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Updated: May 2012



## Foreword

The success of Lions Clubs International is greatly dependent on the effectiveness of our leaders at each level of the association. Every leadership position – from club president to international president - has specific responsibilities that must be fulfilled. However, it is the ability to work effectively and cooperatively with other Lions that guarantees the achievement of the goals and mission of the association.

At the district level, this responsibility of combining leadership and teamwork rests with the district governor team. The district governor, first vice district governor and second vice district governor must not only share responsibility and accountability for the management of the district, but must also effectively communicate and collaborate on a number of projects, issues and decisions. Districts where this has been done consistently have experienced stronger clubs, increased community impact, and a lasting leadership approach that leads to a deeper understanding and commitment to service.

The District Governor Team Manual is intended for all members of the district governor team to use as a comprehensive guide for district leadership. This manual includes information about the operations of International Headquarters, the specific duties of district leaders, and provides the programs, resources, guidelines and contacts for most situations that district governor team members may require during their term. Refer to this resource throughout the year as questions, challenges and opportunities arise.

As you prepare for your leadership role, plan and carry out the business of the district, and support your clubs and their members throughout the year, you will find this manual to be an invaluable resource.

"Leaders are more powerful role models when they learn than when they teach."

Rosabeth Moss Kantor

## Chapter 1

# DISTRICT GOVERNOR TEAM

In today's rapidly changing world, individuals must blend their family demands, work commitments and volunteer work. Although the district governor's role is a complex and demanding one, he/she is able to share responsibilities with the first and second vice district governors. This district governor team concept fosters collaboration, provides continuity in district administration and better prepares the first and second vice district governors for the role of governor.

The district governor and the first and second vice district governors comprise the district governor team, working together to provide effective district leadership as the team leader, the district governor, in addition to supervising overall district operations, is responsible for developing team strategies, coaching and motivating the vice district governors, and monitoring overall performance of the team.

This collaborative team approach can not only improve district administration, but it also prepares vice district governors to be more confident and effective district governors over a two-year period. As second vice district governors, they are able to learn how the district operates, become more familiar with LCI programs and assess the needs of local clubs. Then, as first vice district governors, they assume more responsibility for growing clubs and membership, for leadership development, for taking on special assignments, and for representing the district governor at meetings and events as requested.

As the key leader in each district, the governor is extremely busy. Effectively delegating responsibilities as appropriate to the first vice district governor and second vice district governor can enhance the management and general operations of the district, while preparing the vice district governors for their future leadership roles.

The district governor team represents the association in the district and is under the general supervision of the International Board of Directors. Like all effective teams, each member of the district leadership team has been assigned specific responsibilities and tasks for which they are accountable. An overview of each of these positions is found in the pages that follow. For more detailed information, please refer to the current version of the Board Policy Manual, available on the LCI Web site.

## District Governor

The district governor is the chief administrative officer of the district and serves as the district governor team leader. The by-laws of the *International Constitution and By-laws* state a district governor's responsibilities are to:

- Further the purposes of the association
- Actively participate and inspire other district officers to administer and promote effective membership growth and new club organization
- Actively participate and inspire other district officers to administer and promote leadership development at the club and district levels
- Support and promote the Lions Clubs International Foundation
- Preside, when present, over the district convention, cabinet meetings and other district meetings
- Perform other functions as required by the International Board of Directors

Additional responsibilities may include:

- Coaching and motivating district cabinet members
- Promoting membership retention
- Encouraging fiscal responsibility at the club level
- Striving to have all clubs in good standing
- Reviewing the strengths and weaknesses of clubs in the district
- Providing guidance to declining clubs in the district and monitoring their progress

## **First Vice District Governor**

Single and sub-districts elect a first vice district governor in accordance with the *International Constitution and By-Laws* and the district's constitution and by-laws and adopted election procedures. The second vice district governor does not automatically succeed to the office of first vice district governor, but is the only official candidate.

The first vice district governor assists the governor with membership development, the chartering of new clubs and the promotion of district events. The specific responsibilities of this officer are to:

- Further the purposes of this association
- Perform administrative duties as assigned by the district governor

- Accept and complete other duties as required by the International Board of Directors
- Assist the district governor in identifying opportunities and challenges facing the district, and in developing long-term strategies to strengthen and grow the district
- Work with the district membership and extension committees and assist these committees in reaching their goals for the year
- Work with the district leadership development committee and assist the committee to develop and implement a district-wide leadership development plan to enhance the competency and confidence of district officers and other members in the district
- Work with the district convention committee and assist the committee in planning and conducting the annual district convention
- Supervise other district committees at the request of the district governor
- Assist the district governor in organizing and promoting district events
- Assist the district governor in the review of the strengths and weaknesses of the clubs in the district, identify potential declining clubs and establish plans to strengthen the clubs
- Attend cabinet meetings
- Preside at cabinet meetings and other meetings in the absence of the district governor
- Participate in council of governor meetings as appropriate
- Conduct club visitations when requested by the district governor
- Participate in the preparation of the district budget
- Engage actively in all matters to be continued during the next year
- Become familiar with the responsibilities of the district governor, so in the event a vacancy occurs, he/she is prepared to assume the duties and responsibilities as acting district governor until the vacancy is filled

Although the first vice district governor must be elected, the qualifications for the first vice district governor are similar to those for district governor, because the first vice district governor is the most likely successor to the governor.

The first vice district governor is not reimbursed by the association for travel or per diem expenses. If the first vice district governor acts in the official capacity of the district governor at the request of the district governor, he or she is reimbursed. Reimbursement is according to the existing rules of audit. The multiple district or district constitutions may allow for other reimbursements.

If a vacancy occurs in the office of district governor, the first vice district governor acts as district governor, performs the district governor's duties and has the same authority as the district governor until the vacancy is filled by the International Board of Directors for the remainder of the term. If a vacancy occurs in the office of first vice district governor, the vacancy will be filled in accordance with the district (single, sub- or multiple) constitution and by-laws. Minimum qualifications for the vacant office are outlined in the *Standard District Constitution and By-laws*.

Because the first vice district governor directly participates in the administration of the district, he or she better understands the roles and responsibilities of the governor. If the first vice district governor is elected governor, a smoother transition occurs from one administration to another as well as continuity in the goals and objectives of the district. A confident governor is more capable of contributing to the success of international and district programs and to the goals of the association.

## **Second Vice District Governor**

Single and sub-districts elect a second vice district governor in accordance with *International Constitutional By-Laws*, the district's constitution and by-laws and adopted election procedures.

The second vice district governor assists the governor with membership retention and increasing the awareness among Lions about the association's various programs. The specific responsibilities of this officer are to:

- Further the purposes of the association
- Perform administrative duties as assigned by the district governor
- Accept and complete other duties as required by the International Board of Directors
- Work with other district officers to promote membership growth, new club organization, and member retention
- Attend cabinet meetings
- Preside at cabinet meetings and other meetings in the absence of the governor and the first vice district governor

- Monitor the health of clubs by regularly reviewing LCI recap and membership reports; develop action steps to assist declining clubs in coordination with zone/region chairpersons
- Assist clubs in financial suspension
- Work with the district retention committee and encourage the committee to prevent the loss of clubs and members due to inactive club administration and/or financial problems or negligence
- Assist the district LCIF committee in achieving its annual goals and help the committee distribute LCIF information and materials to clubs to increase understanding and support of LCIF
- Assist the district information technology committee in promoting the use of the association's Web site to clubs and members to obtain information, file reports, purchase club supplies, etc.
- Conduct club visitations when requested by the district governor
- Assist in the preparation of the budget and other matters to be continued in the following year
- Supervise appropriate district committees as requested by the district governor
- Become familiar with the responsibilities of the district governor and first vice district governor so that in the event a vacancy occurs in either office, he/she is prepared to assume the duties and responsibilities of the office as acting governor or acting first vice district governor until the vacancy is filled

The second vice district governor is not reimbursed by the association for travel or per diem expenses. If the second vice district governor acts in the official capacity of the district governor at the request of the district governor, he or she is reimbursed. Reimbursement is according to the existing rules of audit. The multiple district or district constitutions may allow for other reimbursements.

If a vacancy occurs in the offices of district governor and first vice district governor, the second vice district governor serves as acting district governor until the vacancy is filled by the International Board of Directors for the remainder of the term. If a vacancy occurs in the office of first vice district governor, the second vice district governor serves as acting first vice district governor until the vacancy is filled in accordance with the district (single, sub- or multiple) constitution and by-laws.

Because the second vice district governor directly participates in the administration of the district as part of the district governor team, he or she better understands the roles

and responsibilities of the governor and first vice district governor, allowing for a smoother succession of leadership.

## **Effective District Governor Teams**

As the district governor team, you are responsible for the effective management and administration of your district, and for its growth and future vitality. A successful team is more than a group of individuals. To maximize your district governor team's success, and the success of all of the other special teams you will lead during your term of office, consider these characteristics of high-performing teams:

- **Shared Vision, Goals and Direction**

Everyone on the team is committed to the team's vision. They know exactly what that vision is because the team leader keeps them focused by reinforcing that vision in communications. The team leader helps each individual team member meet his or her own needs while supporting the overall vision of the team. The team leader ensures that everyone on the team has clearly defined goals, and each member is motivated to put forth the effort required to achieve those goals. Team members understand how their positions support the achievement of the defined goals, and, if possible, have the opportunity to develop individual goals and action plans that specify how they will contribute to the overall success of the team.

- **Commitment to Individual and Team Roles**

Team members have clearly defined expectations, but they also understand how each of their roles is linked to every other role. They recognize that they are dependent upon each other's efforts. The team leader insures that individual job responsibilities are fulfilled, while assisting team members as they develop processes and approaches that allow them to function as a team.

- **Multi-Directional Communication**

Team members solve problems, communicate with each other, and keep the team leader updated on current challenges or emerging issues. Genuine collaboration is only possible with regular, open communication. Team leaders focus on developing consistent, multi-directional communication.

- **Shared Authority**

Effective team leaders enable team members to perform by sharing authority for the team's outcomes with the team members. Team members know how and when to get approval for decisions, and are charged with making independent decisions as appropriate.

- **Appreciation of Diversity**

Effective team leaders encourage team members to understand their unique strengths, talents, and weaknesses. The best team leaders promote an appreciation for individual style differences and personal experience. Team leaders consciously select team

members who bring complementary skill sets, unique experience, and diverse perspectives.



- **Mutual Support and Trust**

The high-performing team demonstrates mutual support and trust. Team members are encouraged to take risks and share their opinions and suggestions freely, and constructive feedback is provided often. Together, they meet challenges, overcome obstacles, and seize opportunities. Members of the team have earned each other's trust.

Building a high-performing team is not an easy task. However, as the district governor team, the leaders of your district, consciously focusing on developing these characteristics will enable you to maximize your potential and make your district's vision a reality.

## Chapter 2

# INTERNATIONAL HEADQUARTERS

International Headquarters is an important resource for all Lions. While your communications with some divisions and departments may be more frequent than with others, each of the divisions and departments at International Headquarters is ready to offer you assistance and advice, whenever needed.

Communication to and from International Headquarters is mostly conducted through e-mail. Please read and act upon all this correspondence from International Headquarters. Carefully review correspondence that affects other members of the district governor team, the cabinet, or the clubs in the district, and promptly share the information with them.

The association's Web site, [www.lionsclubs.org](http://www.lionsclubs.org), contains information about association programs, officer and club directories and publications. Take some time to review the information on the Web site. Also, encourage clubs in the district to use the association's Web site and electronic communication. The information technology chapter in this manual includes ways the Web site can help the district and clubs in the district.

Finally, remember that the staff at International Headquarters is ready to work with the district governor team to make the association the most efficient and responsive service club organization anywhere in the world.

### International Headquarters Tours

International Headquarters is open from 8 a.m. to 4:30 p.m. Monday through Friday. All Lions are welcome to tour the office. The office is closed on the following official holidays:

|  |   |
|--|---|
| <del>New Year's Day (January 1)</del>  | <del>Thanksgiving Day (November)</del>          |
| <del>Good Friday, after 3 p.m.—</del>  | <del>Friday after Thanksgiving</del>            |
| <del>Memorial Day (May)</del>          | <del>Christmas Eve (December 24)</del>          |
| <del>Independence Day (July 4)</del>   | <del>Christmas Day (December 25)</del>          |
| <del>Labor Day (September)</del>       | <del>Christmas &amp; New Year's Holidays-</del> |
| <del>Thanksgiving Day (November)</del> | <del>four (4) days to be determined</del>       |
| <del>Friday after Thanksgiving</del>   | <del>by the Executive Director</del>            |

## **Administrative Officers at International Headquarters**

### **Executive Director**

The executive director of Lions Clubs International and Lions Clubs International Foundation is responsible for the administration and operation of International Headquarters. The executive director's primary obligation is to implement policies and procedures through the association staff that sustain the vision and purposes of the association and foundation.

The executive director:

- Directs and supervises the activities of the International Headquarters divisions, departments and the field staff
- Works closely with the international president, the Executive Committee, the International Board of Directors and Lions Clubs International Foundation Board of Trustees to assure that the worldwide activities and expansion of Lionism are in keeping with the philosophy and policy of the association

### **Secretary**

The secretary implements and manages the corporate governance programs for the association and prepares and distributes the official minutes of the International Board of Directors Meetings and Executive Committee summaries.

### **Treasurer**

The protection, management and investment of the association's funds and other resources in accordance with the approved policies of the International Board of Directors, are the main responsibilities of the treasurer. The treasurer is also responsible for budget preparation, as well as international officer and director expense claim audits.

## **Divisions at International Headquarters**

### **Club Supplies and Distribution Division**

E-Mail: [clubsupplies@lionsclubs.org](mailto:clubsupplies@lionsclubs.org)

Responsible for inventory, marketing and distribution of club supplies worldwide.  
Responsible for association mail operation. Manages worldwide licensing programs.  
Coordinates assistance to other departments that procure, inventory, promote, ship and bill Lions club materials throughout the world.

### **Convention Division**

E-Mail: [convention@lionsclubs.org](mailto:convention@lionsclubs.org)

Develops, manages and coordinates all logistics and major activities relating to the international convention, DGE Seminar, and International Board of Directors meetings.

### **District and Club Administration Division**

E-Mail: [districtadministration@lionsclubs.org](mailto:districtadministration@lionsclubs.org)

Assists the administration of districts and clubs worldwide. Provides language services in the association's official languages. Issues District Governor Team and Club Excellence Awards and supports club development by providing clubs with the e-Clubhouse, Guiding Lions program and Club Rebuilding Awards. The English Language Department serves as an important communication resource for district governors. (see page II-6).

### **Extension and Membership Division**

E-Mail: [extension@lionsclubs.org](mailto:extension@lionsclubs.org)

The Extension and Membership Division is the principle driver of club and membership growth. This is accomplished by developing, implementing, and executing strategies for new club formation and membership growth. This division supports the Global Membership Team (GMT) which works parallel with the Global Leadership Team (GLT). The GMT concentrates on membership, club growth and club success by implementing the initiatives and programs available from the Extension and Membership Division.

### **Finance Division**

E-Mail: [finance@lionsclubs.org](mailto:finance@lionsclubs.org)

Manages the association's resources, i.e., people and money. Directs the implementation of the association's financial policy, including banking, transfer of funds, general accounting functions, cost accounting and investments.

## **Information Technology Division**

E-Mail: [it@lionsclubs.org](mailto:it@lionsclubs.org)

Provides technology services that include application design, software and web applications, network infrastructure, technical support for internal and external users, report creation, data entry, and provides for storage and retrieval of association data on clubs and membership. (Web site: [www.lionsclubs.org](http://www.lionsclubs.org))

## **Leadership Division**

E-Mail: [leadership@lionsclubs.org](mailto:leadership@lionsclubs.org)

Designs, develops, implements and evaluates leadership development programs, seminars, and conferences at the international, multiple district, district and club levels. Provides online learning opportunities ([Leadership Resource Center: http://www.lionsclubs.org/EN/member-center/leadership-development/index.php](http://www.lionsclubs.org/EN/member-center/leadership-development/index.php) and curriculum tools and resources for local use). Supports and collaborates with the Global Leadership Team (GLT) to identify and satisfy Lions' training and development needs around the world.

## **Legal Division**

E-Mail: [legal@lionsclubs.org](mailto:legal@lionsclubs.org)

The Legal Division is responsible for maintaining the association's worldwide trademark registrations, global insurance program and risk management and litigation. In addition, the Legal Division provides guidance and advice to Lions on the association's constitution and by-laws and board policy, including district elections, international director endorsement inquiries, dispute resolutions and constitutional complaints.

## **Lions Clubs International Foundation**

Web site: [www.lcif.org](http://www.lcif.org)

E-Mail: [lcif@lionsclubs.org](mailto:lcif@lionsclubs.org)

Responsible for administration of the Foundation, including promotion, fundraising, investment management, execution of grants and liaising with trustees and board of directors. The Foundation also manages emergency grants, the SightFirst program, the Lions Quest program and other humanitarian grant programs, in addition to processing donations and providing recognition.

## **Public Relations and Communications Division**

E-Mail: [pr@lionsclubs.org](mailto:pr@lionsclubs.org)

Coordinates and integrates communication programs encompassing public relations, internal and external communications, social media, and *LION* Magazine. Provides editorial support and services for all association information bulletins, guides, program manuals and audiovisual materials.

Responsible for overall production and manufacturing phases of English and Spanish editions of *LION* Magazine and all published literature emanating from the association.

## **Service Activities Division**

E-Mail: [programs@lionsclubs.org](mailto:programs@lionsclubs.org)

Responsible for researching, planning and developing activity-related programs, including the following: Community Services, Disaster Preparedness and Relief, Environmental Services, Health and Wellness (includes Sight, Hearing and Diabetes), International Relations, Lions Opportunities for Youth and Lions Services for Children. Provides Lions with support and resources to implement service projects and for Medical and Humanitarian Aid Missions. In addition, the division's Government and Partnership Relations Department manages and supports LCI's relations with U.S. and international governmental and non-governmental entities/agencies in an effort to establish and strengthen alliances and increase visibility among key policy makers and governmental agencies worldwide.

## **FUNCTIONS OF THE ENGLISH LANGUAGE DEPARTMENT**

The English Language Department of the District and Club Administration Division provides the following services for the District Governor Team:

### Awards Review and Distribution

- Club Excellence Award (DA-1)
- District Governor Team Excellence Award (DA-50)
- Club Rebuilding Award (DA-972)

### Certified Guiding Lion Program

- Certified Guiding Lion Kits
- Certification Processing and Distribution
- Certified Guiding Lion Award

### Club Status Changes

- Placing Clubs in Status Quo and Releasing from Status Quo (DA-971, DA-970)
- Charter Cancellations and Charter Reactivations (DA-970)
- Club Mergers (DA-979)
- Club Name Changes (DA-980)

### District Organization

- Redistricting and Single Club Transfers
- Transitional Districts

### District Administration

- District Governor Travel and Office Expense Claims (C-30, C-31)
- Club Visitation Reports and requests for second visits
- District Newsletters, cabinet and council meeting minutes

### District Conventions and Officer Elections

- District and Multiple District Convention Minutes
- Convention Report Form (to report election results) (DA-20)
- Biographies for District Governor/1<sup>st</sup> and 2<sup>nd</sup> Vice District Governor (DA-904, DA-906, DA-907)
- Cabinet/Council Officer Reporting (WMMR or DA-903, DA-901)
- District and Multiple District Officer and Chairperson Address Changes
- Provisional Districts Special Meetings for officer appointments

- District Officer Vacancy-filling

District Governor Supplies

- District Officer Lapel Pins and Decals
- District Chairperson Tabs
- District Governor/Spouse Name Badges (One time only, distributed at District Governors-elect Seminar)
- Past District Governor/Spouse Name Badges (One time only, at the time of finishing governor's term)
- Council Chairperson/Spouse Name Badges (One time only, at the beginning of council chairperson's term)



## Chapter 3

# DISTRICT ADMINISTRATION

District governors are extremely busy. They receive much mail, complete monthly travel and office expense claims and attend club meetings. These tasks and others will take many hours each month. Delegating some responsibilities to the first and second vice district governor and to the members of the cabinet improves district administration and prepares others to be more confident and effective leaders.

The district constitution and by-laws must be consistent with the constitution and by-laws of the multiple district and of Lions Clubs International. The district constitution must also be consistent with policies of the International Board of Directors.

A district directory is helpful to all of the clubs in the district. Publishing accurate names, addresses, phone and fax numbers, e-mail addresses, dates and times is essential.

### **District Governor's Cabinet**

The district governor's cabinet assists the district governor in the formulation and implementation of administrative plans and policies affecting the welfare of the Association in the district.

Cabinet members include:

- District governor
- Immediate past district governor
- First and second vice district governors
- Cabinet secretary-treasurer (or cabinet secretary and cabinet treasurer)
- Region chairpersons (optional)
- Zone chairpersons
- Other Lions as the district constitution and by-laws specifies or allows such as district committee chairpersons or coordinators

Members of the cabinet, with the exception of the district governor, have no voting rights unless the district constitution and by-laws extends the vote to them.

Cabinet members, with the exception of district governors, and vice district governors, are elected or appointed according to the single, sub- or multiple district constitution and by-laws. Commitment from the Lions in these positions is essential to accomplishing the goals of the district.

A lapel pin is provided without charge to the governor, first and second vice district governors, cabinet secretary, cabinet treasurer (or secretary-treasurer), as well as region and zone chairpersons. A district chairperson tab is provided for each district

committee chairperson recognized by the association. Past district governor pins are purchased through the Club Supplies Division.

