking for public support shall be held in a fund established to record such purpose. They shall be

distributed in the branch community unless otherwise specified. The board of directors of the club branch may authorize the parent club treasurer to countersign checks.

Section 4. **DESIGNATED CLUB BRANCH FUNDS.** In the event of dissolution of the club branch, any remaining club branch designated funds shall be returned to the parent club. In the event the club branch is converted into a newly chartered club, any remaining funds designated as club branch funds shall be transferred to the newly chartered club.

Section 5. **DISSOLUTION.** The branch may be disbanded by a majority vote of the entire club membership of the parent club.

ARTICLE XI

Club Funds

Section 1. **PUBLIC (ACTIVITY) FUNDS.** All funds raised from the public must be returned to public use, including money accumulated from invested public funds. The only deductions that may be made from the activity account are the direct operating expenses of the fundraising activity. Money accumulated from interest must also be returned to public use.

Section 2. **ADMINISTRATIVE FUNDS.** Administrative funds are supported through contributions from members through dues, fines and other individual contributions.

ARTICLE XII

Amendments

Section 1. **AMENDING PROCEDURE.** This constitution may be amended at any regular or special meeting of this club, at which a quorum is present, by the affirmative vote of two-thirds (2/3) of the members present in person and voting, provided that the board has previously considered the merits of the amendments.

Section 2. **NOTICE.** No amendment shall be put to vote, unless written notice, stating the proposed amendment shall have been published to the member through regular post or electronic means, or delivered personally to each member of this club at least fourteen (14) calendar days prior to the meeting at which the vote on the proposed amendment is to be taken.

Lions Clubs International

CODE OF ETHICS

TO SHOW my faith in the worthiness of my vocation by industrious application to the end that I may merit a reputation for quality of service.

TO SEEK success and to demand all fair remuneration or profit as my just due, but to accept no profit or success at the price of my own self-respect lost because of unfair advantage taken or because of questionable acts on my part.

TO REMEMBER that in building up my business it is not necessary to tear down another's; to be loyal to my clients or customers and true to myself.

WHENEVER a doubt arises as to the right or ethics of my position or action towards others, to resolve such doubt against myself.

TO HOLD friendship as an end and not a means. To hold that true friendship exists not on account of the service performed by one to another, but that true friendship demands nothing but accepts service in the spirit in which it is given.

ALWAYS to bear in mind my obligations as a citizen to my nation, my state and my community, and to give them my unswerving loyalty in word, act and deed. To give them freely of my time, labor, and means.

TO AID others by giving my sympathy to those in distress, my aid to the weak, and my substance to the needy.

TO BE CAREFUL with my criticism and liberal with my praise; to build up and not destroy.

Lions Clubs International

PURPOSES

TO ORGANIZE, charter and supervise service clubs to be known as Lions clubs.

TO COORDINATE the activities and standardize the administration of Lions clubs.

TO CREATE and foster a spirit of understanding among the peoples of the world.

TO PROMOTE the principles of good government and good citizenship.

TO TAKE an active interest in the civic, cultural, social and moral welfare of the community.

TO UNITE the clubs in the bonds of friendship, good fellowship and mutual understanding.

TO PROVIDE a forum for the open discussion of all matters of public interest; provided, however, that partisan politics and sectarian religion shall not be debated by club members.

TO ENCOURAGE service-minded people to serve their community without personal financial reward, and to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works and private endeavors.

DO YOU JUST BELONG?

Are you an active member, the kind that would be missed?
Or are you just contented that your name is on the list?

Do you attend the meetings and mingle with the flock?
Or do you stay at home and criticize and mock?

Do you ever go to visit a member who is sick?
Or leave the work to just a few and talk about the clique?

There's quite a program scheduled that I'm sure you've heard about,
And we will all appreciate it if you'll come and help us out.

So come to the meetings often and help with and and heart
Don't be just a member, dig in, do your part.

Think this over, member, know right from wrong.
Are you an active member, or do you just belong?

- Author Unknown

V aluable
O ptimistic
L oving
U nderstanding
N ecessary
T rusting
E nergetic
E xceptional
R esponsive
S pecial



Ohio Lions