Duties of the district governor's cabinet are as follows:

- Assist in the implementation of the administrative policies and goals of the district
- Receive reports and recommendations concerning the clubs and zones
- Supervise the collection of all dues and fees by the cabinet treasurer (or secretary-treasurer)
- Designate a depository for all funds
- Authorize the payment of all legitimate expenses incurred pertaining to the administration of the district's affairs
- Determine the amount of corporate surety bond for the cabinet secretary-treasurer and approve the surety company by which he or she shall be bonded
- Receive from the cabinet-treasurer financial reports semi-annually or more frequently if necessary
- Provide for an audit of the books and accounts of the cabinet treasurer at the end of the fiscal year
- Establish dates, times and locations of cabinet meetings in consultation with the governor

## **First and Second Vice District Governors**

The first vice district governor and second vice district governor are key members not only of the District Governor Team, but also of the district governor's cabinet. An overview of key responsibilities for each of these important positions is provided in Chapter 1 of this manual.

## **Cabinet Secretary-Treasurer**

The cabinet secretary-treasurer is under the supervision of the district governor. The duties of the cabinet secretary are to:

- Further the purposes of the association
- Keep an accurate record of the proceedings of all meetings of the district governor's cabinet and district convention
- Forward cabinet meeting minutes within five days after each meeting to all members of the cabinet and the English Language Department at Lions Clubs International. Provide copies of the convention minutes to the governor, every club secretary and the English Language Department at Lions Clubs International.
- Monitor the Monthly Membership Report from the clubs in the district and make copies for distribution to other district officers, if requested by the governor

The duties of the treasurer are to:

- Deposit funds in bank(s) as are designated by the cabinet
- Disburse those funds only on authorization of the cabinet
- Obtain bond for the faithful discharge of the duties of this officer in an amount set by the cabinet
- Submit a semi-annual financial report to the cabinet and other special reports as requested by the cabinet
- Submit the district's books and accounts for audit whenever required by the cabinet
- Give the successor all monies and records, financial and otherwise, that pertain to the office of cabinet secretary-treasurer, immediately following the end of the fiscal year
- Perform such other duties pertaining to the office of secretary-treasurer, and as delegated to him or her by the district governor and the cabinet

## Region Chairperson

The region chairperson is an optional position. If the governor chooses not to utilize the position, it is vacant during the governor's term.

The region chairperson is chosen for outstanding leadership ability. The region chairperson is not an honorary officer, but a Lion officer of first importance. Though many region chairpersons do not become governors, each should be qualified by personality and ability for the governor's job. **Regions usually have 9-16 clubs.**

The region chairperson must:

- Be an active member in good standing of a club in good standing in the region
- Have served or will have served, at the time of taking office as region chairperson, as president of a Lions club for a full term or major portion thereof, and a member of the board of directors of a Lions club for no less than two additional years

The duties of the region chairperson are to:

- Further the **purposes** of this association.
- Supervise the activities of the zone chairpersons in his/her region and such district committee chairpersons as may be assigned to him/her by the district governor.
- In coordination with the district GMT coordinator, play an active role in organizing new clubs and in strengthening weak clubs.
- Visit a regular meeting of each club in his/her region at least once during his/her term of office, reporting his/her findings to the district governor, district GMT coordinator and district GLT coordinator.

- Visit a regular board of directors meeting of each club in his/her region at least once during his/her term of office, reporting his/her findings to the district governor, district GMT coordinator and district GLT coordinator.
- Endeavor to have every club in his/her region operating under a duly adopted club constitution and bylaws.
- Promote the Club Excellence Process to the clubs within the region and work in concert with the district GMT coordinator, the district GLT coordinator and the district Governor Team to implement the program within the region.
- In coordination with the district GLT coordinator, play an active role in supporting leadership initiatives by informing Lions within the region about leadership development opportunities at the region, district, or multiple district
- Promote representation at international and district (sub- and multiple) conventions by at least the full quota of delegates to which clubs in his/her region are entitled.
- Carry out such official visitations to club meetings and charter nights as shall be assigned to him/her by the district governor.
- Perform such additional assignments as shall be given to him/her from time to time by the district governor.

If this office is vacated for any reason, the district governor appoints a successor to serve for the unexpired term.

## **Zone Chairperson**

The zone chairperson is the link between the clubs in the zone and the district leadership team. This officer motivates, counsels and communicates with clubs. The zone chairperson is a Lion who has leadership ability and is respected in the area. If this office is vacated for any reason, the district governor appoints a successor to serve the unexpired term. Zones generally have between 4 to 8 clubs.

The zone chairperson must:

- Be an active member in good standing of a club in good standing in the zone
- Have served or will have served, at the time of taking office as zone chairperson, as president of a Lions club for a full term or major portion thereof, and a member of the board of directors of a Lions club for no less than two additional years

The duties of the zone chairperson are to:

- Further the purposes of this association.
- Serve as chairperson of the District Governor's Advisory Committee in his/her zone and as such chairperson to call regular meetings of said committee.
- Endeavor to include the district GMT coordinator and the GLT coordinator and the District Governor Team as special guests to a District Governor's Advisory Committee meeting to discuss needs related to membership and

leadership development and how these teams and the District Governor Team may assist with membership and leadership development within the zone.

- Make a report of each District Governor's Advisory Committee meeting and send copies within five (5) days thereafter to Lions Clubs International and to the district governor, district GMT coordinator and district GLT coordinator and region chairperson.
- Promote the Club Excellence Process to the clubs within the zone and work in concert with the district GMT coordinator, the district GLT coordinator and the District Governor Team to implement the program within the zone.
- In coordination with the district GMT coordinator, play an active role in organizing new clubs and keep informed on the activities and well-being of all clubs in his/her zone.
- In coordination with the district GLT coordinator, play an active role in supporting leadership initiatives by informing Lions within the zone about leadership development opportunities at the zone, district, or multiple district.
- Represent each club in his/her zone in any problems with district, multiple district council chairperson or Lions Clubs International.
- Supervise the progress of district, multiple district, and Lions Clubs International projects in his/her zone.
- Endeavor to have every club within his/her zone operating under a duly adopted club constitution and by-laws.
- Promote representation at international and district (sub- and multiple) conventions by at least the full quota of delegates to which clubs in his/her zone are entitled.
- Visit a regular meeting of each club in his/her zone once or more during his/her term of office, reporting his/her findings to the region chairperson – particularly with respect to weaknesses he/she may have discovered (copy to district governor, district GMT coordinator and district GLT coordinator)
- Perform such other functions and acts as may be required of him/her by directives of the International Board of Directors.

## **District Governor's Advisory Committee**

This committee serves in an advisory and administrative capacity to the district governor and the cabinet. It is composed of:

- A zone chairperson who serves as the committee chairperson
- Presidents and secretaries of clubs within the zone

The duties of the District Governor's Advisory Committee are to:

- Assist the zone chairperson in making sure every club in the zone is operating efficiently and abides by the constitution and by-laws
- Promote attendance from the clubs in the zone at the annual district, multiple district and international conventions

- Assist the zone chairperson in promoting attendance during charter nights in the zone
- Discuss ways of assisting clubs experiencing problems with club administration, membership development or finances, as well as status quo clubs
- Cooperate with the zone chairperson in promoting various functions for the clubs in the zone, such as inter-club meetings, special functions observing district governor month, installation of club officers, induction of new members, and ceremonies honoring Key members and participating in sport tournaments, banquets and celebrations

Advisory Committee meetings present an opportunity for the zone chairperson to promote and encourage unity among clubs. Clubs can also exchange ideas about club operations during Advisory Committee meetings. Consider inviting the district GMT or GLT coordinator to present new membership development strategies and new leadership development opportunities.

At least three meetings of the District Governor's Advisory Committee should be held during the year.

- The first is held within ninety days after the international convention. The general condition of all clubs within the zone and the International Program can be discussed. Leadership development must be planned.
- The second meeting is held in November. General plans are formulated to promote the general welfare of the clubs and the association throughout the zone.
- The third meeting is held in February or March. The condition of the club within the zone are reviewed, and progress of the plans for the general welfare of the clubs are discussed.
- The fourth meeting is held approximately thirty days prior to the district or multiple district convention. It can be an occasion to honor present or past district officers. Suggestions can be offered as to how clubs can have at least their full quotas of delegates at the annual district, multiple district and international conventions.

## **Cabinet Meetings**

At least four quarterly meetings of the district governor's cabinet are held during the year. Your district constitution and by-laws provides guidance regarding the dates of these meetings. If the district constitution and by-laws does not provide guidelines, the district follows the provisions of the *Standard District Constitution and By-Laws*. A copy of the cabinet meeting minutes is sent to the English Language Department.

### **Agenda for Cabinet Meetings**

Standard items, as well as specific business items the district cabinet needs to discuss, are on the agenda for each cabinet meeting.

Standard agenda items include:

1. Call to order
2. Roll call and reading of communications from absent members
3. Approval of minutes of last cabinet meeting
4. Financial report
5. Unfinished business, if any, held over from last cabinet meeting
6. Approval of bills payable from district budget and ask cabinet secretary-treasurer to issue checks for same
7. Communications and action taken on them
8. Committee, region and zone reports
9. Reminder of date and place of next cabinet meeting
10. Adjournment

## **Past District Governors**

Past district governors can be among the most valuable assets in the district. Their experience, if used wisely, can add to the success of the district. Many of the challenges, problems and decisions facing the district may have been previously faced by the past district governor.

Some of the positions past district governors may serve are:

- Guiding Lion of a new club
- Workshop or seminar presenter
- Workshop or seminar organizer
- Organizer of new clubs
- Spokesperson at installation ceremonies
- Chairperson of a district committee
- Member of the Long Range Planning Committee

## **Region/Zone Chairperson Orientation**

Conducting an orientation for region and zone chairpersons ensures these district officers are effective. Region and zone chairpersons work together to ensure the growth and success of clubs. The orientation of the chairpersons can focus on:

1. The duties of chairpersons
2. The value of regular meetings between the region and zone chairpersons
3. The importance of club visits by the region and zone chairpersons
  - a. Ask the chairpersons to evaluate the administrative and financial practices of the club, its internal and external communication practices, attendance, membership growth and orientation efforts and service projects. The results often indicate that the club needs assistance.
  - b. Share tools the chairpersons can use to help clubs overcome problems.
4. Public speaking skills
5. Inducting new members

6. The District Governor's Advisory Committee
7. The duties and responsibilities of each cabinet officer and committee chairperson
8. The reorganization of declining and financial and non-financial status quo clubs and supporting new clubs
9. The importance of region and zone chairpersons to the operation of the association in the region and zone, in the district

### **Club Visitations**

The district governor ensures that a district officer visits each Lions club in the district once every year to facilitate successful administration of the club. A visiting district officer may plan zone visits in place of individual club visits. These visits will count as the district governor's official annual visit for his/her year to the club(s) that are present at the zone visit. Also, region and zone chairpersons visit clubs in their region or zone at least once a year.

The purposes of a club visit are to:

- Ensure the club is: 1) functioning within the constitution and by-laws and policies of the association, 2) conducting meaningful community service projects, 3) demonstrating excellent financial practices, 4) maintaining effective internal communications and a continuous community public relations program, 5) implementing membership recruitment, orientation and retention programs, 6) participating in district, multiple district and international events
- Convey the messages from the international president, the board of directors, and the district
- Discuss difficulties, if any, and possible solutions

### **Planning Your Club Visits**

1. Give priority to clubs that need help immediately:
  - a. Clubs with reduced membership growth or leadership challenges
  - b. Financial and non-financial status quo clubs
  - c. Clubs with fewer than 20 members
  - d. Clubs identified by the immediate past district governor as ones needing help
2. Schedule your visits
3. Notify clubs in advance of your visit. Publicize visitation dates in the district newsletter.
4. Prepare for your visit
  - a. Check monthly membership reports
  - b. Determine if the club has paid its district, multiple district and international dues, know the balances due, and be prepared to offer solutions for reducing any debts
  - c. Talk to the zone and region chairpersons about the club's performance
  - d. Become familiar with the club's community service projects
  - e. Determine how you will converse with the club and offer guidance and inspiration



- f. Select the printed materials you wish to take along on your visit
  - g. Prepare questions to ask the club, either at the club meeting or at the board of directors meeting (the Meeting/Club Visitation Report offers questions that could be included)
5. During your visit, attend the club's membership meeting and meet with the board of directors. Recognize the club's achievements, and address concerns of the members and officers. Encourage membership growth, orientation and retention.

### **Leo Club Visits**

Leo club visits: In general, the district governor is reimbursed for the expenses related to one official annual visit to each Leo club in the district. Visits are optional and cannot exceed one day's duration. It is suggested that more than one Leo club is visited in one day or Leo club visits be made in conjunction with Lions club visits. Expenses will also be reimbursed in the following circumstances:

- a. Certificate of Organization presentations to new Leo clubs
- b. Fifth Leo club certification anniversaries and certification anniversaries in five-year increments thereafter
- c. Installation of Leo club officers

### **District Governor's Meeting and Club Visitation Report**

Reporting each meeting/club visitation to Lions Clubs International is important. The report should be:

- Completed for each meeting and club visited
- Sent with the monthly travel expense claim (C-30)

### **Redistricting**

All redistricting proposals require the International Board of Directors' approval. Redistricting includes:

- Creating a multiple district from a single district
- Adding sub-districts to an existing multiple district
- Dividing or combining any one or more sub-districts
- Any changes to the boundary of existing sub-districts
- Merging of adjacent sub-districts

### **Minimum Requirements**

Before a redistricting proposal can be submitted to the International Board of Directors for approval, the following requirements must be met:

- A redistricting proposal must be submitted by a multiple or single district
- Each proposed new district must contain:
  - At least 35 Lions clubs in good standing

- A minimum membership of 1,250 members in good standing, unless the proposal reduces the number of districts and it would be difficult to support the area due to geographic or other limitation.
- A redistricting proposal from a single district must be approved at the annual convention of the single district
- A redistricting proposal from a multiple district must be approved by the convention of the multiple district and the convention of the redistricting sub-district(s), if the sub-district(s) meet the minimum membership requirements for a district
- A redistricting fee of US\$500; this fee is waived if the redistricting proposal reduces the number of sub-districts
- When a sub-district is divided, one of the resulting districts will preferably retain the designation of the original sub-district

### **Proposal to Lions Clubs International**

Multiple or single districts seeking approval must submit the following to the international office 60 days prior to the next board meeting:

A certified copy of the minutes of the convention of the redistricting single or sub-district(s), as well as the multiple district at which the proposal was approved ~~as soon as the minutes become available.~~

- A list of the clubs, which will comprise each proposed sub-district with each club's membership
- A map clearly defining proposed boundary lines for all proposed sub-district(s) or changes in boundary lines
- Payment of US\$500 as a redistricting fee, which will be waived if the result of the redistricting reduces the number of districts

Clubs in good standing are defined as clubs that are ~~All clubs must be in good standing, which is defined as clubs that are~~

- Not in status quo or financial suspension
- Operate in accordance of the provisions of the International Constitution and By-Laws and International Board Policy
- Have current International and District (Single, Sub-and Multiple) dues and fees paid in full; and
- Have no unpaid balances greater than U.S. \$50.00, outstanding ninety (90) days or more.

The board may also require additional qualifications to ensure the new districts are stable and growth is sustainable.

No redistricting proposal will be approved at the June/July board meeting.

Failure to meet any of the redistricting requirements may void the board's approval of the redistricting proposal.

Redistricting proposals should be sent to:

The International Association of Lions Clubs  
English Language Department  
300 W. 22<sup>nd</sup> Street  
Oak Brook, Illinois 60523-8842, USA

### **Board Review**

The International Board of Directors will review redistricting proposals. All redistricting proposals, if approved, will become effective at the close of the next annual international convention unless otherwise noted.

### **District Newsletter**

A newsletter is an excellent way to communicate with the clubs in the district. The governor, the public relations chairperson, or any other Lion selected by the governor may write the newsletter.

The following suggestions may be helpful in producing a newsletter:

1. Find a simple and inexpensive way to deliver the newsletter.
2. Make your newsletter easy to read. Include the month and district number on the front page of each issue.
3. Acknowledge successful club projects and members' achievements, promote district, multiple district and international events, and offer general guidance to clubs in the newsletter
4. Establish and meet mailing dates for the newsletter

### **District Website: the e-District House**

Similar to the e-clubhouse, Lions Clubs International offers a free website to each district and multiple district that is easy to maintain, links to key sections of the LCI site and increases communication among members.

The site can be reached at <http://www.lionsclubs.org/EN/member-center/managing-a-district/e-district-house.php>

The site is free and includes a home page, a district calendar, a place to post the latest district photos and a member's only section. The district may also add up to five additional pages.

### **District Convention**

District conventions are held to:

- Conduct general district business
- Take action on district matters in accordance with the constitution and by-laws of the association and the district

- Adopt resolutions
- Elect the district governor, first and second vice district governors and other district officers
- Vote on convention sites
- Conduct seminars
- Provide events important to the district
- Develop friendship among Lions of the district

Sometimes a district convention may be held in conjunction with the multiple district convention.

### **Voting at the District Convention**

According to the section of the *Lions Clubs International Constitution and By-Laws* that governs voting at an annual district convention:

- Each chartered club must be in good standing in order to vote
- In any case, each new and existing club is entitled to at least one delegate and one alternate
- Each club is entitled to one delegate and one alternate for each 10 members who have been enrolled for at least one year and a day in the club or major fraction thereof, of said club as shown by the records of Lions Clubs International, of the first day of the month last preceding that month during which the district convention is held. The major fraction referred to in this section shall be five or more members.
- One vote is allowed for each certified delegate present in person on each election and question submitted.

### **Dates for the Convention**

The district convention is held no less than 30 days prior to the convening date of the international convention. This will give the newly elected district governor time to make preparations to attend the district governors-elect seminar. The seminar is held in advance of the international convention. The district convention is also an opportunity for clubs to participate in the affairs of the district.

### **District Convention Report**

After the date and location of the district convention is determined, report it to International Headquarters through the WMMR site on the association's Web site, or by mailing the report form to the English Language Department. The report form (DA-20) is in Chapter 17 of this guide.

### **District Convention Minutes**

The *International Constitution and By-Laws* provides that within sixty (60) days after the close of each single or sub-district convention, the cabinet secretary sends one copy of the complete convention proceedings to the international office, and one copy to the district governor. The convention proceedings are also sent to any club upon written request.

If your district holds its convention in conjunction with a multiple district convention, or that of your province or state, the convention proceedings are sent to the international office.

## **Multiple District Convention**

*The Standard Multiple District Constitution and By-Laws provides:*

- An annual convention of a multiple district is held in each year prior to the international convention at a place selected by a previous annual convention of this multiple district and at a date and time fixed by the council of governors.
- The chairperson of the council of governors receives invitations in writing from places desiring to entertain the annual convention. All invitations include the information prescribed by the council of governors and are delivered to the chairperson no later than thirty (30) days prior to the convening date of the convention at which the bids are voted upon. The procedure followed in the investigation of the bids and in the presentation of the bids to the convention, as well as action to be taken by the convention in the event no bids are acceptable or received by the council of governors, is determined by the council of governors.
- The members of the council of governors are the officers of the annual multiple district convention
- A convention sergeant-at-arms and an assistant sergeant-at-arms deemed necessary are appointed by the council of governors
- Each chartered club in good standing in Lions Clubs International and its district, and the multiple district is entitled in each convention of the multiple district to one delegate and one alternate for each ten members, or major fraction thereof, who have been enrolled for at least one year and a day in the 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. The major fraction referred to in this section is five or more members. Each certified delegate present in person is entitled to cast one vote only for each office to be filled by, and one vote on each question submitted to, the respective convention. Unless otherwise specified the affirmative vote of a majority of the delegates voting on any question is the act of the convention. Delinquent dues may be paid and active status acquired at any time prior to the close of credential certification. The closing time is established by the rules of the respective convention.
- A majority of the delegates in attendance at any session of a sub- or multiple district constitutes a quorum
- The council of governors retains, and has, absolute power to change, at any time, and for good reason, the convention site chosen by a multiple district convention, and neither the council of governors nor the multiple district, nor any sub-district or sub-districts incurs any liability to any club or sub-district.

## Request for Guest Speakers

Each year many districts and multiple districts request officers, directors, past presidents and past directors to speak at their events. These requests are coordinated by the Travel Department.

### District Wide Events

- Who can request an official guest speaker?
  - Each single, sub- or multiple district can request one guest speaker per fiscal year from within their constitutional area. This official speaking assignment must be for a district-wide function that represents the entire district and an event in which all clubs within the district are invited to participate.
  - When organizing an official speaking engagement it is highly recommended that projected attendance be at a minimum of 125 people prior to requesting an authorized speaker.
  
- How do you request an official speaker?
  - A district or multiple district may extend an invitation directly to a prospective speaker, or LCI can help secure an official speaker and extend the invitation.
  - Upon request, the Travel Department shall provide a list of eligible speakers who are available over the dates of the event.
  - Once the speaker selection is made, the Travel Department shall confirm the speaker's acceptance of the invitation within 60 days of the event. The acknowledgement will be sent to the individual initiating the invitation, the speaker and any current executive officer or past international presidents residing within the multiple district where the event is being held.
  - A list of confirmed speakers can also be found on LCI's Web site in the Online Directory, which is located on the home page at the bottom of the screen. Access is password protected, and a special User ID and password are provided to you by the IT Division.
  - A Speaker Request/Notification Form must be completed and given to the Travel Department at least sixty (60) days prior to the meeting. The form is available upon request or can be submitted electronically via LCI's Web site: <http://www.lionsclubs.org/EN/member-center/resources/speaker-request-form.php>
  
- Who is eligible to speak?
  - Eligible speakers include the international president, immediate past president, international vice presidents, international directors, and with limitations, past presidents and past directors. The visit must fall within their mileage budget.
  - LCI can provide a list of speakers eligible for upcoming events.
  - With the exception of the executive officers, speakers must be elected from and reside in the constitutional area from which the invitation is

made. They may, however, be from outside the single or multiple district.

- Speakers from USA, its affiliates, Bermuda, Bahamas or Canada, shall be permitted to travel in both constitutional areas.
- Speakers are approved according to the following order of precedence:
  - a) Any executive officer, international director or, if none available, then,
  - b) Any past international president or past international director or, if none available, then,
  - c) A past district governor residing in the single or multiple district in which the meeting is to be held.
  
- How do we invite an executive officer to speak at our event?
  - The international president, immediate past president, first and second vice presidents willingly accept invitations from anywhere in the world.
  - All requests should be submitted to the Travel Department at LCI.
  - A request may be submitted for any officer or a specific person or position.
  - The invitation will be extended by LCI to the executive officer.
  - You will be advised by LCI of their availability.
  
- What are the financial responsibilities of the district (single, sub- or multiple)?
  - LCI will cover the travel expenses for the official speaker and adult companion within the speaker's respective budget.
  - The host district (single, sub- or multiple) is responsible for all local expenses of the speaker and adult companion, including hotel, meals and local transportation.
  
- Can we invite a past international president to be an official speaker?
  - A past international president can be invited to be an official speaker if all the current directors are busy in the constitutional area.
  - Past international presidents are eligible to speak in an adjacent multiple district regardless of the availability of a current director.
  - The visit must fall within their mileage budget.
  
- Can we invite a past international director to be an official speaker?
  - A past international director can be invited to be an official speaker if all the current directors are busy in the constitutional area.
  - Past international directors are eligible to speak in an adjacent multiple district regardless of the availability of a current director.
  - The visit must fall within their mileage budget.
  
- What do we need to know about hosting a guest speaker?
  - The guest speaker is the VIP for your event and should be treated accordingly.

- Feel free to communicate directly with the speaker. Advise them of the program of events for the function and dress code, as soon as it is finalized. Communicate any changes immediately. It is also recommended that you send a few of the district newsletters to familiarize them with the area prior to the official visit.
- Suggest speaking topics which are relevant to the area. The speaker will also want to discuss recent developments at LCI. If you are planning for a 10 minute speech, please relay that information.
- Provide the name and cell phone number of the person who will be meeting the speaker and adult companion at the airport. Ask the speaker to call if something happens en route or if a connection is not made upon arrival at the airport.
- If it has been a long flight, please do not plan tours en route to the hotel. Let the speaker and adult companion go directly to the hotel and relax prior to the beginning of any programs or entertainment.
- Assign someone to assist the speaker and adult companion for the duration of the event. Plan the entire event for the speaker, not just the one or two events at which you have requested the speaker's attendance.
- When the event is over, be sure someone has been assigned to pick-up the speaker and adult companion, and return them to the airport.
- Treat your guests with special consideration, like friends visiting your home and staying the night for the first time!

## **Club Level Events**

- Can we have a speaker for a club level event?
  - Clubs may request a speaker for a club anniversary, charter night or similar Lions event. If the eligible speaker resides within his or her own single or multiple district, no advance approval by LCI is required.
  - If a speaker cannot be secured from the eligible speakers within the single or multiple district, a speaker from an adjacent single or multiple district may be requested.

LCI Travel Department can provide a list of available speakers upon request. LCI will cover the travel expenses for the speaker and adult companion.

If you have any questions, please contact:

Travel Department  
 Telephone: 630-468-6735  
 Fax: 630-706-9084  
 E-Mail: [travel@lionsclubs.org](mailto:travel@lionsclubs.org)



## Chapter 4

# DISTRICT COMMITTEES

District committees assist district officers in accomplishing district goals.

Lions Clubs International officially recognizes 17 committees. Appoint the most qualified individuals as district committee chairpersons. You may appoint other chairpersons for special district projects. The official committees include:

District Convention  
District Cultural and Community Activities  
District Diabetes Awareness and Action  
District Environment  
District Hearing Preservation, Awareness and Action  
District Honorary  
District Information Technology  
District International Relations  
District Leo Club \*  
District Lions ALERT  
District Lions Quest \*  
District Lions Services for Children  
District Peace Poster Contest  
District Public Relations and Lions Information  
District Sight Preservation, Awareness and Action  
District Youth (Lions Opportunities for Youth)  
District Youth Camp and Exchange

**Chairpersons of committees with an asterisk mark (\*)** serve for three years subject to annual confirmation. Do not appoint these chairpersons unless there is a vacancy.

**The LCIF District Coordinator serves a three year term appointed by the LCIF Multiple District Coordinator in consultation with the district governor. The District Coordinator is not an official committee position, but should be invited to attend cabinet meetings.**

## Committee Chairperson Selection

Appoint your committee chairpersons carefully. Committee chairpersons should possess:

- Respect in the district
- Knowledge of the clubs in the district
- Interest and knowledge about the position being offered
- Strong personal drive with proven abilities to get things done
- Ability to work well with others
- Ability to communicate

Information for most district committee chairpersons is available on the association's Web site.

## **Convention Chairperson**

International convention, multiple district and district conventions require coordination and promotion through the district.

### **Chairperson Duties**

- Educate and motivate club members to participate in conventions at all levels of Lionism
- Urge clubs to appoint an active club convention chairperson
- Communicate with clubs using all available sources such as district governor's newsletter, visitations to clubs, zone and district meetings, special mailings, the Lion Magazine, and LCI Web site
- Inform clubs of the arrangements, programs and costs of each Lions convention
- Manage and coordinate district conventions and conferences
- Manage and coordinate delegation events at the international convention

## **Cultural and Community Activities Chairperson**

The district cultural and community activities chairperson encourages clubs in the district to develop Lions Crew at Work and Lions Cultural and Community Activities projects.

Introduced in 2008, the Lions Crew at Work Program encourages clubs to undertake projects that physically enhance local facilities such as a food pantry, shelter for the homeless, shelter for domestic abuse victims, a community center, a playground, or a recreational camp for disabled children.

Introduced in 2000, Lions Cultural and Community Activities encourage clubs to undertake cultural projects that foster local customs such as concerts, theater productions, art exhibits, and handcrafts.

### **Chairperson Duties**

- Become familiar with the Information for Chairpersons section on the association's Web site.
- Identify appropriate projects for your district.
- Visit clubs. Explain the importance of community projects that demonstrate the "We Serve" motto. Encourage clubs to appoint a cultural and community activities chairperson.
- Keep the governor and the international office informed of district activities. Provide a summary report to successor.

## **Diabetes Awareness And Action Chairperson**

In March 1984, the Diabetes Awareness Program became a major commitment of the association. The program name was expanded to: Diabetes Awareness and Action. The main objective of the program is to reduce the number of new cases of blindness caused by diabetic retinopathy through education, detection and research. Diabetic retinopathy is a leading cause of new cases of adult blindness. There is an emerging global epidemic of diabetes that can be traced back to rapid increases in overweight, obesity and physical inactivity. Diabetes is a “silent killer;” every 10 seconds a person dies of a diabetes-related cause. More than 285 million people worldwide live with diabetes.

### **Chairperson Duties**

- Become familiar with the Information for Chairpersons section on the association’s Web site
- Consider the opportunities to utilize LCIF Core 4 grant funding for a qualifying district diabetes project
- Encourage organization of club-level or a district-level *Strides: Lions Walk for Diabetes Awareness* to help educate the public about diabetes and receive the Strides banner patch award
- Participating in the Lions Eye Health Program (LEHP)
- Utilize current resources from official diabetes associations to become knowledgeable about diabetes and diabetic retinopathy
- Visit clubs. Encourage them to appoint a club diabetes awareness chairperson.
- Promote club awareness of the opportunity to earn the annual “New Horizons: In Diabetes Education” award
- Partner with local diabetes associations and health care professionals
- Take the lead in planning and facilitating diabetes awareness presentations for forums, zone meetings, district and multiple district conventions
- Stress to clubs the importance of helping educate the public about diabetic retinopathy and action steps needed to reduce the new cases of blindness caused by diabetic retinopathy
- Encourage clubs to carry out joint diabetes screening projects with other health care organizations, as well as combining a test for diabetic retinopathy with glaucoma testing whenever such activity is undertaken
- Encourage clubs to participate in the following diabetes-related events: Diabetes Awareness Month (November), World Diabetes Day (November 14) and World Sight Day (second Thursday in October)
- Keep the governor and the international office informed of district activities. Provide a summary report to successor

## **Environment Chairperson**

The district environment chairperson encourages clubs in the district to implement Lions Green Team projects such as: community clean-up, tree planting, recycling, and environmental education. The chairperson is also responsible for encouraging clubs to participate in the Lions Environmental Photo Contest.

### **Chairperson Duties**

- Become familiar with the Information for Chairpersons section on the association's Web site.
- Identify appropriate Lions Green Team projects for the district.
- Meet with Lion leaders to develop a coordinated Lions Green Team plan for the year.
- Encourage clubs to participate in the annual Lions Environmental Photo Contest. Ensure that the selected district photo is submitted to the council chairperson by January 15.
- Visit clubs to explain the importance of protecting our natural resources, provide information about activity planning resources, and solicit feedback and suggestions.
- Encourage clubs to appoint an environment chairperson.
- Keep the governor and the international office informed of district activities. Provide a summary report to successor.

### **Hearing Preservation, Awareness and Action Chairperson**

Hearing Conservation and Work with the Deaf became a major Lions activity in 1971. The program name was updated to: Hearing Preservation, Awareness and Action thereby broadening the Lion's base of service.

### **Chairperson Duties**

- Become familiar with the Information for Chairpersons section on the association's Web site
- Consult and coordinate with the Multiple District Hearing Chairperson to maximize the outreach of the district's and multiple district's action plan for the program
- Utilize current resources and information gathered from official associations for people who are deaf or hard of hearing
- Implement a district plan of action for a public education and awareness program to understand the needs of persons with hearing and/or speech impairments with the goal of improving their quality of life
- Encourage support of schools, rehabilitation centers, hearing ear dogs and support services for persons who are deaf or hard of hearing
- Encourage support of recreational camps for the deaf and hard of hearing persons
- Participate in the Lions Hearing Aid Recycling Program (HARP)
- Cooperate with schools, professional organizations and agencies in organizing and conducting hearing screenings for children and adults
- Consult with people in the community who are deaf or hard of hearing and convey information concerning their needs to clubs in the district
- Visit clubs and suggest appropriate activities such as:
  - Organizing group screenings to detect hearing loss
  - Supporting research on ear diseases
  - Encouraging the collection of used hearing aids

- Supporting Lions Hearing Aid Recycling
- Providing volunteer assistance or financial support to a hearing ear dog school
- Keep the governor and the international office informed of district activities. Provide a summary report to successor

## Honorary Chairperson

The district governor may appoint a District Governor's Honorary Committee composed of past international officers who are members in good standing of clubs within the district. This committee meets when and as called upon by the district governor. It acts under the direction of the district governor in the promotion of harmony throughout the district. The chairperson of this committee attends meetings of the cabinet when requested by the district governor.

### Chairperson Duties

- Promote harmony through the district
- Perform duties as requested by the district governor
- Meet when called upon by the district governor to do so
- Take problems assigned by the governor and recommend solutions after careful study

## Information Technology Chairperson

As the fast advancement of new technology is affecting every aspect of our daily lives in every corner of the earth, each district is encouraged to stay in the main stream of the digital world by appointing an Information Technology Chairperson.

### Chairperson Duties

- Create and maintain the district's home page
- Establish communication system through e-mail between members and other clubs
- Assist clubs in submitting the Monthly Membership Report, Lions Club Activity Report, Club Officers Reporting Form (PU101), and others through the association's WMMR Web site. **NOTE:** The WMMR\_Web site does not apply to those multiple districts that are presently using their own database.
- Show clubs how to obtain the association's official publications, newsletters, directories, and many other Lions information materials through the Internet
- Develop the district's record-keeping system on the computer
- Work on other innovative projects
- Monitor club web sites and publications for use of official logos only
- Remind clubs with Web sites that only members should have access to member information. Due to privacy policies, the general public should not have access to membership names and/or addresses. Club officer information is the only exception.
- Encourage and assist clubs with using the e-Clubhouse web site.

- Work with the association's IT Division in gathering requirements for system improvement, participating in system testing and being involved in technology-related activities.

## **International Relations Chairperson**

The International Relations Chairperson's role is to encourage clubs to participate in activities in support of the third Purpose of Lions Clubs International: "to create and foster a spirit of understanding among the peoples of the world.

### **Chairperson Duties**

- Become familiar with the Information for Chairpersons section on the association's Web site.
- Identify appropriate projects for the district.
- Facilitate participation in:
  - International club twinnings
  - Lions Day with the United Nations
  - International Relations Month (October)
- Meet with Lion leaders to develop a coordinated plan for the year. Work with LCIF and the youth and camp exchange chairpersons, whenever requested.
- Visit clubs. Explain the importance of international programs.
- Keep the governor and the international office informed of district activities. Provide a summary report to successor.

## **Leo Club Chairperson**

The Leo Club Program provides young people with the opportunity to develop leadership skills by conducting civic and service activities in their communities. Leo club chairpersons contribute to the success of their districts through the promotion, development and continual support of Leo clubs. Appointed at the district and multiple district level, Leo club chairpersons serve a three-year term during which they encourage Leos and Leo club advisors to bring new energy, inspire fresh ideas for service, and grow the Leo Club Program.

### **Chairperson Duties**

- Provide encouragement, coaching and motivational aids for all Lions who are actively involved in Leo club extension and development activities.
- Become familiar with the fundamental principles and procedures for sponsoring a Leo club. Review the Leo Club Chairperson section on the association's Web site.
- Promote and publicize the Leo Club Program within the district. Encourage Lions clubs to sponsor Leo clubs.
- Become familiar with Leo program resources and materials available from International Headquarters. Provide current information to Lions clubs that request it.
- Contact advisors of new Leo clubs to offer encouragement. Maintain communication with advisors of existing clubs.

- Conduct two leadership development seminars at the beginning of the fiscal year – one for Leo advisors, the other for Leo club officers.
- Serve as non-voting member of the Leo district council (if one has been established).
- Serve as the official liaison between the Lions district cabinet and the Leo district council.
- Keep the district governor and international office informed of the progress of the Leo Club Program in the district, and report to the Lions district cabinet all resolutions of the annual Leo district conference.
- Encourage graduating Leos to consider joining a Lions club; work closely with Leos and Leo club advisors in the district to ensure that graduating Leos are aware of the many incentives and options available to former Leos who become Lions.
- Meet regularly with the multiple district Leo club chairperson, if one exists.

## **Lions ALERT Chairperson**

The Lions ALERT Program encourages Lions clubs, districts, and multiple districts to cooperate with local authorities to develop a plan of action in the event of a natural, man-made, or healthcare emergency.

### **Chairperson Duties**

- Become familiar with the Information for Chairpersons section on the association's Web site.
- Consider joint projects with the local chapter of the International Federation of Red Cross and Red Crescent Societies (IFRC).
- Become familiar with the Lion-2-Lion: Resource Assistance Database, an online location for the exchange of volunteer services and materials for emergency and non-emergency Lions projects.
- Visit clubs. Encourage clubs to develop a Lions ALERT plan and receive the Lions ALERT banner patch award. Offer to provide assistance.
- Keep the district governor and the international office informed of district activities. Provide a summary report to successor.

## **Lions Quest Chairperson**

Lions Quest is a comprehensive, positive, youth development program, sponsored by Lions Clubs International and Lions Clubs International Foundation. It involves the home, school, and community to cultivate capable, healthy young people of strong character through life skills, character education, civic values, service-learning, tolerance, and substance abuse prevention.

### **Chairperson Duties**

- Become familiar with the Lions Quest programs (Skills for Growing, Skills for Adolescence, and Skills for Action) as described on the Lions Quest Web site [www.lions-quest.org](http://www.lions-quest.org), and the Lions Quest program informational CD and DVD

- Speak at Lions Club meetings, district cabinet meetings and other Lions gatherings and conferences about the Lions Quest programs. Know what resources are available from LCIF and provide information to lions clubs that request it.
- Network with educational institutions and other organizations involved in education in the district
- Learn about the scope of Lions Quest activity currently occurring in the district/multiple district including the clubs that have sponsored the program in recent years and schools that utilize the program
- Encourage clubs in the district to promote the program to school officials in their communities
- Encourage clubs in the district to sponsor Lions Quest training or material purchases for local schools
- Assist clubs involved with Lions Quest to identify local sources of funding to support and sustain the program
- Generate publicity about Lions Quest activity in the district
- Keep the district governor and the LCIF Lions Quest Department informed of the progress of Lions Quest activity in the district
- Assist with coordination of Lions Quest training workshops in the district and the drafting of Lions Quest Core 4 grant proposals as appropriate

## **Lions Services for Children Chairperson**

Adopted in 2003, the mission of the Lions Services for Children Program is to improve the lives of children and young adolescents in adverse circumstances through health and education services, locally and internationally. The district Lions Services for Children chairperson assists clubs to provide aid to children.

### **Chairperson Duties**

- Become familiar with the Information for Chairpersons page on the association's Web site
- Become familiar with the Lions Services for Children Symposium Program and the procedure to apply for children's symposium expense assistance from Lions Clubs International
- Become familiar with the Lions Children First Program, which offers support and resources for hands-on service projects for children in need. Promote this program to the clubs.
- Learn the nature and scope of the health and education needs of children within the district. Consider participating in the Lions Services for Children Symposium Program, which can help the district develop an understanding and a plan of action.
- Network with educators, government agencies, health care organizations and other individuals involved with serving children in need
- Encourage clubs to conduct community assessments to identify children's health and education needs and partner with professional organizations and agencies to develop programs



- Encourage clubs to invite health and education specialists and community leaders as Lions meeting speakers
- Encourage clubs to involve community leaders in projects for children.
- Work with the District Public Relations, Sight, Hearing, and Diabetes Chairpersons to generate publicity about Lions' services for children projects. Along with your fellow district chairpersons, encourage clubs to participate in service projects during global service action campaigns, such as "Sharing the Vision" (October) and "Relieving the Hunger" (December/January)
- Keep the governor and the international office informed of district activities. Provide a summary report to successor

## **Peace Poster Contest Chairperson**

The District Peace Poster Contest Chairperson is responsible for coordinating the efforts of the district for this annual contest that challenges young people to think about peace and express what it means to them.

### **Chairperson Duties**

- Become familiar with the rules for participation in the Peace Poster Contest
- Prepare a presentation about the contest for clubs in the district to encourage them to participate
- Serve as a resource person for clubs that have questions about the contest
- Promote participation in the contest at district conventions
- Work with the district governor to conduct the district judging
- Follow up with the council chairperson to make sure the district's entry was received in time
- Work with participating club chairpersons to properly publicize their winning entry on the local level
- Serve as a liaison between the district and headquarters for different aspects of the contest

## **Public Relations and Lions Information Chairperson**

This chairperson is responsible for providing guidance and support to club public relations chairpersons, publicizing district activities to the community and informing Lions of district activities. It is suggested that a past district governor serve in this position.

### **Chairperson Duties**

- As the district's chief advisor for public relations and publicity, conduct a basic training course for all club public relations chairpersons
- Handle the public relations for the district, including news releases to all media, and edit or assist in the preparation of the district bulletin
- Motivate clubs to promote continuous public relations programs in each community
- Advise clubs about printed public relations material available from Lions Clubs International and promote its use for both internal and external communication

- Encourage representation at district and international conventions
- Assist club public relations chairpersons with presenting relevant information about association programs
- Provide advance notice to clubs of the governor's visit with biographical information and photographs
- Arrange publicity for visits of international officers, directors and other dignitaries within the district
- Store and account for district-owned property such as publications, audio/visual materials, etc.
- Inform club public relations chairpersons that they are responsible for erecting and maintaining Lion highway signs at entrances to communities
- Encourage the use of web sites and social media by clubs.

## **Sight Preservation, Awareness and Action Chairperson**

The mission of the program is to provide programs and assistance to aid people who are blind and visually impaired, work towards reversible blindness and eliminate preventable blindness.

### **Chairperson Duties**

- Become familiar with the Information for Chairpersons section on the association's Web site and LCI's sight partnerships with professional organizations
- Collaborate with local health care and blindness professionals to help develop and implement training and educational programs for presentation at club meetings. Utilize expertise and advice of people who are blind or visually impaired
- Encourage work with the blind, such as support for and participation in:
  - Mobility training
  - Rehabilitation programs
  - Education
  - Social and recreational services
  - Lions recreational camps for the blind and visually impaired
- Conduct public awareness campaigns, which can involve community organizations, local businesses and schools
- Consider the opportunities to utilize LCIF Core 4 grant funding for a qualifying district diabetes project
- Stimulate club and district activities in preservation of eyesight including:
  - Vision, glaucoma, cataract and diabetic eye disease screenings. Help to organize a community screening event and provide assistance to local health care professionals and/or organizations, as needed, on the screening day
  - Participation in the Lions Eye Health Program (LEHP)
  - Collection and distribution of used eyeglasses for the Lions Eyeglass Recycling Program
  - Support Lions Eye Banks

- Public awareness campaigns for eye health and safety
- Encourage clubs to partner with professional organizations and agencies in developing programs to aid blind and visually impaired persons
- Encourage club and district participation in annual Lions sight events, such as Lions Sharing the Vision (October), Lions World Sight Day, International White Cane Day, Lions Eye Bank Week, Sight Night, Helen Keller Day and World Diabetes Day
- Promote club awareness of the opportunity to earn the annual “Club Excellence in Effort” award
- Develop district goals and report your plans and accomplishments to the district cabinet
- Promote awareness and support of the LCIF SightFirst program

## **Youth Chairperson (Lions Opportunities for Youth)**

This chairperson is responsible for overseeing the Lions Opportunities for Youth Committee that coordinates all youth-related activities in the district. Members of the committee include: Leo Club, Youth Camp and Exchange, and Peace Poster Contest chairpersons. The committee may also include chairpersons of other youth activities sponsored at the district level. It is suggested that the vice district governor and, if applicable, the Leo district president, serve on the Lions Opportunities for Youth Committee.

### **Chairperson Duties**

- Become familiar with the various youth programs in your district: Leo clubs, youth camp and exchange, Peace Poster Contest, Scouts, Special Olympics, scholarships, etc. For additional information, visit the Lions Web site at [www.lionsclubs.org](http://www.lionsclubs.org). The Lions Opportunities for Youth section may be accessed by clicking on “Member Center,” then “Planning Projects,” and then “Youth.”
- Provide a forum for youth activities chairpersons to exchange ideas and coordinate activities.
- Encourage Lions clubs in the district to support youth activities.
- Provide guidance to the club and district-level Lions Opportunities for Youth committees.
- Promote youth awards available from Lions Clubs International, including the Leo of the Year Award, Leo Club Excellence Award, District/Multiple District Leo Club Chairperson Award, 100% Leo District/Multiple District President Award, Top Ten Youth Camp and Exchange Chairperson Award, and the Lions Young Leaders in Service Award.

## **Youth Camp and Exchange (YCE) Chairperson**

The Lions International Youth Camp and Exchange Program is conducted by Lions who have an interest in promoting international relations and sponsoring a youth activity.

## **Chairperson Duties**

- Review past district youth camp and exchange activities. Formulate and implement a plan to accomplish camp and exchange goals.
- Become familiar with the Youth Camp and Exchange Program policies outlined in the LCI Board Policy manual and ensure that all YCE activities in the district are conducted in compliance with these policies.
- Become familiar with the Chairpersons' and Camp Leaders' section on the association's Web site.
- Encourage clubs in the district to participate in youth camp and exchange.
- Consider district sponsorship of a Lions International youth camp.
- Establish exchange programs with Lions districts in other countries.
- Screen host families and youth applicants.
- Help organize camp accommodations and activities with camp leaders.
- Help provide cultural and program orientation to sponsored participants and host families.
- Ascertain that all youth traveling abroad have the necessary travel documents and are adequately insured.
- Keep the district governor and the international office informed of district camp and exchange activity.

## Chapter 5

# CLUB OPERATIONS

### Monthly Membership Report

The Monthly Membership Report (MMR) is used by every Lions club to report monthly information regarding membership changes. The report is submitted to International Headquarters either online through the web monthly membership reporting site (WMMR) on the association's Web site, by mail or fax. A password is required to use the WMMR site. Questions can be directed to [wmmr@lionsclubs.org](mailto:wmmr@lionsclubs.org). **NOTE:** WMMR does not apply to those multiple districts that are presently using their own database.

The paper report has three identical sheets; the first one is mailed to International Headquarters, the second to the district, and the third is kept in the club's own file. The paper version of the Monthly Membership Report must be received at International Headquarters by the 20<sup>th</sup> of the current month.

The electronic version of the Monthly Membership Report (WMMR) must be filed by 12:00am Central Standard Time, by the last day of the current month. A chart of the dates that a report can be filed is shown below:

| <u>Month</u> | <u>MMR Reporting</u> | <u>WMMR Reporting</u> |
|--------------|----------------------|-----------------------|
| July         | July 1 – July 20     | July 1 – July 31      |
| August       | August 1 – August 20 | August 1 – August 31  |
| September    | Sept 1 – Sept 20     | Sept 1 – Sept 30      |
| October      | Oct 1 – Oct 20       | Oct 1 – Oct 31        |
| November     | Nov 1 – Nov 20       | Nov 1 – Nov 30        |
| December     | Dec 1 – Dec 20       | Dec 1 – Dec 31        |
| January      | Jan 1 – Jan 20       | Jan 1 – Jan 31        |
| February     | Feb 1 – Feb 20       | Feb 1 – Feb 28        |
| March        | March 1 – March 20   | March 1 – March 31    |
| April        | April 1 – April 20   | April 1 – April 30    |
| May          | May 1 – May 20       | May 1 – May 31        |
| June         | June 1 – June 20     | June 1 – June 30      |

As a club makes changes to their membership online, these changes occur automatically. Changes can continue to be made during this time as often as they wish. The report is cut off on the last day of each month, and no further changes can be made for that month. They must be included in the next month's report.

**PLEASE NOTE:** A club cannot file future reports month(s) ahead. If a month's report is missed, the transaction is included in the next month's paper submission or entered into WMMR.

Clubs are required to submit a report each month even when there are no changes in membership regardless of whether they use the paper or electronic Monthly Membership Report. ~~Both the paper and electronic Monthly Membership Report are submitted each month even when there are no changes in membership.~~

Clubs can submit various other forms electronically. For more details, please contact the Information Technology Division at International Headquarters at [it@lionsclubs.org](mailto:it@lionsclubs.org) or review Information Technology (Chapter 7) in this manual.

## **Club Health Assessment Report**

The club health assessment report is sent to the district governor team the second week of each month. The report includes club status, membership statistics, club reporting history and financial status. A copy of this report goes to the Council Chairperson and members of the GMT and GLT.

## **Lions Club Service Activity Report**

The Lions Club Service Activity Report provides an important means to measure the worldwide impact of Lions humanitarian service. The global tabulation of individual club reports identifies service trends that influence the development of association programs, including service activity planning resources.

The Service Activity Report application also provides clubs with a variety of tools to monitor their service and share information with others. Clubs are now able to:

- Provide a narrative description for each activity.
- Upload photos.
- Search for activities using key words and various search criteria.
- Designate re-occurring signature activities.
- Share service activity information with other clubs.
- Set service objectives and track progress toward achieving them.

On the district level, Lions leaders can use the report application to generate custom reports on service activities within their district, monitor club participation in global service campaigns and/or specific areas of service, designate signature activities, set district-wide service goals and objectives and track progress toward achieving them.

District leaders should encourage club secretaries to submit Lions Club Service Activity Reports via the WMMR on a monthly basis. However, when no service activities are performed for a given month, it is not necessary to record any service activity information for that month. Club secretaries have until July 15 to report activities for the fiscal year.

Club secretaries who submit Service Activity Reports by the July 15 deadline can download a personalized Certificate of Excellence signed by the Lions Clubs International President (beginning in June).

**PLEASE NOTE:** Service Activity Reports can only be submitted online. Paper report forms are no longer being accepted.

For more information, contact [activityreports@lionsclubs.org](mailto:activityreports@lionsclubs.org).

## Club Accounts

### Past Due Club Balance/Suspension

Each month governors receive a recap of accounts, which details the current and past due balances for all clubs in the district. The recap can be used as a tool to remind all clubs that dues and fees for club supplies are paid timely and regularly. United States balances over 60 days old are considered past due. Balances for all other countries over 90 days old are considered past due.

The district governor may be contacted and asked to consider options for helping to resolve outstanding balances for clubs that are exhibiting a poor payment trend. Interaction with the clubs may prove to have a greater influence to achieve a current status. Please contact Accounts Receivable and Club Account Services at [accountsreceivable@lionsclubs.org](mailto:accountsreceivable@lionsclubs.org) for assistance in this regard.

### Financial Suspension of Clubs

Effective July 2, 2010, a club, which has an unpaid balance in excess of US\$20 per member or US\$1,000 per club, whichever is less, outstanding past 120 days will be suspended, including the suspension of the club's charter, and all the rights, privileges, and obligations of the Lions club. ~~Any club approved for a payment plan by the Finance Division will not be suspended.~~

~~Any club approved for a payment plan by the Finance Division will not be suspended.~~

In the event the club does not acquire good standing, as defined by board policy, on or before the 28<sup>th</sup> day of the month following suspension, the club's charter will be automatically cancelled.

Suspended clubs can hold meetings to discuss the future of the club and to identify actions to take to regain an active status, as well as make payments to clear the existing outstanding balance, or request a payment plan. However, the clubs cannot be involved in the following activities:

- a. Conducting service activities and fund-raising activities
- b. Participating in district functions and seminars
- c. Endorsing or ~~nominating~~ a candidate for district, multiple district and international office
- d. Submitting the Monthly Membership Report

- e. Sponsoring new clubs, including Leo and Lioness clubs

Each month the association notifies all district governors of the clubs in the district in suspension, released from suspension or canceled. The district governor and other district officers can avoid unnecessary charter cancellations by assisting suspended clubs either to pay the outstanding balance or negotiating a payment plan with the Finance Division at International Headquarters.

### **Reactivation of a Club Placed on Financial Suspension**

In order for a club to regain an active status from financial suspension, the club must:

- Pay entire outstanding club account balance and submit a copy of payment receipt to the Accounts Receivable and Club Account Services Department at [accountsreceivable@lionsclubs.org](mailto:accountsreceivable@lionsclubs.org).
- Submit regular monthly membership reports to ensure the membership is correct. A reactivation report is not required as long as the club roster is reviewed regularly.
- If full payment is not possible, request a payment plan and remit payment as agreed. The club is reactivated upon receipt of full payment.

### **Charter Cancellation from Financial Suspension**

Clubs are automatically canceled if payment is not received before the 28<sup>th</sup> day of the month following suspension. Clubs, however, are reactivated upon receipt of the full amount outstanding along with the reactivation report filled out and signed by the district governor. The 1<sup>st</sup> vice district governor may also be asked to sign the Reactivation Report if reactivation from Financial Suspension exceeds 10 clubs during the term. All approved reactivations must be received within twelve months following cancellation.

The district governor sends the completed Club Reactivation Report form (DA-970) to the Accounts Receivable and Club Account Services Department at International Headquarters. This report is available on the association's Web site.

### **Status Quo Clubs**

Status quo clubs temporarily lose rights, privileges and obligations as a Lions club. There are two kinds of status quo; regular status quo and protective status quo.

### **Reasons for Placing Lions Clubs in Status Quo**

Regular status quo:

- Failure to comply with the objectives of the association or conduct unbecoming of a Lions club, such as failure to solve a club dispute or involvement in litigation
- Failure to fulfill any obligations of a chartered club, such as failure to submit monthly membership reports for six or more consecutive months, or failure to hold regular club meetings
- Failure to pay district or multiple district dues
- Verification of non-existing club



- Disbanding
- Club merger

Protective status quo:

- War, civil insurgency, political unrest, natural disasters, and other special circumstances, which prevent a Lions club from functioning properly

### **Status Quo Clubs: Rights & Restrictions**

**A regular status quo club can:**

- Work with the district leadership to return the club to active status
- Hold meetings only to discuss its future and ways to regain an active status
- Report progress toward regaining its active status to the district leadership and the District and Club Administration Division
- Make payments to clear the existing outstanding balance of district, multiple district and international accounts
- Recruit new members when needed for the purpose of regaining active status
- Elect or confirm club officers for the purpose of regaining active status

**A regular status quo club cannot:**

- Conduct service activities
- Conduct fund raising activities
- Participate in district, multiple district or international functions or seminars
- Participate in any voting procedures outside the club
- Endorse or nominate a candidate for district, multiple district or international office
- Submit a monthly membership report
- Add new members
- Sponsor new clubs, including Leo clubs

A protective status quo club shall be allowed to hold regular meetings but may not vote at district, multiple district or international meetings.

### **Recommending Status Quo for a Club**

District governors submit the Status Quo Recommendation form (DA-971) to place a club in status quo. This document is available on the association's Web site at <http://www.lionsclubs.org>. Submit the form to:

Lions Clubs International  
 English Language Department  
 300 W. 22<sup>nd</sup> Street  
 Oak Brook, Illinois 60523-8842, USA  
 Fax: 630-706-9273  
 E-mail: [englishlanguage@lionsclubs.org](mailto:englishlanguage@lionsclubs.org)

The governor's recommendation to place a club in status quo must be received by December 31 of each year and co-signed by the first vice district governor and zone chairperson.

The coordinating Lion signs the status quo recommendation for clubs in undistricted areas. The provisional zone/region chairperson or a present or past international director of the constitutional area co-signs the recommendation.

The association reviews the recommendation.

District governors and coordinating Lions are notified of the association's decision.

**NOTE:** The placement of a sponsoring Lions club on status quo also affects the standing of any Leo club. For further information contact Youth Programs Department, Lions Clubs International at [leo@lionsclubs.org](mailto:leo@lionsclubs.org).

### **Assistance for Status Quo Clubs**

Every effort should be made to assist a status quo club. The purpose of the status quo period is to give the club and district an opportunity to strengthen and reorganize the club.

Immediately after receiving notification that a club has been placed in status quo:

- Involve the District Governor Team in the return of a status quo club to active status
- Within 30 days, submit a plan to rebuild the club to District and Club Administration Division
- Keep Lions Clubs International advised of the progress being made
- Contact the Finance Division to negotiate the term of payment of the club's outstanding account balance, if any
- Discuss with the District Governor Team and other Lions ways to assist in the club's return to active status

The coordinating Lion participates in the return of a status quo club to good standing in undistricted areas along with the provisional zone/region chairpersons.

### **Reactivation of a Status Quo Club**

A status quo club regains active status by:

- Correcting the reason for which the club was placed on status quo
- Completing a reactivation report including:
  - List of members, member number and addresses, with names of sponsors for new members
  - List of names, member number and addresses for the club president, secretary and treasurer
- Paying entire outstanding club account balance

The district governor or coordinating Lion advises the English Language Department to return the club to active status by submitting a completed reactivation form. Clubs can be reactivated at any time of year. The Club Reactivation Report form (DA-970) is available on the association's Web site.

## Charter Cancellation

- a. Every effort must be made to return a status quo club to good standing. To remain in status quo an explanation of the rebuilding activities, approved by the district governor and the first vice district governor, must be submitted to the District and Club Administration Division within 30 days of being placed in status quo. Measurable progress must be made within 6 months to remain in status quo. If measurable progress is not made, the club may be canceled at the next board meeting.
- b. When it is determined that charter cancellation is unavoidable, the district governor recommends charter cancellation to the District and Club Administration Division. Coordinating Lions recommend cancellation of un-districted clubs.
- c. When a Lions club notifies International Headquarters it is ~~disbanding or merging with another club and the district governor agrees with the disbanding~~, the club charter will be automatically cancelled.
- d. When the infraction is severe and such cancellation is in the best interest of the association, a charter may be automatically cancelled for failure to comply with the purposes of the association, conduct unbecoming a Lions club, failure to resolve club disputes or failure to withdraw litigation involving Lions matters within the specified time, by the recommendation of the Executive Director or his designee in consultation with the Legal Division. ~~Club charters will automatically be cancelled for the following reasons: 1.) Mergers, 2.) Failure to withdraw litigation involving Lions matters within the specified time.~~
- e. The cancellation of the club may be rescinded within 12 months from the date of cancellation if the reasons for canceling the club are resolved. The ~~District Governor~~ or the Coordinating Lion must submit a reactivation report to rescind charter cancellation.
- f. Charter cancellation for reasons other than those described in items c. and d. ~~disbanding, merger or unresolved litigations~~ are submitted to the International Board of Directors for review and approval.

## Club Rebuilding Award

This award is given to a Lion who was instrumental in rebuilding a small existing club or bringing a canceled or status quo club back to active and viable status. The award cannot be awarded to the district governor. One award may be given for each club rebuilt.

For a club not yet cancelled, suspended or in status quo, the award is conferred when the Lion helps rebuild a club of less than 15 members and the club achieves an active club membership of 20 within the fiscal year. The club must be in good standing, have initiated a new service project and filed monthly membership reports for twelve consecutive months for the award to be conferred.

For a club that is already cancelled, suspended or in status quo, the award is conferred after the club is reactivated and has a minimum of 20 members. The club must be in good standing, have initiated a new service project, and filed monthly membership reports for twelve consecutive months for the award to be conferred.

## **Support for New Clubs**

### **Guiding Lion and Certified Guiding Lion Program**

The Guiding Lion Program provides guidance during the new club's first two years. It recognizes the need for new clubs to become full operating service organizations in their respective communities.

Encourage Guiding Lions who you appoint to complete the Certified Guiding Lion Course. The Certified Guiding Lion Course provides self-study or group style training to increase the effectiveness of the Guiding Lion. The materials are available on-line at [www.lionsclubs.org](http://www.lionsclubs.org) Type "Certified Guiding Lion" in the search box to locate the materials or contact the District and Club Administration Division for information about the Certified Guiding Lion Program and to receive a Certified Guiding Lion Kit and presentation materials. A CD-ROM with a PowerPoint presentation and instructor's manual is available for group presentation.

### **IMPORTANT POLICY CHANGE**

Please note that during the October 2010 Board meeting the policy regarding the Guiding Lions was revised as follows:

1. A Guiding Lion may be assigned to no more than two clubs at any point in time.
2. To maintain certification as a Certified Guiding Lion, the Lion must retake the Certified Guiding Lion Course every three years.

When a new club is chartered the district governor will appoint up to two guiding Lions per club. They will normally be Lions from the sponsoring club, but this is not a requirement. The guiding Lion should be an experienced Lion, but cannot be a member of the new club. The names and addresses should be submitted on the Lions Club Charter.

The Guiding Lions will:

- Receive the new club supplies and deliver them to the new club
- Attend meetings of the new club during its first two years
- Provide advice and guidance when necessary
- Receive a guiding Lion pin during the charter ceremony of the new club
- Promote annual joint meetings between the sponsoring club and the new club
- Encourage the new club to participate in district functions
- Submit status reports on forms provided by Lions Clubs International.

The certified guiding Lion award is presented by Lions Clubs International after the certified Guiding Lion served the club successfully for two years and has reported the progress made to the District and Club Administration Division

For more information about the Guiding Lion and Certified Guiding Lion Programs, please send your request to the English Language Department:

Lions Clubs International  
English Language Department  
300 W. 22<sup>nd</sup> Street  
Oak Brook, IL 60523-8842 USA  
Fax: 630-706-9273 E-mail: [districtadministration@lionsclubs.org](mailto:districtadministration@lionsclubs.org)

## **Club Mergers and Name Changes**

Two or more Lions clubs may wish to merge into one. The district governor submits the Merger Request form (DA-979) to the English Language Department.

The newly merged club may request a Certificate of Merger to recognize the members of the newly merged club.

A Club Name Change Request form (DA-980) is submitted from the club to the English Language Department. These forms are available on the LCI website and can be easily found by typing the form code into the search box.

## **Single Club Transfers**

A single club may transfer from one district to an adjacent district, and the boundaries can be changed accordingly without having to follow formal redistricting procedures, provided that such a transfer does not substantially change the existing district boundaries.

A club transfer is considered when the following information is submitted to the English Language Department:

- A copy of the minutes of the club meeting at which the majority of the members approved the transfer
- The written approval of each of the current governors of the respective districts
- A copy of the minutes of the cabinet meetings, indicating the approval of the respective district cabinets
- A map showing the exact present and new location of the club and the new boundaries of each district

A single club transfer will become effective immediately, upon approval. Send single club transfer requests to:

Lions Clubs International  
English Language Department  
300 W. 22<sup>nd</sup> Street  
Oak Brook, Illinois 60523-8842, USA  
Fax: 630-706-9273  
E-mail: [englishlanguage@lionsclubs.org](mailto:englishlanguage@lionsclubs.org)

## **Club Bank Accounts**

A Lions club must maintain at least one bank account to handle its financial transactions such as depositing dues and other funds, or making necessary club payments. Please refer to Finance (Chapter 9) in this manual for additional details.

Disbursement from such funds shall be in strict compliance with the *Standard Form Lions Club Constitution and By-Laws*. You may contact the Accounts Receivable and Club Account Services Department for additional information at [accountsreceivable@lionsclubs.org](mailto:accountsreceivable@lionsclubs.org).

## **Monthly Club Account Statements**

The monthly club account statement includes billings for ordered club supplies, membership dues, miscellaneous charges as well as club payments. ~~Beginning July 2011 Club statements are will be~~ available to club officers on-line through the WMMR. You may contact the Accounts Receivable and Club Account Services Department if you have questions regarding your statement at [accountsreceivable@lionsclubs.org](mailto:accountsreceivable@lionsclubs.org).

## **Membership Dues**

Membership dues are annual and billed twice a year. They are based on the club membership reports entered as of June 30 and December 31.

New member dues begin the first of the month in which the person becomes a member. The total amount billed for a new member will appear on the monthly club statement along with the member's name, number and join dates. The total amount includes:

- Entrance fee established by International Board of Directors
- Prorated dues in accordance with months remaining in billing period
- Convention fund
- *LION* Magazine fee

## **Reinstated or Transfer Member**

Any former Lion who drops membership and later applies for reinstatement or transfer is considered a new member if his/her membership drops more than twelve months previous, and the club will be billed accordingly.

## **Dropped Members**

Full credit is given only when dropped members are reported during July and January of the respective semi-annual periods provided the monthly membership reports reach

headquarters by July 31 and January 31 of respective semi-annual periods. Credit for dropped members is not issued any other months of the year.

The names and member numbers of the dropped members and credit amount issued will appear on the monthly club account statement.

### **Confirmation of Membership Changes**

The confirmation of membership changes will be shown on the monthly club statement provided there is a debit or credit issued along with the name and member number of the individual.

### **Charter Members**

Clubs are billed for charter members from the first of the month following the date on which the members were reported. The billing is on a prorated basis for months remaining in current per capita period.

### **Club Health Assessment Report**

The Club Health Assessment was developed to provide Lion leaders with data that may help determine the level of club health. It is a collection of information compiled from club reports, payments, and internal data.

#### **Distribution:**

The report is emailed the second week of each month to the DG Team, Cabinet Secretary, District GMT and GLT Coordinator, Provisional Zone Chairperson, Council Chairperson, Multiple District GMT and GLT Coordinator, LCIF District and Multiple District Coordinator, Coordinating Lion, and Guiding Lion (their assigned club only). The report is based on the end of the month figures.

#### **Report Design:**

There are two sections in the report. The first section contains club specific data, such as the number of members in the club, club donations and report history. A summary of district statistics can be found at the end of the report, which provides information on the overall health of the district.

#### **Club Specific Elements:**

While many are self explanatory, below you will find additional information regarding each section and the action that is needed to better manage the district.

**Status** – This section lists the current status of each club and the number of times the club has been placed in status quo over the last two years. Attention should be paid if the club is in status quo or cancelled. Often times it is due to non-payment of dues. You may find an outstanding account in the “Finance” column. The club should be contacted so it can regain good standing.

**Membership** – This section is based on the month-end cumulative report. Serious declines and low member total are reflected in red. A green number indicate significant

positive growth. This section also indicates the club's membership one year ago and the average length of service for dropped members, which would indicate if the club is losing new or established members. Of course, the membership statistics are only accurate when they are reported regularly. The next section will help you determine if the membership report is up to date.

**Reports** – Healthy clubs report regularly. This section keeps you informed of the timeliness of the membership, officer and activity reports. Lack of membership reporting may indicate the listed membership figure may not be accurate. It also indicates the number of terms that the president has served. Attention should be given to clubs that keep the same president for several years or rotate the same people into officer positions. To remain healthy, clubs need to be cultivating new leaders. Please note that areas that do not use the WMMR for reporting may find “NA” in the activity report column. If “NR” is noted, the country has access to the WMMR, but has never reported electronically.

Another critical column is the list of active emails. Note that the initials listed represent a club officer that does not have an active email on file. Since most of the communication from LCI is sent via email, these leaders are not receiving information. Care should be given that every officer has an active email on file so they receive the information they need.

**Finance** – This column indicates if the club has a balance past 90 days. The district governor recap can provide more information.

**LCIF** – This section lists the donation from the club or the club members to the foundation.

**Report Summary:**

At the end of the report you will find a summary of statistics and the overall health of the district. Use this to identify areas that need improvement and measure your progress.

This report is provided by the District and Club Administration Division. If you have a question regarding the report, or found a discrepancy, please contact District Administration at [districtadministration@lionsclubs.org](mailto:districtadministration@lionsclubs.org)



## Club Health Assessment for District 3 K through March 2012

| Club Name  | Charter Year | Status         |                                   | Membership           |                 |                |                 | Reports           |                        |                        | Finance                |                 |              |
|------------|--------------|----------------|-----------------------------------|----------------------|-----------------|----------------|-----------------|-------------------|------------------------|------------------------|------------------------|-----------------|--------------|
|            |              | Current Status | Number of Years since last active | Current Member Count | YTD New Members | YTD Net Change | Member Avg. Age | Length of Service | Members with 10+ Years | Members with 20+ Years | Members with 30+ Years | Current Balance | LCIF Balance |
| LA         | 11/01/03     | Active         |                                   | 27                   | 0               | -5             | -18.52%         | 33                | 0                      | 0                      | 1                      | \$400.00        |              |
| LAUFENBERG | 01/07/05     | Active         |                                   | 13                   | 3               | 2              | 12.80%          | 16                | 2                      | 0                      | 0                      | \$100.00        |              |
| LA         | 06/01/04     | Active         |                                   | 34                   | 0               | 3              | 13.04%          | 34                | 0                      | 1                      | 0                      | \$0.00          |              |
| LAOF       | 04/01/00     | Active         |                                   | 44                   | 4               | 4              | 0.00%           | 44                | 20                     | 1                      | 0                      | \$0.00          |              |
| LAOF       | 04/01/04     | Active         |                                   | 31                   | 3               | 2              | 2.26%           | 47                | 14                     | 0                      | 0                      | \$0.00          |              |
| LAOF       | 12/01/03     | Active         |                                   | 40                   | 0               | 0              | 0.00%           | 40                | 2                      | 0                      | 0                      | \$0.00          |              |
| LAOF       | 01/01/00     | Active         |                                   | 20                   | 0               | 0              | 0.00%           | 20                | 0                      | 1                      | 0                      | \$0.00          |              |
| LAOF       | 01/01/04     | Cancelled      | 1                                 | 0                    | 0               | -100.00%       | 0               | 0                 | 0                      | 0                      | 0                      | \$0.00          |              |
| LAOF       | 06/01/00     | Active         |                                   | 21                   | 1               | 0              | -4.76%          | 23                | 12                     | 0                      | 0                      | \$0.00          |              |
| LAOF       | 03/01/00     | Active         |                                   | 30                   | 4               | 14             | 10.34%          | 46                | 10                     | 4                      | 0                      | \$0.00          |              |
| LAOF       | 01/01/09     | Active         |                                   | 26                   | 1               | 1              | 11.15%          | 26                | 16                     | 0                      | 0                      | \$0.00          |              |
| LAOF       | 04/01/00     | Active         | 1                                 | 20                   | 7               | 3              | 4.00%           | 22                | 20                     | 2                      | 0                      | \$0.00          |              |
| LAOF       | 06/01/00     | Active         |                                   | 24                   | 1               | 0              | -4.17%          | 26                | 15                     | 1                      | 0                      | \$0.00          |              |
| LAOF       | 02/01/00     | Active         |                                   | 40                   | 0               | 0              | 0.00%           | 39                | 0                      | 1                      | 0                      | \$0.00          |              |

Cancelled Previous Fiscal Year - Clubs Cancelled within last 12 months may be reinstated

| Club Name | Charter Year | Current Status | Current Balance | Cancelation Date |
|-----------|--------------|----------------|-----------------|------------------|
| LAOF      | 01/01/00     | Cancelled      |                 | 02/01/03         |

  

| YTD Charter Club Count | YTD Total Club Count | YTD Charter Club Count | YTD Total Club Count | YTD Charter Club Count | YTD Total Club Count | YTD Charter Club Count | YTD Total Club Count | YTD Charter Club Count | YTD Total Club Count |
|------------------------|----------------------|------------------------|----------------------|------------------------|----------------------|------------------------|----------------------|------------------------|----------------------|
| 1                      | 4                    | 1,002                  | 1,019                | -17                    | -1.67%               | 1,002                  | 1,002                | 27                     | 27                   |

1-Club Health Assessment  
 2-Non-stable club  
 3-Club with 10+ years of membership  
 4-Club with 20+ years of membership  
 5-Club with 30+ years of membership  
 6-Club with 40+ years of membership  
 7-Club with 50+ years of membership  
 8-Club with 60+ years of membership  
 9-Club with 70+ years of membership  
 10-Club with 80+ years of membership  
 11-Club with 90+ years of membership  
 12-Club with 100+ years of membership

## Chapter 6

# CLUB SUPPLIES

The Club Supplies Sales Department is committed to providing Lions worldwide with the best possible merchandise and customer service possible.

- Order forms, with detailed ordering instructions, are found in the Official Supply Catalog. The English version of the order form may be found online in the “Forms” tab of the [Lions Shop Lions Store](#). Fully and accurately completing this form enables us to process and ship orders in a timely manner. Visit the [Lions Shop Lions Store](#) to order online and find additional ordering information.
- To assure delivery of items needed for your awards presentations in May or June place your orders no later than March.

Orders charged to club, district or multiple district accounts must be authorized by one of the following officers:

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

If the order is not being shipped to one of the above-listed officers, their signature approval must be on the form.

- Special order items are shipped separately from items carried in stock and may require anywhere from three to eight weeks for delivery.
- For information regarding Lions Clubs International Trademark Policies refer to Legal (Chapter 11) in this manual or Legal (Chapter XV) in the Board Policy Manual. The importance of protecting our emblem and its authorized usage should be stressed.
- **Visit the online [Lions Shop Lions Store](#) to view and purchase all of your Lions club supplies and merchandise and to view our current list of authorized licensees.**

### Leo Club Supplies

Leo members may order directly from the online [Lions Shop Lions Store](#) or through the Club Supplies Sales Department if the order is charged to Visa, ~~or~~ MasterCard ~~or~~ Discover. Leo Club supplies orders may also be placed through the sponsoring Lions Club secretary and must be signed by the Lions Club secretary. Requests for Leo kits

and Leo district officer lapel emblems are processed by the Youth Programs Department.

### **New Lions Club Member Induction Kits**

Kits are available from Club Supplies Sales at no charge to the club. The kits are intended solely for presentation to a new Lion member at the time of their induction into the club. The new member induction kit should not be considered or used as a promotional, advertising or general recruitment tool. The number of kits ordered by a club should be based on the actual number of members being inducted into the club.

### **“Club Visitation Suggestions”**

When visiting clubs be sure to point out to the members the benefit of purchasing and using official club supplies from Club Supplies Sales or an authorized licensee. Do they have lapel pins, a club banner, gong and gavel set, a Lions flag, highway signs, vests or other apparel? To receive a copy of the Club Supplies Catalog, contact the Club Supplies Sales Department. You can also view a digital copy of the catalog online by clicking on the [“Digital Catalog”](#) tab in the [Lions Shop Lions Store](#). Don't forget to visit and shop our online [Lions Shop Lions Store](#).

## Chapter 7

# INFORMATION TECHNOLOGY

### General Information

The Information Technology Division is primarily a service/production division. Its objective is to maintain association records and prepare reports essential to general operations. The division also services districts and clubs, and other divisions and departments at headquarters. There are two departments: Club Officer & Record Administration and Information Systems. The division handles all monthly membership reports and is responsible for maintaining all club records on computer equipment. It also maintains club officer records. The association's membership Web site (WMMR) is used to submit monthly membership reports, officer reporting forms (PU-101), and service activity reports via the Internet. It also provides clubs and districts with the ability to print rosters and directories.

### Internet Usage

The association's Web site at [www.lionsclubs.org](http://www.lionsclubs.org) is the gateway to access many association resources via the internet. The **Shop** link located at the top of the association's Web site home page can be used to purchase Club supplies like pins, shirts and vests.

Likewise, the association's Web site can be used to register for next year's convention. From the association's Web site home page, select the **News and Events** tab, then select the **International Convention** link. From the International Convention page, select the **For Attendees** link.

The association's Web site also helps Lion members to locate other Lions clubs through the **Find a Club** link; read the North American edition of the LION Magazine; send e-mails to headquarters by division, department or person and download publications.

The Online Directory (Online Vital Information), which is a listing of members of the international board of directors, past international presidents, past international directors, council chairpersons and district governors, is also available from the association's Web site. Access to the Online Directory is limited to members of the international board of directors, past international presidents, past international directors, council chairpersons and district governors. A special user name and password is provided to this select group of Lion dignitaries. Speaker information for district and multiple district conventions, as well a headquarters staff directory, a listing of board committees, and copies of the Minutes of International Board of Directors meetings can also be found in the Online Directory.

While monthly membership reports can be submitted via paper forms, club secretaries and presidents are encouraged to use the **Submit Reports** link on the association's Web site to submit monthly reporting information. From the **Submit Reports** link club

officers can log in to the web monthly membership site (WMMR) where they can submit club monthly membership reports, club service activity reports and the officer reporting forms (PU101) and view monthly statements. The WMMR site also allows club secretaries to access membership rosters and other membership information, print rosters and club directories and generate individual member billings. Club treasurers can also use the Web site to access the billing module for dues preparation and have "read only" access to club data. Club treasurers can also pay their current balance through the WMMR Web site. Clubs on Status Quo can only view club statements and per capita but do not have access to anything else on the WMMR website.

At the district level, district governors, vice district governors, cabinet secretary-treasurers, district membership chairpersons, region and zone chairpersons have "read only" access to the club data within their district. Districts can also generate club and district directories and rosters.

Web site access to club and district information is also available to region and zone chairpersons. However, in order to be recognized in those positions, the newly elected district governor must first establish the district regions and zones through the WMMR Web site, and then assign the appropriate chairpersons to their corresponding region/zone.

To safeguard the privacy of membership data, passwords are required to use the web monthly membership site (WMMR). Club and District officers use their LCI membership ID number to create and maintain their own user name and password. This process is called "Registration". **WMMR does not apply to those multiple districts/districts that are presently using their own databases.**

With the Web site registration process, the user's password remains valid from year to year. After registration, the user name and password provide access to all of the requisite WMMR functions even if the officer holds several positions at the club, district or multiple district level. The WMMR functions that are available to each officer depend on their current roles within the association.

Also, forgotten passwords can be retrieved by using WMMR. From the WMMR Login page, the officer can click the **Forgot your User Name or Password?** After entering his or her membership ID number and responding to a previously selected security question, the original user name and/or password can be changed by the registered officer.

## **Leo Clubs**

In addition to WMMR, which is exclusively for Lions clubs, Leos and Leo clubs have their own membership reporting Web site known as LeoMMR. LeoMMR is accessed in the same way as the WMMR – from the **Submit Reports** link on the home page of the association's Web site at [www.lionsclubs.org](http://www.lionsclubs.org).

There are two ways to report Leo club membership and officer information to headquarters – submitting the Leo-72 form or using the LeoMMR Web site.

When a Leo club submits its annual club officer information via the Leo-72 form, an e-mail or letter containing the password is automatically generated and is sent via e-mail or postal service to the Leo club president. It is then the responsibility of the Leo club president to input his/her club officers so that a password letter can be generated for the remaining club officers.

If a Leo club has already used LeoMMR to report officer and membership information, then the club does not need to submit the Leo-72 form in subsequent years. Instead, the Leo club secretary should input the names of the new club officers for the following fiscal year, and a password for the new Leo club officers will then automatically be generated and sent via e-mail or post.

When a Leo district or multiple district submits its annual officer information via the Leo-91 form, an e-mail or letter is automatically generated providing the password for LeoMMR, which is sent via e-mail or postal service to the Leo district or multiple district president. It is then the responsibility of the Leo district/MD president to input his/her district or multiple district officers so that a password letter can be automatically generated for the remaining district/MD officers.

Each Leo district and multiple district should complete and submit the Leo-91 form to the Youth Programs Department at headquarters by July 1 of each year.

For more information about reporting Leo club, district and multiple district officer and membership information, contact the Youth Programs Department at International Headquarters at [leommr@lionsclubs.org](mailto:leommr@lionsclubs.org).

## **Membership Information**

A district membership listing, including names, addresses, membership numbers, member status, etc., can be obtained by the council chairperson or district governor.

- A. This information can be downloaded directly from the WMMR Web site at no charge. If headquarters provides the information, a charge is incurred to cover materials, labor and postage, if applicable.
- B. Board policy requires that the request be submitted in writing to the Information Technology Division stating what is required, for what purpose it will be used, and that it will not be used for commercial or political purposes. Membership lists are available as follows:
  - Roster, (computer printout) at a cost of US\$15 per district, plus postage
  - Self-adhesive labels at a cost approximately US\$18 per one thousand labels, plus postage – a minimum order of US\$10 is required
  - Formatted diskette at a cost of US\$20 per district, plus postage
  - Electronic version in Excel format at a cost of US\$15 per district

C. If a multiple district orders a membership roster (in writing), the cost is:

- US\$15 per district, plus postage for a printed roster
- US\$50 for an electronic copy
- US\$75 for a diskette (based on the multiple district's membership size)

Club officers can obtain a copy of their club's membership roster report, which contains names, addresses, membership information, etc. by contacting the Club Officer & Record Administration Department, ext. 6938, or [stats@lionsclubs.org](mailto:stats@lionsclubs.org). Alternatively, club officers can access the same membership roster report from the WMMR Web site.

District and multiple district officers can obtain a Membership Roster report which contains names, addresses and membership information for the clubs in their district/ multiple district from the WMMR Web site.

A copy of the District Membership Register report, which is a listing of the clubs in a district and the current membership count in each club, can be obtained by contacting the Club Officer & Record Administration Department, ext. 6938, or [stats@lionsclubs.org](mailto:stats@lionsclubs.org).

The same District Membership Register report, (a listing of the clubs in a district and the current membership count in each club), the Missing Club Officers report (a listing of clubs in a district without officers) and the Membership Type and Gender report (a listing of the clubs in a district and the count of membership by type and gender) can be accessed via the internet without a password as follows.

- From the home page of the association's Web site at [www.lionsclubs.org](http://www.lionsclubs.org), choose the preferred language.
- From the top of the page select the Submit Reports link
- Click the Lions logo.
- From the WMMR Login page, click Membership Reports link.
- From the Select a Report Category page, click the Register Reports or Missing Club Officers or Female/ Male Statistics link.
- Click the fiscal year folder to select the reporting year.
- Within that fiscal year folder, click the month subfolder (YYYY-MM) to select the reporting month.
- From the list of district pdf files, scroll to the district name and double-click on the filename to open the report. If you do not have Adobe Acrobat Reader on your PC, go back to the WMMR Login page where you can click on the Adobe icon and download it to your PC.

**IMPORTANT NOTE: These three monthly reports are updated on the 5<sup>th</sup> day of each month.**

## **Life Membership**

Life membership may be granted to a Lion who has maintained active membership as a Lion for 20 years of service, or 15 years and reached the age of 70, or is critically ill. Also, effective July 1, 2006, former Lioness members, who are now active members of their Lions club or who become active members of a Lions club on or before June 30, 2007, may apply all of their prior Lioness service toward life membership eligibility. Lioness members who become active members of a Lions club after June 30, 2007, will not be eligible for Lioness service credit for the purposes of life membership eligibility.

The cost of Life membership is US\$500, and it is approved by the executive director on behalf of the International Board of Directors. This is a one-time application fee and does not cover club, district or multiple district dues. It is at the discretion of the club's board of directors to decide whether or not to charge club dues and/or pay their district or multiple district dues.

Applications can be obtained by contacting the Club Officer & Record Administration Department at International Headquarters at [stats@lionsclubs.org](mailto:stats@lionsclubs.org) or by visiting the Web site at [www.lionsclubs.org](http://www.lionsclubs.org).

The life member receives a letter from the international president, a pin, certificate and silver life membership card. These items are usually sent to the club secretary for presentation.

## **Deceased Members**

As part of the duties of the Club Officer & Record Administration Department, a list of all deceased members is maintained and used in the necrology ceremony at the international convention where deceased Lion members for that year are honored. A list of deceased members is also sent with the certified list prior to a district or multiple district convention. Deceased members must be reported on the monthly membership report and submitted to the Club Officer & Record Administration Department. A deceased members list, by club, may be obtained through the WMMR site.

## **Club Histories**

For anniversaries, celebrations, speeches, etc., the Club Officer & Record Administration Department can provide historical data of a club. Since it is a manual operation and involves a great deal of time, a charge of US\$15 per hour applies. Please allow sufficient time for processing.

For a list of charter members, past club presidents, etc., contact the Club Officer & Record Administration Department, ext. 6938, or [stats@lionsclubs.org](mailto:stats@lionsclubs.org). Again, the charge of US\$15 per hour applies.



## Changes of Address

Reporting any changes of address is very important. The member's address is used by the association to contact Lion members, send the LION Magazine, etc. Changes of address are reported as follows:

- District officers should report to the English Language Department at [englishlanguage@lionsclubs.org](mailto:englishlanguage@lionsclubs.org)
- Club officers should send paper club officer reporting forms (PU-101) to the Club Officer & Record Administration Department, ext. 6938, or [stats@lionsclubs.org](mailto:stats@lionsclubs.org), **or update the address changes through the WMMR Web site.**
- All Lion members report to the Club Officer & Record Administration Department, ext. 6938, or [stats@lionsclubs.org](mailto:stats@lionsclubs.org)

If you have any further questions, please contact the manager of the Information Technology Division at International Headquarters at fax number 630-706-9224, or e-mail address [it@lionsclubs.org](mailto:it@lionsclubs.org).

## Member Reports by District

District Governors can obtain a list of new members, dropped members, life members and deceased members by district through the WMMR Web site.

## Chapter 8

# INTERNATIONAL CONVENTION

## International Convention

This international event is held annually in late June or early July.

Participating in the International Convention gives Lions members a greater appreciation of Lions Clubs International's global impact and strengthens their commitment to serve. Why attend?

- **Fellowship:** Meet and exchange ideas with fellow Lions. Partner with other Lions in an international project or share ideas and cultural experiences
- **Vote:** Participating in the election gives local clubs a voice in their international leadership as well as voting on constitution and by-law changes
- **Training and Seminars:** Attend special workshops to learn new strategies for increasing membership and revitalizing clubs, effective functioning of districts and multiple districts, new service activities, effective public relation tools, leadership best practices and much more
- **Exhibit Hall:** Take home fund-raising ideas. Find out how fellow Lion members developed their service projects by visiting the Display of Projects area. Visit with members of the headquarters team and find out how they can help you fully enjoy membership in the association
- **Lions Clubs International Foundation (LCIF):** Learn about LCIF initiatives and how the foundation can help your district further its humanitarian service goals
- **Fun:** Plan a memorable family vacation around the convention

Multiple District Councils interested in hosting the international convention should contact Lions Clubs International, Convention Division at **convention@lionsclubs.org**.

## Housing/Registration Information

- Convention registration is required to attend any session or event, and to ride the shuttle buses
- Each delegation is assigned a headquarters hotel
- There are an ample number of rooms available to all delegations. One adult convention registration is required for each hotel room reservation.
- Delegation hotel assignments are available one year in advance
- Online registration is available through the association's Web site
- The official housing/registration form is available in *LION* Magazine, on the association's Web site [www.lionsclubs.org](http://www.lionsclubs.org), or from the Convention Division at International Headquarters
- Confirmations are e-mailed or mailed directly to each registrant

- Rooms are held in delegation hotels until December 31. After this date, unassigned rooms become available to other Lions.
- Hotel reservations and convention registrations are not transferable
- Refunds of convention registration will be issued if the Convention Division receives written notice of cancellation by May 1

### **District Governors**

Current district governors must submit an official housing/registration form, hotel deposit and registration fees. Rooms are held at their District/Multiple District headquarters hotel until the December 31 cutoff date.

### **District Governors-elect**

- All documents required for registration and travel are posted on the LCI web site approximately 6 months prior to the District Governors-elect Seminar.
- District Governors-elect are notified via email when these documents are posted. These documents include the DGE registration packet, containing hotel and country specific instructions regarding airline tickets and booking procedures. The procedures will vary based upon the geographical location.
- LCI will pay up to US\$500, if applicable, for one DGE adult companion's travel to the international convention. LCI will not pay/reimburse travel for one adult companion if the district is in transitional status (with fewer than 35 clubs in active status with a minimum of 1,250 members in active status) for more than 2 years. The DG may be reimbursed at the close of the year if the district has a membership growth of one.
- LCI will register the DGE and one adult companion for the DGE Seminar and International Convention.
- Lions Clubs International automatically reserves rooms for the District Governors-elect.

## **Other Convention Information**

### **Delegation Events**

Hotel function space for delegation events (breakfast, hospitality/reception, caucus) must be reserved through the Convention Division by March 1. Space is assigned in delegation headquarters hotels on a first-come, first-served basis, based on availability.

### **Election Credentials**

Delegate/Alternate Delegate forms are available on LCI's web site.

- The authorized club officer may certify one delegate and one alternate delegate for every 25 members or major fraction thereof
- Allowable club delegate table is available on LCI's Web site
- The completed form should be signed by the authorized club officer and returned to LCI by May 1

- All club delegates and alternate delegates should keep a copy of the Delegate/Alternate Delegate form and present it at the Credentials Certification counters
- Club delegates must be registered for the convention
- Forms not submitted prior to May 1 can be signed at the convention by an authorized club officer or, if no such club officer is present at the convention, by the district governor, district governor-elect or second vice district governor
- Replacement forms are available on LCI's Web site, by request or onsite at the convention

### **Voting**

Each certified delegate who is registered for the convention is entitled to vote in the election of international officers and directors as well as on proposed amendments to the International Constitution and By-Laws.

### **Parade**

Official parade rules/application and order of march is e-mailed to each district in January of the convention year. It is also available on LCI's Web site **[www.lionsclubs.org](http://www.lionsclubs.org)**, and at the convention.

Participation in the parade is limited to a Lions multiple district, sub-district, or single district. All parade participants must be registered for the convention and wear their official convention name badge.

## Chapter 9

# FINANCE

The objective of the Finance Division is to manage the association's financial policies, including banking, general accounting, accounts receivable, budgeting and auditing. The Finance Division endeavors to assist the district governors in maintaining financially healthy clubs, as well as the administration of the district governors' budgets.

### **Auditing Financial Reporting & Compliance**

This department is responsible for administration of the governor's travel and office expense claims under Rules of Audit established by the International Board of Directors. Please be sure to read the Rules of Audit thoroughly. Direct any questions or comments to the **Financial Reporting & Compliance Department**.

The following is an explanation of how your budget is determined, plus how to file and submit expense reimbursement claims.

### **District Governor Expense Reimbursement Claims**

Attaching all necessary meeting/club visitation reports (for each meeting charged to LCI), and receipts insures prompt reimbursement to you. Please keep in mind also that it is very difficult to make special rules for special circumstances in an organization as large as ours. The **Financial Reporting & Compliance Department** must apply the Rules of Audit in a consistent and fair manner in each district of the association.

Please remember, too, that it has never been the International Board of Directors' intention to provide 100 percent reimbursement for all expenses. On the other hand, the Finance and Headquarters Operation Committee of the International Board of Directors review the rules periodically, and increases are recommended from time to time.

### **Allowable Expense Rule District Governor Budget**

The first rule of the Rules of Audit covers the **District Governor's budget**, which is based on the average expenses of the highest three years the past five years.

District Governor budgets are mailed after July 1. **If for any reason you feel the budget is not adequate, consider using zone level club visits (more than one club attends a single meeting and counts as your official visit) or other district governor team members to decrease costs. Budget increases will only be allowed based on your location in the district, substantial club growth or redistricting. Requests for review of a possible budget increase must be submitted prior to March 31.**

## Claims Rule

The second rule involves the actual presentation of claims, which are due by the 20th of the month following the actual expense month. Thus, your expenses for July will be due August 20. If claims are received 120 days after this deadline they will not be reimbursed.

There are no exceptions to this rule for anyone. Please submit your claims promptly. It's in everyone's best interest to keep the association's records current. Also, please take extra care in filling out the claims neatly, correctly and with all the necessary documentation attached.

The following documentation must be submitted to Lions Clubs International.

These documents should be sent to:

Lions Clubs International  
English Language Department  
300 W. 22<sup>nd</sup> Street  
Oak Brook, Illinois 60523-8842, USA  
Via email to: [EnglishLanguage@lionsclubs.org](mailto:EnglishLanguage@lionsclubs.org)  
Fax: 630-706-9090 or 630-706-9163

## Tips on Expense Reimbursement

The Rules of Audit approved by the International Board of Directors govern your reimbursement of expenses. Here are additional comments that will be helpful to you. You can also find useful information on the LCI Web Site at the following link:

<http://lionsclubs.org/EN/member-center/resources/finance/index.php>

## Transportation

If an automobile is used for travel, the total claim cannot exceed the cost of economy airfare. Tunnel, toll road, parking, ferry, bus and train charges may be claimed in addition to your mileage allowance. Receipts are required. Airline passenger coupon/ticket, e-ticket itinerary along with the credit card slip, travel agency receipt showing payment, or copy of the cancelled check must be submitted with the expense claim.

## Club Visits

- Trips to install club officers will not be reimbursed unless it is considered your official annual visit for the year.
- A District Governor's Club Meeting/Visitation Report (M-26) must be submitted with your travel claim for all visits being charged to the association. This includes all special district and multiple district meetings.
- A maximum of two visits to clubs in the process of being organized is allowed one to be considered either an organizational meeting or charter presentation and the second to be considered an annual visit. Either an official annual visit or

charter presentation may be claimed provided that neither trip exceeds 600 miles (966 kilometers) round trip.

- Regional, committee, advisory or district changeover/handover meetings are not reimbursed by Lions Clubs International.

### **Meals**

It is customary most clubs will reimburse the governor's meal expenses during their visit. If they do not, the actual cost not to exceed US\$ 25 per meal can be claimed provided an original itemized receipt is provided. A facsimile or electronic copy will be considered as original.

### **Hotel**

A paid original itemized receipted bill is required for the actual cost of the governor's room at a hotel or motel. The actual cost up to US\$75 will be reimbursed. A facsimile or electronic copy will be considered as original. If a recreational vehicle is used, the cost of hook-ups will be reimbursed if proper receipts are provided. Credit card or travel agency vouchers will not be accepted. The receipt must be in the name of the district governor.

### **District Governor's Representatives**

Payment can be made to any district officer or district governor team member other than the governor when they are authorized by the governor to make any club visit or special meeting instead of the governor. Payment to these representatives will be based on Rules of Audit. All claims are to be signed by the governor.

### **Multiple District Council Meetings**

Reimbursement is made for only three multiple district council meetings held outside your own sub-district, which might include GMT, GLT or CEP meetings. If additional meetings are held, the cost of attending them is to be paid from district or multiple district funds.

Your cooperation is requested in choosing locations that will be as centrally located as possible for the majority of governors attending. The rules require this for multiple districts that cover a large geographical area. If a meeting is held outside of the multiple district, transportation cost will be paid up to the border of the multiple district. If at any time a combination meeting is held, i.e. multiple district meeting/state convention, and it is outside of your district, the maximum allowable is three days meals and three nights hotel per Rules 3-b, 4, 5 and 6 of the Rules of Audit.

### **Cabinet/District Convention Meetings**

Reimbursement will be made for attendance at four cabinet meetings, not to exceed two days and two nights each, provided that one of the meetings is held in conjunction with a sub-district conference or convention and the meetings are held within the boundary of the district.

## **Allowable and Disallowable Expenses**

The following are some of the allowable and disallowable expenses for reimbursement:

### **ALLOWABLE**

- Cabinet meeting/District Convention (4 allowed held within sub-district)
- Lions club Annual club visit
- Organizational visit
- Current International President or Vice-President visit to sub-district
- Multiple district council/convention or state convention meetings (3 allowed held outside of sub-district)
- Club Officers Orientation – held inside sub-district
- 25<sup>th</sup>, 50<sup>th</sup> & 75<sup>th</sup> charter anniversaries
- Charter presentations
- Reorganization/reactivation meetings (with prior approval)
- Status quo meetings with prior approval
- Second visits with prior approval
- Leo Club Annual visits
- Zone level club visit (more than one club at same venue)
- Club Branch – Two organizational only
- Clubs that were canceled during the previous 12 months with prior approval
- District GMT or GLT meetings
- CEP planning meetings or workshops

### **DISALLOWED**

- Leadership development meeting
- Region, zone or advisory meeting
- District rally or twinning meeting
- Meeting preparations
- Board Meetings
- Drug awareness
- Presentation of Melvin Jones Fellow
- Installation of officers
- SightFirst meetings
- World Lions Service Day
- Candy Day
- Area Forums
- Banner passing
- LCIF meeting
- Funerals
- Redistricting meetings
- Quest seminars
- Disaster relief
- Kick-off Conference
- Youth Exchange
- Award presentations
- Registration fees



- Gasoline
- Holiday parties
- Dues collection
- Service fees
- MERL
- Leo club conferences & organizational meetings
- Taxi
- LEHP
- Leader Dog
- UN Day

### **Reimbursable Special Meetings**

- Three multiple district council meetings held within the multiple district and outside of your own sub-district, including multiple district conferences, mid-year conferences, GMT/GLT Meetings, CEP meetings and the multiple district convention
- Four cabinet meetings held within the sub-district, provided one is held in conjunction with sub-district conference or convention
- One sub-district club officer's orientation provided it is held 60 days prior to or 60 days after the international convention
- Visits to seriously weak clubs, clubs that have been canceled during the past 12 months provided advance written permission is received from the District & Club Administration Division

### **Reimbursement Considerations**

- No allowance for visits outside of your single or sub-district
- Invitations accepted from other districts or other states must be on the basis of your own personal expenses or from some other source
- No allowance for expenses of district governor's spouse or companion
- Lions Clubs International pays only the expenses of the district governor
- Distinguish between district expenses and international expenses
- Expenses in connection with sub-district or multiple district operations on vision projects, camps, youth exchange, student contests, tournaments, promoting attendance at conventions and similar activities are to be paid from district or multiple district funds

### **International Officers Visiting Your District**

- When a current international president or vice presidents visit your single or sub-district, your expenses will be paid in attending the meeting for which they are invited. There is no provision for paying a governor's expenses while traveling with international officers or for the planning of these visits.

If a current international president or vice presidents visit your multiple district, your expenses will not be paid in attending the meeting for which they are invited,

unless your trip is in conjunction with an allowable multiple district council meeting.

## Rules of Audit

### Governing Reimbursement of Expenses for District Governors

#### 1. Total Allowable Expense

The district governor will be allowed total expense reimbursement based on the average of the highest three of the past five years. This period includes the final approved budget for the immediate past district governor as of March 31, and actual expenses reimbursed for the four preceding district governor's. Proposed increases will only be considered for the district governor's location within the district, substantial club growth or redistricting.

#### 2. Submission of Claims

##### a. **Claim Forms**

Expense claims must be submitted on official forms, properly itemized, columns totaled and accompanied by itemized receipts, cancelled tickets where required.

##### b. **Governor's Representative Claim**

Expense claims by a district officer other than the district governor must be signed by the district governor and representative. The claims must comply with Rule No. 3.a. below. Reimbursement will be on the same basis as the governor's and payment forwarded to the district governor for mailing to the representative.

##### c. **Deadline**

Claims must be submitted monthly, by the 20th of the following month (i.e. July claims are due by August 20th). If claims are received more than 120 days or later after the deadline, they will not be considered or allowed.

#### 3. Reimbursable Functions and Events

##### a. **Club Visits**

In general, the district governor will be reimbursed for the expenses related to one official annual visit to each club in the district. Visits cannot exceed one day's duration. To maximize the budget allocated for club visits district governors are encouraged to utilize technology to communicate with club officers, meet with club officers during multiple club events and visit more than one club in any one day when possible. The district governor may also delegate club visits to his/her vice governors, region chairpersons or district cabinet members who may be located closer to the club. While the district budget is limited, utilizing the budget effectively will afford the district governor the ability to be reimbursed for attending district level meetings outlined in paragraphs b., c. and d. of this section.

~~The district governor may authorize his vice governors, region chairpersons or district cabinet members to represent him.~~ Reimbursement will not be made for club visits where roundtrip travel exceeds 600 miles (966

kilometers), unless more than one club is visited. In general, such visits should be assigned to a representative. The only exceptions are (1) for a presentation of charter to a new Lions clubs which also will be considered the one official annual visit for the year, or (2) if advance written approval for a single club visitation is received from the Finance Division.

In addition to the official annual visit, expenses will also be reimbursed in the following circumstances:

- a. Visits to clubs in the process of organization, but not yet chartered not to exceed two per prospective club.
  - b. Charter presentations to new Lions clubs, 25th, 50th, and 75th charter anniversaries to existing clubs.
  - c. Visits to seriously weak clubs, clubs that were canceled during the previous 12 months provided advance written permission are received from the District and Club Administration Division.
- b. **Club Officer Orientation**  
Reimbursement will be made for one day's attendance at one sub-district club officers orientation, held within the district, provided that the orientation is held within 60 days prior to or after the international convention. The district governor is only reimbursed for travel expenses to the border of the district if the meeting is held outside the single or sub-district.
- c. **Cabinet and/or District Convention Meetings**  
Reimbursement will be made for attendance at four cabinet and/or district convention meetings, held within the district, not to exceed two days and two nights each. The district governor is only reimbursed for travel expenses to the border of the district if the meetings are held outside the single or sub-district.
- d. **Membership and Leadership Development Meetings**  
Reimbursement will be made for attendance at GMT or GLT meetings, and Club Excellence Process workshops held within the district, subject to availability of funds in the annual budget authorized by the association for the district governor's budget. The district governor is only reimbursed for travel expenses to the border of the district if the meeting is held outside the single or sub-district.
- e. **Multiple District Meetings**  
District governors whose district is part of a multiple district may submit claims for attendance to three multiple district functions, held within the multiple district, (i.e. council meeting, conferences, conventions, GMT, GLT, CEP meetings) not to exceed three days and three nights each. Expenses related to the planning, organization or promotion of district or

multiple district functions cannot be submitted for reimbursement. The district governor is only reimbursed for travel expenses to the border of the multiple district if the meetings are held outside the multiple district.

f. **Leo Club Visits**

In general, the district governor will be reimbursed for the expenses related to one official annual visit to each Leo club in his/her district. Visits are optional and cannot exceed one day's duration. It is suggested that more than one Leo club be visited in any one day or Leo club visits made in conjunction with Lions club visits. Expenses will also be reimbursed in the following circumstances:

- 1) Certificate of Organization presentations to new Leo clubs.
- 2) Fifth Leo club certification anniversaries and certification anniversaries in five-year increments thereafter.
- 3) Installation of Leo club officers.

4. **Travel Policies**

No payment can be made for trips outside the governor's own district, except those made to multiple district meetings as specified in rule No. 3.e above. All travel must be made by the most economical means.

a. **Automobile**

The allowance for automobile is US\$.30 .41 per mile or US\$.19 .25 per kilometer, all inclusive. ~~If an automobile is used for trips outside the governor's own district, the total claims cannot exceed the cost of economy airfare (see rule No. 3.e.).~~ If taxi and/or car rentals are used, reimbursement would only be the US\$.30 .41 per mile or US\$.19 .25 per kilometer, all inclusive.

b. **Railroad**

If rail travel is used, first class and Pullman (roomette) fare will be reimbursed, provided that cancelled tickets are attached to the claim.

c. **Transportation by Air**

Tickets must be economy round-trip airline ticket by the shortest and most direct route.

1. Use of personal aircraft or charter flight requires the advanced approval of the association. If the equivalent commercial fare cannot be established, reimbursements will be on the basis of US\$.41 per mile (US\$.25 per kilometer)
2. Cancelled airline tickets or E-ticket, if applicable, itinerary/receipt and proof of payment (cancelled check, paid receipt or credit card receipt/statement) must be submitted with expense claim. Any other related expenses are not covered.

3. A boarding pass or travel agent itinerary is not valid for reimbursement.

d. **Other** Any other methods of transportation are subject to prior approval of an administrative officer. Submit a detailed explanation. Tolls, ferry, parking and other travel related expenses will be reimbursed with proof of payment.

e. **Lodging**

~~The actual cost of lodging but not to exceed US\$50 per night is allowed~~, provided that an original itemized and paid receipted bill from the hotel is attached to the claim. District governor name must be included on receipt. ~~No credit card receipts accepted unless an itemized bill is also provided.~~ Reimbursement will be made for actual costs only, not to exceed US\$75.00 per night. The district governor should enter itemized hotel charges *by date*, and attach the original itemized bill to the Travel Expense Claim. The itemized bill, in the district governor's name, must show payment and/or balance due of zero. Note that facsimile and electronic copies may be acceptable and may be considered as original.

f. **Meals**

~~As a courtesy, most clubs will pay for the governor's meals and other expenses during his/her visit. In other cases, the governor may be reimbursed for the actual cost of meals not to exceed US\$16 per day.~~ Reimbursement will be made for actual costs only, not to exceed US\$25.00 per meal. Such costs must be itemized on the expense report form and original itemized receipts must be attached to the Travel Expense Claim. Note that facsimile and electronic copies may be acceptable and may be considered as original. No alcoholic beverages will be reimbursed.

5. **Office Expenses**

An allowance of US\$20.00 plus US\$1.00 per Lions club per month may be claimed. The district governor must submit the Office Expense Claim to request reimbursement. The number of Lions clubs in the district will be fixed for the entire term based on the June 30<sup>th</sup> Cumulative Report.

7. **Stationery Allowance**

~~A one-time reimbursement up to US\$75 will be made for printing of official stationery and envelopes as well as business cards based on the following guidelines. A copy of the printed stationery, business card and envelope as well as a paid printer's invoice is required for reimbursement.~~

8. **Stenographic Expense**

~~Expenses actually incurred up to US\$.45 per Lions club per month may be claimed. In districts with fewer than 45 clubs, the minimum allowance is US\$20 per month.~~

9. **Communications Expense**

The reasonable cost of communication initiated by the district governor, up to US\$1 per Lions club per month, will be reimbursed. Cabinet formation communication expenses shall be reimbursed only on July expense claims. Expenses related to the installation of telephone, fax machine, or telephone lines are not allowed.

10. **Postage**

a. **Postage for administration**

Reasonable postage costs related to the administration of clubs in the district on behalf of Lions Clubs International only are permitted, up to US\$1 per Lions club per month.

b. **Newsletter allowance**

If the district governor publishes a newsletter, US\$50 per month may be claimed to defray expenses.

## **Accounts Receivable and Club Account Services**

This department manages the identification and application of payments received for clubs, districts and miscellaneous accounts, as well as the suspension process. They are responsible for payment related inquiries, including following up on unidentified deposits, and billing concerns. The Accounts Receivable and Club Account Services Department sends the monthly district governor recap of accounts, as well as history ledgers and month to date balance information for all accounts. Proof of payment and payment information should be sent directly to the Accounts Receivable and Club Account Services Department to ensure that they are credited as quickly as possible. They may be reached via mail, by e-mail: [accountsreceivable@lionsclubs.org](mailto:accountsreceivable@lionsclubs.org) or by fax: 630-571-1683, or by telephone 630-203-3810.

While the following information applies more toward clubs, we do ask the district governor team's assistance to encourage the club and cabinet treasurers to follow these procedures in order to ensure that the club accounts reflect all payments made.

## **Lions Clubs International Payments**

Association payments (e.g. per capita dues, club supplies payments) are applied against the oldest balance outstanding on the appropriate club account by the Accounts Receivable and Club Account Services Department. Please do not send district dues or multiple district dues payments directly to Lions Clubs International Headquarters.

Please allow enough time for mail delivery and include the complete club name(s) and club number(s) along with all payment(s). Following the above procedures will ensure that payments are properly credited to the correct account(s) in a timely and efficient manner.

**The club number and complete club name are the most important pieces of information to include with a payment!**

## Unidentified Payments

Sometimes, the origin of the payment cannot be identified, and this results in incorrect past due balances.

The majority of inquiries received by the Accounts Receivable and Club Account Services Department relate to payments that were not credited to their club accounts. Generally, the reason why payments were not credited is that (1) the payment did not indicate a complete club name and club number, or (2) the proof of payments information was not sent to the Accounts Receivable and Club Account Services Department.

When payments cannot be identified, the Accounts Receivable and Club Account Services Department sends a letter listing these amounts to the district governor team, cabinet treasurers, council chairperson and friendly Lions or other contacts to ask for their assistance in identifying which club(s) made the payments. Identifying these payments is critical for maintaining accurate and current club account balances.

**NOTE:** Unidentified payments are listed by bank on the association's Web Site at [www.lionsclubs.org](http://www.lionsclubs.org) Use the Search function, and type in the term "unidentified payments".

## Monthly Statement of Account

The Monthly Statement of Account provides a monthly itemization of invoices and payments for a club or district account. The Monthly Statement of Account serves as a payment acknowledgement, reflecting the date that payments were received and credited to the account. If the ending statement balance has a "CR" to the right, the account has a credit balance, and no payment is due. ~~Please do not make payments for a credit balance.~~

Please note that a deposit made on the final days of the month may not reach the association's account until the next month, and therefore will not show on the club's statement until the following month. If a club payment does not appear on the monthly statement, the club should send proof of payment, which is a copy of the front and back of a check, copy of the bank deposit slip or copy of the wire transfer receipt to the Accounts Receivable and Club Account Services Department at International Headquarters. ~~The club treasurer should retain all Monthly Statement of Accounts as a part of the club's permanent files and that file should be passed on to each new treasurer.~~ may view monthly statements online by visiting the association's website at [www.lionsclubs.org](http://www.lionsclubs.org). ~~Online registration is required.~~

## Lions Clubs International Payment Instructions

Each country has specific payment instructions, which are printed on the club's Monthly Statement of Account. Instructions are also available on the association's Web Site.

**NOTE:** To access payment instructions posted on the association’s Web Site, go to [www.lionsclubs.org](http://www.lionsclubs.org). Use the Search function, and type in the term “payment instructions”.

## **Association Bank Accounts:**

US-based, US dollar association bank account:

The association has a US dollar account, located in the United States. This account only accepts US dollar checks that are drawn on US banks and made payable to LIONS CLUBS INTERNATIONAL. Clubs located in the United States may also make e-check or can make on line credit card payments to this account. Clubs located outside of the US can pay via US dollar wire transfer to this account, or can make online credit card payments.

Association bank accounts located outside of the United States:

The association currently maintains 55 bank accounts, in multiple currencies, throughout the world. Deposits to these bank accounts should be made in the currency that corresponds to the bank account. For non-US dollar association bank accounts, the association sets a monthly US dollar exchange rate.

**NOTE:** Exchange Rates are posted by the month and year on the association’s Web Site at [www.lionsclubs.org](http://www.lionsclubs.org). Use the Search function, and type in the term “exchange rates”.

Please send all payment details, proof of payment and payment related questions directly to the Accounts Receivable and Club Account Services Department: e-mail: [accountsreceivable@lionsclubs.org](mailto:accountsreceivable@lionsclubs.org) or by fax 630-571-1683.

### **A. Payments made to the association’s US-based, US dollar bank account**

#### **1. Payment Instructions for US dollar checks that are drawn on US banks and made payable to LIONS CLUBS INTERNATIONAL.**

Clubs should mail US dollar checks drawn on US banks directly to the association’s Lock Box. Checks will be credited to the appropriate club account(s) the same day that the check reaches the Lock Box. Sending a check to International Headquarters will only delay the payment reaching the bank. Allow enough time when mailing checks.

All US dollar checks that are drawn on US banks should be mailed directly to:

The International Association of Lions Clubs  
35842 Eagle Way  
Chicago, Illinois 60678-1358, USA

**NOTE:** Unless a check is in US dollars and drawn on a US bank, it is considered a non-US dollar check. Because of high bank fees and length of bank processing time, any non-US dollar checks will be returned to the maker.



Please include the statement **remittance advice** for all payments.

When mailing a payment without enclosing a statement **remittance advice**, please write the complete club name and club number on the front of the check. If the payment is for more than one club, please provide a breakdown of complete club names, club numbers and indicate the dollar amounts that should be applied to each club.

Please do not write the ident number or an invoice number on the check. The bank's personnel may, in error, enter these numbers as the club number.

**NOTE:** Please do not write any information on the back of the check, as the bank only provides copies of the front of the check.

**2. Payments for LIONS CLUBS INTERNATIONAL by US dollar wire transfer.**

Please send US dollar wire transfers directly to the headquarters US-based JP Morgan Chase Bank, N. A. Account.

- Include the complete club name and club number in the transfer instructions. The transfer should be made to:

JP MORGAN CHASE BANK, N.A.  
10 South Dearborn Street  
Chicago, Illinois 60603, USA  
Swift Number CHASUS33  
Routing (ABA) 021000021  
Account Number 105732  
Beneficiary Name: International Association of Lions Clubs

- Please send the payment details to Accounts Receivable and Club Account Services. If the wire transfer is a bulk deposit (i.e. one payment for a number of clubs), we will need a breakdown of the total amount (i.e. complete club names, club numbers and US dollar amounts to be credited to each club) . Please send the breakdown of the deposit along with a copy of the US dollar wire transfer to the Accounts Receivable and Club Account Services Department: fax: 630-571-1683, or by e-mail: [accountsreceivable@lionsclubs.org](mailto:accountsreceivable@lionsclubs.org).

**B. Deposits made to Lions Clubs International bank accounts located outside the United States.**

Lions Clubs International maintains bank accounts throughout the world, in both US dollar and local currencies.

US dollar Deposits. US dollar deposits should only be made to a Lions Clubs International US dollar bank account.

Local Currency Deposits. Local currency deposits should only be made to a corresponding Lions Clubs International bank account. Monthly, the association posts the US dollar exchange rate. The monthly Statement of Account shows the exchange rate in effect for the next month. Please use the current rate, to make a payment.

Please allow sufficient time to make a deposit to one of the association's banks, at least five (5) business days before month-end. The exchange rate is determined by the month that the association bank acknowledges receipt of a deposit. Please include the complete club name and the club number on the bank deposit slip.

Please e-mail: [accountsreceivable@lionsclubs.org](mailto:accountsreceivable@lionsclubs.org), fax: 630-571-1683, or mail to the Accounts Receivable and Club Account Services Department a legible copy of the deposit slip that shows the deposit date (i.e. Day, Month and Year) and which club account(s) should be credited.

Individual Deposits. Include the club number and complete club name on the copy of the deposit slip.

Bulk Deposits. In order to credit bulk deposits (i.e. one payment for a number of clubs), we will need a breakdown of the total amount by: club numbers, complete club names, and the amounts to be credited to each club stated in the deposit currency.

Other Payments or LCIF Donations. If you are making other types of payments (e.g. Charter Fees, Convention) or LCIF donations, please clearly indicate the purpose of these deposits, so that we can correctly record these deposits immediately upon receipt.

Correspondence. Please forward all correspondence to the Headquarters address at 300 W. 22<sup>nd</sup> Street, Oak Brook, IL or email it to Accounts Receivable and Club Account Services at 630-571-1683.

## **Past Due Club Balances/Suspension**

Please refer to Club Operations (Chapter 5) in this manual.

## **Lions Clubs International Web site**

Please note that in addition to information contained in this manual we encourage you to visit [www.lionsclubs.org](http://www.lionsclubs.org) for information. The Finance Division has several pages on the Web site that contain valuable information such as:

- District governor expense claim forms
- District governor Rules of Audit
- District governor frequently asked questions
- Exchange rates
- Payment instructions

- Unidentified payments

The exchange rates are updated on the 1<sup>st</sup> of the month and the unidentified deposits are updated on the web by the 15<sup>th</sup> of every month. The district governor forms and payment instructions are updated when changes occur. To access any of these pages, please visit [www.lionsclubs.org](http://www.lionsclubs.org).

## Chapter 10

# LEADERSHIP DEVELOPMENT

### General Information

The mandate of the Leadership Division is to work with an expanding team of visionary Lions leaders across diverse cultures at the club, district, multiple district, and international levels to enhance the quality of our association's leadership. Programs are delivered using a three-prong strategy: (1) Lions Clubs International-sponsored leadership development seminars conducted around the world; (2) regional training conducted in local languages and within the cultural context; (3) Internet training to support all other training efforts.

The focus of leadership programs is on self-development and strengthening core skills, such as practical Lionistic theories of servant leadership, effective leadership styles, inspiring a shared vision, team building, cross-cultural communication, motivation, and management. These are developed in an integrated program following a leadership model of discovery, analysis, shaping, organizing, mobilizing, inspiring and integrating.

The ultimate goal is to equip Lions leaders with the vision and skills to enhance Lions humanitarian service efforts.

### Global Leadership Team

Leadership is critical to the overall success of any organization. An effective leadership team will provide the vision, guidance and motivation necessary for Lions Clubs International to continue to fulfill its mission of providing quality, relevant service to the global community.

For several years, the primary focus of the association has been increasing membership in existing clubs and creating new clubs. However, without a solid foundation based in effective leadership, this growth cannot be sustained and maximized. During 2009-2010, a new concept was developed to replace MERL, whereby the leadership development function (L) was separated from the functions responsible for membership growth in existing clubs (M), new club extension (E), and member retention (R).

The Global Leadership Team (GLT) provides the needed focus on active leadership development, affording Lions Clubs International a solid foundation upon which to build. The GLT encourages the identification and development of leaders at all levels of the association, while providing necessary information, guidance and motivation. Operating as a parallel, mutually supportive specialized team with the Global Membership Team (GMT), the GLT provides for an enhanced focus on and support of leadership development, which is critical to the success of every LCI program and to the future vitality of the association as a whole.

The GLT structure, which encompasses representation at the international, constitutional area, multiple district and district levels and includes district governor teams, provides a comprehensive global platform for developing more qualified leaders from the club level up, while encouraging regional training and development approaches to address local needs. Consistent, ongoing consultation and collaboration with the Global Membership team (GMT) is critical to both teams' impact.

**GLT - District:** Each district has a GLT, comprised of a GLT District Coordinator and the District Governor Team, with the Second Vice District Governor serving as liaison to the DG Team. Other qualified Lions may be added as necessary. The GLT-D will work in cooperation with the GMT-D (**DG Teams are core members of both GLT and GMT at the district level**). GLT District Coordinators and other team members are appointed by the District Governor, in consultation with the GLT Area Leader, GLT Multiple District Coordinator (where applicable) and First and Second Vice District Governors.

Responsibilities of the GLT District Coordinator include:

- Supports and motivates zone and club leadership
- Assesses training and leadership needs in district; communicates needs to GLT Multiple District Coordinator
- Establishes training and development plan for district with guidance from GLT-Multiple District Coordinator
- Organizes and promotes training at district conferences and conventions
- Collaborates with GMT counterpart to identify needs and ensure suitability of training opportunities
- Educates Lions in district on and encourages use of LCI leadership development programs, tools and resources
- Organizes zone chairperson training and club officers training
- Organizes Certified Guiding Lion training; supports and advises CGLs
- Organizes Club Excellence Process workshops
- Ensures new member orientation is effectively implemented
- Evaluates training and development programs in multiple district and provides feedback to GLT Multiple District and Leadership Division
- Identifies and encourages potential leaders based on aptitude, experience and interest; recommends qualified candidates for further development; encourages involvement with Lions Mentoring Program
- Identifies community leaders to join Lions – refers to GMT for follow up
- Ensures training and development is emphasized throughout the district
- Enhances awareness and understanding of the need for quality leadership at all levels of the association

For additional information related to the GLT, please visit our [Global Leadership Team](#) page on our LCI Web site at [www.lionsclubs.org](http://www.lionsclubs.org) or contact the Leadership Administration Department at [leadership@lionsclubs.org](mailto:leadership@lionsclubs.org).

# Leadership Development Initiatives

## Club Officers Orientation

Each district is required to conduct a club officers' orientation. You, as the district governor and as a key member of the district GLT, should ensure this important training is provided. Other experienced Lions in the district may be asked to assist with this program. The Leadership Division provides a suggested curriculum and the materials for this program.

The club officers' orientation facilitators may want to follow these suggestions in preparing for the training:

1. Determine the objectives of the program in consultation with other GLT members and district officers. A review of feedback from the previous year's program may be helpful.
2. Determine the date and location of the club officers' orientation and make the appropriate facility arrangements.
3. Identify those individuals who will assist with the program and their responsibilities. Be certain everyone understands what is expected of him or her.
4. Prepare an agenda for the program. Share and discuss the agenda with those assisting with the program.
5. Incorporate the club officers' orientation materials received from the Leadership Division with any existing materials to develop the content of the program. Check the Leadership Resource Center on the LCI Web site for additional materials and resources to enhance your program. Share the materials with those who will be presenting the topics at the orientation program.
6. Encourage club officers to attend this orientation program. Promote the program at district, region and zone meetings. Notify clubs in the district directly about the program providing them with the date, location, etc.
7. Prepare, distribute and summarize the program evaluations.

Some districts conduct more than one officers' orientation session. Others conduct this training at the region and zone levels.

Orientation of district officers and committee chairpersons may be conducted at the same time or separately. The same steps for preparation apply.

## Zone Chairperson Training Program

The Zone Chairperson Training Program is designed to meet the diverse and unique needs of zone chairpersons. Available in all LCI-official languages, the program provides districts with two options for implementation: Option A, which consists of online/self-study materials, and Option B, which is a two phase blended learning approach that consists of an online course, a workshop pre-assignment, and an instructor-led training workshop.

There are three main components of the program:

- The *Zone Chairperson Online Training*, which is a self-study module focused on the responsibilities and challenges of the position, and reviews the resources available to maximize performance.
- The *Zone Chairperson Workshop Pre-Assignment*, which asks incoming/current zone chairpersons to communicate with Lions at the club and district level to gather and analyze information about the current situation in their zones. Information gathered in this pre-assignment is used as a basis for individual planning and group activities during the training workshop.
- The *Zone Chairperson Training Workshop*, which consists of four interactive training sessions and includes the following topics: *The Role of the Zone Chairperson*, *Facilitating Cross-Level Communication*, *Serving as a 'Club Consultant'*, and *Goal Setting and Action Planning for Success*

For more information related to this program, contact your GLT district coordinator, or the [Facilitated Learning Department](#) at LCI Headquarters.

## **Second Vice District Governor Training Program**

The Second Vice District Governor Training Program is a two-phase, blended learning program that offers an online module and workshop curriculum. Available in all LCI-official languages, the format of this program provides multiple districts with the flexibility to implement the training in a format that most suits the needs of its second vice district governors.

Phase 1, the Second Vice District Governor Online Training, is located online in the Leadership Resource Center. This self-study online module reviews the team approach to district leadership, provides an overview of job responsibilities, and explores the team-based relationship between the district governor team and the GMT/GLT. Phase 2, the Second Vice District Governor Training Workshop, provides an interactive curriculum related to job responsibilities and leadership development.

For more information related to this program, contact your GLT multiple district coordinator or GLT area leader, or the [Facilitated Learning Department](#) at LCI Headquarters.

## **Lions Leadership Institutes**

Lions Leadership Institutes provide an opportunity for Lions to develop their leadership skills in an interactive setting. ~~come together for a four-day session~~ for personal growth in the context of developing leadership skills. Faculty includes qualified, experienced Lions leaders recommended by GLT Area Leaders and approved by the International President.

As of 2012-13, the GLT determines the types of institutes best suited for their respective Constitutional Area. Not all institute types (ALLI, ELLI, and FDI) are conducted annually in every Constitutional Area. Please see the respective institute sections of the LCI website to learn which institutes are being held in your Constitutional Area.

The district governor team plays a very important role in the Lions Leadership Institute program. In consultation with other members of the GLT, you are asked to identify potential leaders in your area, promote the institutes and recommend the best-qualified candidates for this unique leadership development opportunity.

The Leadership Division of Lions Clubs International maintains the quality of all aspects of the institutes, including curriculum, faculty and the selection process of participants. The division works in concert with the Leadership Committee of the International Board of Directors and the International President.

An overview of the qualifications and procedures for the Emerging Lions Leadership Institute, the Advanced (Senior) Lions Leadership Institute, Regional Lions Leadership Institute and the Faculty Development Institute follows, outlined below is also available on the association's Web site [www.lionsclubs.org](http://www.lionsclubs.org).

## **Emerging Lions Leadership Institutes**

The Emerging Lions Leadership Institutes focuses on building the skills of Lions members for leadership opportunities at the club level, including the position of club president. ~~These institutes are offered in select constitutional areas in 2012-13.~~ Dates and locations are posted on the association's Web site [www.lionsclubs.org](http://www.lionsclubs.org).

### **Participant Qualifications: Emerging Lions Leadership Institute**

1. Candidates must be Lions in good standing who have successfully served on a club committee and who have not yet attained the level of club president. Charter club presidents are also eligible for this institute.
2. Candidates must be willing to commit to a four-day institute including group mealtime activities.
3. Graduates of this institute are expected to pursue leadership responsibilities at the club level.

### **Cost of the Institute**

Lions Clubs International will pay for each participant's meals and lodging during the actual days of the institute. Additionally, upon approval to attend the institute, a non-refundable participation fee of US\$95.00 will be required to offset these costs. Participants are responsible to pay for their own transportation and related travel expenses to and from the institute. All participants must stay at the designated institute facility and must attend all institute sessions and organized meals.



## **Selection Process**

Because of the high number of applications received by the association, acceptance into the institute is not guaranteed. A concerted effort is made to have as many districts as possible represented at each institute. As a result and due to capacity limitations, all recommended candidates may not be accepted. As district governor, you may be asked to prioritize applicants from your district. After screening the applications, the association will notify applicants of the results and proceed with the registration process.

The Leadership Division reserves the right to cancel any institute or language presentation due to an insufficient number of applications submitted at the stated application deadline date.

## **Application Procedure**

Qualified candidates must prepare specific items and submit them for consideration. Applications are considered only when all forms are complete and are received by the Leadership Division no later than the stated application deadline. The application is made available four months prior to the start of the institute and is due approximately two months in advance of the institute. For information regarding the

To apply, candidates must complete the application, which includes the following documents, and submit it to the Institutes and Seminars Department prior to the submission deadline date.

- A. Completed Application Form
- B. Candidate's Lions History
- C. Candidate's Nomination Form signed by the club president and the district governor who will serve during the time the institute is held and the GLT district coordinator.

For further information regarding the [Emerging Lions Leadership Institute program](#) contact:

Lions Clubs International  
Leadership Division  
Institutes & Seminars Department  
300 W. 22<sup>nd</sup> Street  
Oak Brook, IL 60523-8842 USA  
Fax: 630-706-9010  
E-mail: [institutes@lionsclubs.org](mailto:institutes@lionsclubs.org)

## **Advanced (Senior) Lions Leadership Institutes**

The Advanced (Senior) Lions Leadership Institutes focuses on developing the skills of Lions leaders to prepare them for leadership responsibilities at zone, region and district levels. These institutes are offered in each constitutional area in 2012-13 each year.

Exact schedule Dates and locations are announced each year and are posted on the association's Web site: [www.lionsclubs.org](http://www.lionsclubs.org).

### **Participant Qualifications: Advanced (Senior) Lions Leadership Institute**

1. Candidates must be Lions who have served successfully as club president, but have not yet attained the position of first vice district governor. Candidates do not have to hold a position currently.
2. Candidates must be willing to commit to a four-day institute including group mealtime activities.

### **Cost of the Institute**

Lions Clubs International will pay for each participant's meals and lodging during the actual days of the institute. Additionally, upon approval to attend the institute, a non-refundable participation fee of US\$95.00 will be required to offset these costs. Participants are responsible to pay for their own transportation and related travel expenses to and from the institute. All participants must stay at the designated institute facility and must attend all institute sessions and organized meals.

### **Selection Process**

Because of the high number of applications received by the association, acceptance into the institute is not guaranteed. A concerted effort is made to have as many districts as possible represented at each institute. As a result and due to capacity limitations, all recommended candidates may not be accepted. As ~~part of the district governor team,~~ you may be asked to prioritize applicants from your district. After screening the applications, the association will notify applicants of the results and proceed with the registration process.

The Leadership Division reserves the right to cancel any institute or language presentation due to an insufficient number of applications submitted at the stated application deadline date.

### **Application Procedure**

Qualified candidates must and submit them for consideration. Applications are considered only when all forms are complete and are received by the Leadership Division no later than the stated application deadline. The application is made available four months prior to the start of the institute and is due approximately two months in advance of the institute. Please check the association's Web site for the current schedule of institutes in your constitutional area and application submission deadlines [Advanced \(Senior\) Lions Leadership Institute](#)

To apply, candidates must ~~prepare the following items~~ complete the application, which includes the following documents, and submit them ~~as indicated below~~ to the Institutes and Seminars Department prior to the submission deadline date. The district leadership team, including the district governor, first vice district governor, second vice

district governor and GLT district coordinator should screen all applications prior to submission to LCI:

- A. Completed Application Form
- B. Candidate's Lions History
- C. Candidate's Nomination Form signed by the district governor who will serve during the time the institute is held and the GLT district coordinator.

For further information regarding the Advanced (Senior) Lions Leadership Institute program contact:

Lions Clubs International  
Leadership Division  
Institutes & Seminars Department  
300 W. 22<sup>nd</sup> Street  
Oak Brook, IL 60523-8842 USA  
Fax: 630-706-9010  
E-mail: [institutes@lionsclubs.org](mailto:institutes@lionsclubs.org)

## Regional Lions Leadership Institutes

The Regional Lions Leadership Institute program is a grant program allowing multiple districts and single districts to apply for funding to support leadership training in their own multiple/single district. The Leadership Division provides specific guidelines to maximize the quality of Regional Lions Leadership Institutes.

An amount up to US\$143 per confirmed participant is allowed per approved institute, up to a maximum of US\$10,000 for multiple and single districts participating in the RLLI program for the first and second time, **not** to exceed 50% of the total cost. Up to US\$7,500 is available for RLLI participants who have previously received RLLI funding two or more times, **not** to exceed 50% of the total cost.

A comprehensive packet of material is emailed to each multiple and single district. This packet includes information regarding the Regional Lions Leadership Institute program, including the Regional Lions Leadership Institute Funding Application Form, planning guidelines, a sample schedule and a reimbursement Claim Summary Form.

Regional Lions Leadership Institute Funding Request applications must be submitted to the Leadership Division of Lions Clubs International for consideration no later than April 30 of the previous fiscal year. Applications received after this date will be considered in order of date received, pending fund availability.

**Faculty Development Institute** The Faculty Development Institute is dedicated to the development and expansion of skilled Lions faculty. The curriculum focuses not only on presentation skills, but encompasses the skills and concepts that impact the quality of training delivery and effectiveness of Lions Clubs International's leadership development programs. Lions participating in this four-day course will be required to facilitate a training event within 6 (six) months of the institute, in order to be

considered a graduate of the FDI program. Instructors are Lions with finely tuned instructional skills and extensive experience as Lions facilitators. Dates and locations are announced each year and are posted with the applications on the association's Web site [www.lionsclubs.org](http://www.lionsclubs.org).

Each year, district governors and GLT district coordinators are provided with information related to FDI graduates in their area. You are encouraged to take advantage of the skills of Faculty Development Institute graduates by including them as instructors in district training seminars and workshops.

### **Participant Qualifications: Faculty Development Institute**

Candidates are those Lions who have some experience serving as faculty at Lions training events, and who would benefit from this instructional skill refinement course (Lions with extensive experience as Lions faculty or as professional trainers are not recommended for this institute). Candidates must have demonstrated basic instructional skills at training seminars along with a keen interest to further develop those skills.

To maximize learning, the optimum number of participants for each institute is twenty.

A concerted effort is made to have as many districts as possible represented at each institute. As a result and due to capacity limitations, all recommended candidates may not be accepted.

### **Application Procedure**

Qualified candidates must prepare specific items and submit them for consideration. Applications are considered only when all forms are complete and are received by the Leadership Division no later than the stated application deadline. The application is made available four months prior to the start of the institute and is due approximately two months in advance of the institute. Please check the association's Web site for the current schedule of institutes in your constitutional area and application with submission deadlines [The Faculty Development Institute](#)

To apply, candidates must prepare the following items and submit them as indicated below complete the application, which includes the following documents, and submit them as indicated below to the Institutes and Seminars Department prior to the submission deadline date. The district leadership team, including the district governor, first vice district governor, second vice district governor and the GLT district coordinator, should screen all applications prior to submission to LCI:

- A. Completed Application Form
- B. Candidate's Lions History
- C. Candidate's Nomination Form signed by the district governor and council chairperson who will serve during the time the institute is held and the GLT

multiple district coordinator. Candidates from single districts should obtain the signature of their district governor and GLT area leader.

For further information regarding the Faculty Development Institute program contact:

Lions Clubs International  
Leadership Division  
Institutes & Seminars Department  
300 W. 22<sup>nd</sup> Street  
Oak Brook, IL 60523-8842 USA  
Fax: 630-706-9010  
E-mail: [institutes@lionsclubs.org](mailto:institutes@lionsclubs.org)

### **Cost of the Institute**

Lions Clubs International will pay for each participant's meals and lodging during the actual days of the institute. Additionally, upon approval to attend the institute, a non-refundable participation fee of US\$95.00 will be required to offset these costs. Participants are responsible to pay for their own transportation and related travel expenses to and from the institute. All participants must stay at the designated institute facility and must attend all institute sessions and organized meals.

The Leadership Division reserves the right to cancel any institute or language presentation due to an insufficient number of applications submitted at the stated application deadline date.

### **GLT District Funding Support**

The Leadership Division budget offers limited funding to support the delivery of critical training and development programs to support clubs. Eligible programs are Certified Guiding Lion Training, Club Excellence Process (CEP) Facilitator's Training and Zone Chairperson Training. Eligible expenses will be reimbursed on a matching funds basis, in an amount up to US\$300 per district per year. Funding must be applied for by the GLT District Coordinator with the approval of the District Governor, respective GLT Multiple District Coordinator and the GLT Area Leader. Funding must be approved by LCI in advance of the training to secure funds. To apply for funding, application forms must be completed and submitted by the GLT District Coordinator in advance of the training.

Please visit the [GLT District Funding Support Program](#) for specific details and training program eligibility.

### **Multiple District Training Support**

The Leadership Division budget includes limited funding for training conducted at the multiple district level. This program allows multiple districts to apply for funding reimbursements for two leadership seminars per fiscal year; one for first vice district governors and one for second vice district governors. Multiple districts must apply for

and be pre-approved to receive this funding, which allows for US\$100 per participating first vice district governor or US\$75 per participating second vice district governor.

For program details, please visit [Multiple District Leadership Development Funding](#)

Multiple districts conduct first vice district governors/governors-elect seminars to assist incoming district governors in understanding their responsibilities. The Leadership Division provides each multiple district with a curriculum and instructional materials designed to complement the curriculum of the District Governors-Elect Seminar conducted in conjunction with the International Convention.

Multiple districts conduct second vice district governor training to develop the skills of the second vice district governors and to enhance their understanding of their role and responsibilities in the district. The Leadership Division provides each multiple district with curriculum.

## **District Governors-Elect Seminar**

Each year, governors-elect from around the globe attend the District Governors-Elect Seminar, conducted just prior to the International Convention. During this seminar, district governors-elect participate in interactive leadership training conducted by the association. The seminar encourages learning about the roles and responsibilities of leaders, including the goals and priorities of the incoming international president.

The District Governors-Elect Seminar faculty is comprised of knowledgeable, experienced Lion leaders from around the world. Sessions are conducted in each of the association's official languages, with simultaneous interpretation provided as necessary. The Leadership Division develops all curriculum and corresponding materials.

Specific information related to this annual training program can be located on the LCI web site [District Governor Elect](#)

## **Additional Leadership Seminars**

The Global Leadership Team (GLT) presents additional seminars to support LCI initiatives as directed by the International Board of Directors. Training workshops may be presented to address the needs of specific geographic areas or with a targeted focus such as membership growth (membership, extension and retention) and leadership development.

Through these interactive seminars, Lions gain a better understanding of their mission and have the opportunity to share their knowledge and expertise with other Lions. Participants receive resources and information that they may use in workshops at the district level to sharpen the skills of other Lions.

## **Leadership Resource Center**

The Leadership Resource Center, accessible via the association's Web site, has a simple user-friendly design providing easy access to valuable leadership development tools and resources. Five categories of leadership development information are currently available:

### **Global Leadership Team**

Information related to the Global Leadership Team, which includes the structure of the Global Leadership Team at the international, multiple district and district level.

### **Lions Learning Center**

Lions Learning Center is an electronic-learning program, accessible via the association's Web site [www.lionsclubs.org](http://www.lionsclubs.org). Electronic-learning enables Lions to take advantage of the primary benefits of online training: widespread, twenty-four hour access, and self-paced, self-driven learning. Users set up a personal account with their Lions member ID number, and this provides a personal record for each Lion who completes online courses.

Lions Learning Center offers all Lions the opportunity to sharpen their knowledge of Lions fundamental and leadership skills. Course content is designed to meet the needs of the new Lion who may require orientation support, such as *Introduction to Lions Leadership*, as well as the longer-term Lion seeking information, such as in the *Decision Making* course. Information is presented in an informative, interactive format.

### **Training Materials/Resources**

Various training curricula packages including instructor guides, participant materials, supporting slides and handouts for Club Officer, Zone Chairperson training and others. Resources include downloadable presentations, such as Member Orientation modules and slide presentations with speaking notes for topics of Achieving Goals, Roles in Groups, and Nurturing New Clubs.

### **Development Programs**

Information related to the associations leadership development programs including Lions Leadership Institutes, Faculty Development Institutes, leadership skills webinars, District Governors-Elect Seminars and regional leadership development support programs

### **Leadership Communications**

Leadership Communication is focused on increasing the success of Lions in leadership roles. Communication includes the quarterly Leader Network e-newsletter, audio podcasts, and leadership success stories shared by Lions.

The Leadership Resource Center can assist the district governor team and GLT coordinator charged with developing and facilitating local training programs. All materials are easily accessible and can be modified to accommodate local area needs.



## Chapter 11

# LEGAL

### General Information

The Legal Division is responsible for maintaining the association's worldwide trademark registrations, global insurance program and risk management and litigation. In addition, the Legal Division provides guidance and advice to Lions on the association's constitution and by-laws and board policy, including district elections, international director endorsement inquiries, dispute resolutions and constitutional complaints. In addition to implementing and managing corporate governance programs for the association, the Secretary prepares and distributes the official minutes of board meetings and executive summaries. If you have any questions regarding trademark, insurance, constitutional or other legal matters, please contact the Legal Division at [legal@lionsclubs.org](mailto:legal@lionsclubs.org) or 630-203-3847.

### Trademark Policies

1. **GENERAL TRADEMARK POLICIES.** As a matter of legal protection to the International Association of Lions Clubs and its members, clubs and districts (single, sub- and multiple, hereinafter referred as “districts”), the association name and emblem (and variations thereof) are registered as trademarks in countries around the world. The association has a legal obligation to be alert to infringements of its trademarks, and to take all necessary steps to prevent, and to provide against legal risks, which may flow from any unauthorized use.
  - a. **Definition of “TRADEMARKS.”** Any existing and future association names, emblems, logos, seals, registered trademarks and other trademark interests, including but not limited to Lions, Lioness, Leo, Lions Clubs, Lions International or Lions Clubs International.
  - b. **Emblem Of Association.** The emblem of this association and each chartered club shall be of a design as set forth below. Each club shall only use the official emblem of the association without alteration.



- c. **Trademark Registrations.** The association's trademarks are registered and managed by the Legal Division of Lions Clubs International. No Lions district (single, sub- or multiple), club or member may register Lions trademarks without prior written authorization from the Legal Division.

- d. **LEO, LIONESS or Other Official Association Programs.** Lions clubs and districts are automatically granted permission and license to use the association trademarks in connection with sponsorship of Leo Clubs, Lioness Clubs, Official Contests, Youth Camps or other official association programs in accordance with the policies governing such programs, so long as said trademarks are not used on any item to be sold or otherwise available from the Club Supplies and Distribution Division or official licensees.
  - e. **Duty to Enforce and Report Unauthorized Use.** All association officers, board appointees, council chairpersons and first and second vice district governors have a duty to agree to abide by and encourage enforcement of the association trademark policies, report any and all unauthorized use of the association trademarks to the Legal Division, and acknowledge such duty in writing annually to the Legal Division.
  - f. **General Standards of Quality and Content.** In order to maintain general quality and content standards in the use of the association trademarks, said trademarks shall not be used in connection with pornography, nudity, alcohol, and other content, which may be offensive in the relevant Lions community.
2. **OPERATIONS OF ASSOCIATION.** The association, its officers, directors and authorized staff may use the association trademarks in the promotion and furtherance of the association's purposes and general operations, so long as such use is done in accordance with the policies adopted from time to time by the International Board of Directors. General operations shall include but are not limited to the international convention, club supplies, *LION* Magazine, corporate sponsorships, cooperative alliances, and all other association programs and publications. The expenses for all new trademark registrations must be budgeted by the respective division, department or program. The expenses for all trademark renewals will be the responsibility of the Legal Division.
  3. **AUTOMATIC LICENSE TO MEMBERS, CLUBS AND DISTRICTS.** Lions members, clubs and districts are automatically granted permission and license to use the association trademarks in the promotion and furtherance of the association's purposes and club or district operations, such as sponsored programs, projects, community service and other events, so long as such use is done in accordance with the policies adopted from time to time by the International Board of Directors and the trademarks are not used on any goods or services to be sold or items otherwise available from the Club Supplies and Distribution Division and official licensees.
    - a. **Printed Material.** Lions members, clubs and districts are automatically granted permission and license to use the association trademarks on printed material reasonably related to club and district operations and promotion, (such as letterhead, business cards, envelopes and brochures), so long as such items are not to be sold.

- b. **Digital Media Authorization.** Lions members, clubs and districts may use the association trademarks on their respective websites, in social media or other digital media applications, and as part of domain names and personal email addresses, provided that, all such use of the association trademarks are in accordance with the policies and procedures adopted from time to time by the International Board of Directors and such use clearly identifies the member, club or district to ensure that Lions Clubs International is not identified as the source of content.
  - c. **Downloaded Emblems.** Any reproduction of the association trademarks may be downloaded by Lions members from the official formats provided on the association's Web site [www.lionsclubs.org](http://www.lionsclubs.org). These are the only trademarks that may be reproduced electronically or otherwise
4. **AUTHORIZED USE BY LIONS MEMBERS, CLUBS AND DISTRICTS.** In addition to the automatic permission and license as provided in this policy, Lions members, clubs and districts are authorized to use the association trademarks as provided below:
- a. **Use of Items Bearing the Association Trademarks.** Lions members, clubs and districts are authorized to use, purchase and sell items bearing the association trademarks obtained through the Club Supplies and Distribution Division and official licensees. For items not available through the Club Supplies and Distribution Division and official licensees, Lions clubs and districts are authorized to use, purchase, manufacture, distribute or sell items bearing the association trademarks as provided below:
    - (1) **Automatic Permission and License For Apparel Items (Excluding Vests):** For all apparel items excluding vests, Lions members and districts are automatically granted permission and license to use, purchase, sell, manufacture or distribute items bearing the association trademarks when the total number of each individual item does not exceed thirty (30) in one fiscal year, and clubs are automatically granted permission and license to use, purchase, sell, manufacture or distribute items bearing the association trademarks when the total number of each individual item does not exceed thirty (30) or a total of one (1) per club member, whichever is greater, in one fiscal year. For purposes of this section, apparel items are defined as clothing such as caps, shirts and ties that one would wear to cover, protect or decorate your body.
    - (2) **All Other Items Requiring Approval.** For all vests, apparel items exceeding thirty (30) in one fiscal year, and all other items not otherwise identified, Lions members, clubs and districts which desire to use, purchase, sell, manufacture or distribute items bearing the association trademarks, must obtain approval from and pay such license fees and/or

royalty payments, royalties as determined by the Club Supplies and Distribution Division or the Legal Division.

- b. **Sponsors of Club or District Projects.** Lions clubs and districts are authorized to use the association trademarks in connection with the name and/or emblem of a sponsor of a club and/or district project as provided below, so long as the club or district name is clearly identified in all such use and such use does not conflict with the purposes of the association, compete with the activities, programs or existence of the association or Lions Clubs International Foundation, and:
- (1) If the project is a club(s) and/or one district (single or sub) project, then approval to use the association trademarks in connection with such project is automatically granted to said club(s) and/or district.
  - (2) If the project involves more than one sub-district and/or one multiple district, then the sponsor shall be approved by the respective multiple district council of governors.
  - (3) If the project involves more than one multiple district, then the sponsor shall be approved by each respective multiple district council of governors and the Legal Division.
- c. **Non-Dues Revenue Programs.** The association, from time to time, will offer special non-dues revenue programs and services to all members, wherever feasible. Royalty income derived from the use of the association trademarks on such offerings will accrue to the general fund. Lions clubs, districts, Lions-sponsored foundations, or other Lions-sponsored entities (hereinafter referred to as "sponsors") may offer non-dues revenue programs and services within its defined boundaries, as provided below:
- (1) The non-dues revenue programs or services shall not compete or otherwise conflict with an existing program, sponsored by the association, except as authorized by the International Board of Directors. Permission will be granted to use the association trademarks in connection with the sponsorship of said programs only where a similar program is not currently in existence.
  - (2) Sponsors of a non-dues revenue program or service shall be required to apply for use of the association trademarks. The application shall include a resolution of support by the sponsoring district cabinet or multiple district council of governors as applicable. The association may require such other documentation as it deems necessary to consider the application.
  - (3) In order to receive authorization to use the association trademarks, the sponsor must agree to review all solicitation materials, including any Web site content, to ensure that the same are consistent with general standards of quality and content and the applicable trademark policies of the International Board of Directors. Before solicitation begins, all

material including proposed Web site design must be submitted to the Legal Division for approval.

- (4) The sponsor must be clearly identified on the proposed solicitation materials and any other item on which the association trademarks will be printed or otherwise affixed, including, if applicable, credit cards.
- (5) The sponsor and the non-dues revenue program vendor agree to pay a royalty of 10% of the lesser of the gross revenue or net profit received by the sponsor from the vendor as a royalty for use of the association trademarks. The Finance Division will communicate with each licensed sponsor at least annually to determine royalty owing to the association. Each sponsor is encouraged to reserve the right to inspect all relevant records and documentation of the vendor to verify the accuracy of the royalty.
- (6) The International Board of Directors reserves the right to revoke the license to use the association trademarks upon giving notification to the sponsor and, if known, any vendor. If appropriate and feasible, any such revocation would take into consideration sponsor and vendor contract obligations. In the event the license is revoked, the vendor is required to immediately cease and desist from using the association trademarks.
- (7) The sponsor and the non-dues revenue vendor shall use the mailing lists provided by the association for program solicitation purposes only and shall not duplicate or use such mailing lists, for any other purpose whatsoever. If the sponsor and/or non-dues revenue vendor use or make available the association mailing lists for any purpose other than the program, the association reserves the right to immediately revoke authorization to use the association trademarks. Such revocation will be effective immediately upon issuance of the notification to the offending party. A penalty of US\$5000.00 shall be assessed against the sponsor and/or non-dues revenue vendor who uses or makes available the mailing lists for any improper purposes or duplicates such lists without authorization.

d. **District Endorsement of International Convention Tour Coordinator.** A district is authorized to endorse a tour coordinator to coordinate travel and/or tours related to the International Convention. An application for endorsement of a tour coordinator must be submitted to the Convention Division. If an endorsed tour coordinator wishes to use the association trademarks in connection with a travel brochure or similar related literature, the tour coordinator must submit to the Legal Division the following:

- (1) A sample of the brochure or similar literature, which must include the following disclaimer: "The International Association of Lions Clubs as well as the Lions district (single, sub- and multiple) shall not be responsible for losses incurred."
- (2) Payment of US\$25.00 as a royalty for use of the association trademarks.

5. **FOUNDATIONS.** The International Board of Directors or its designee, the General Counsel, may grant license to use the association trademarks to any legal entity other than Lions clubs or districts (hereinafter referred to as “foundation”), provided that such entity completes an application. Prior to authorization, the foundation must submit sufficient documentation demonstrating that the proposed activities of the foundation meet the following criteria:
- a. **Name of Foundation.** The name of the proposed foundation shall:
    - (1) Include Lions in the name of a foundation;
    - (2) Include a community, city, district, state, geographic area or other local designation in the name of a foundation;
    - (3) Not conflict with or cause confusion with Lions Clubs International or Lions Clubs International Foundation; and
    - (4) Not include the word “Association” in the name of a foundation.
  - b. **Governing Document Requirements.** The Articles of Incorporation By-laws, and/or other governing documents (hereinafter referred to as “governing documents”) of the proposed foundation must contain provisions, which provide:
    - (1) At least a majority of its board of directors are Lions club members in good standing;
    - (2) Amendments to its governing documents shall be approved by the general membership of the foundation at a district convention or regular annual meeting;
    - (3) Membership consists of Lions clubs or club members in good standing;
    - (4) Proxy voting is not permitted; and
    - (5) Mandatory dues are not assessed against members of the foundation.
  - c. **Purposes.** The purposes of the applying foundation must further the purposes and enhance the image of the association. The applying foundation shall not engage in activities that may conflict with the activities, programs or existence of the association or Lions Clubs International Foundation. Other factors deemed relevant may be considered.
  - d. If the applying foundation is being sponsored by a single club or a group of three (3) or fewer clubs, the applying foundation must submit evidence that each of the sponsoring Lions clubs have approved the formation of the foundation. If the applying foundation is being sponsored by one or more districts (single, sub- or multiple), a group of four (4) or more clubs, or its name implies district level involvement, the applying foundation must submit evidence that the districts (single, sub- or multiple) have approved the formation of the foundation.

- e. **Annual Filing Requirements.** The foundation must annually submit its current governing documents along with a list of its current officers to the Legal Division.
  - f. **Use of Association Trademarks.** Approved foundations must use the Lions name and emblem prominently in its name and operations, including literature, promotional materials and activities. Use of the association trademarks must be in accordance with the policies adopted from time to time by the International Board of Directors. The trademarks shall not be used on any item to be sold or otherwise available from the Club Supplies and Distribution Division and official licensees.
  - g. **Revocable License.** Foundations meeting the criteria established herein may be issued a revocable license to use the association trademarks. Such use shall continue only if the foundation continues to meet all the criteria set forth herein, comply with the annual filing requirements and maintain the continued support of Lions. Failure to follow these policies may result in the revocation of the license.
6. **OFFICIAL LICENSEES.** The Club Supplies and Distribution Division may initiate agreements with manufacturers or other vendors throughout the world to provide Lions members, Lions clubs and districts with items bearing the association trademarks. The terms under such license agreements shall be determined by the Club Supplies and Distribution Division and shall include license fees and/or royalty payments on all items sold.
7. **CONVENTION TRADING PINS.** The association trademarks may be used on convention trading pins as follows:
- a. Definition of a Convention Trading Pin. A convention trading pin is a pin bearing the association's registered trademarks which:
    - 1. Is ordered from an authorized licensee;
    - 2. Is used solely for trading or gift purposes at Lions conventions or similar functions;
    - 3. Is in conformance with the association's trademark policies adopted by the International Board of Directors;
    - 4. Contains the permanent marking of ® as required by trademark law;
    - 5. Is fitted on the back side with a single clutch, multiple clutch, safety pin, straight pin or screw-back attachment.
    - 6. Does not designate or relate to any office on any Lions entity;
    - 7. Is not manufactured for the purpose of recognition, special achievements, training, awards or support of any Lions entity or partners;
    - 8. Is not manufactured to indicate attendance at, or participation in Lions meetings or special events; and

9. Is not a jewelry item or piece that is in the same class as an item available in the Lions Official Supply Catalog or special sales promotion brochures or flyers published from time to time by the association's Club Supplies and Distribution Division.
    - b. The official membership lapel pin shall not be considered a Convention Trading Pin.
    - c. Lions Convention Trading Pins may be obtained solely from Club Supplies and/or an official licensee authorized to manufacture, sell and distribute trading pins.
    - d. Convention Trading Pins may be purchased for trading or gift purposed only and may not be purchased for resale except after a period of three (3) years from date of manufacture at which time the pin may be sold as a "collectible".
  8. **CONVENTION HOST COMMITTEE.** The International Convention Host Committee shall be permitted to use the association trademarks in promotion of the International Convention, including the sale of items before and during the International Convention, provided the Host Committee obtains approval from and pays such royalties as determined by the Convention Division and the Legal Division.
  9. **ENFORCEMENT OF TRADEMARK POLICIES.** As the owner of the association trademarks referenced herein, the association has a legal obligation to be alert to infringements of its trademarks, and to take all necessary steps to prevent, and to provide against legal risks, which may flow from any unauthorized use.
    - a. **Unauthorized Use by Lions Members, Clubs and/or Districts.** In the event the association receives sufficient evidence that a Lions member, club or district is engaged in the unauthorized use, sale, purchase, manufacture and/or distribution of items bearing the association trademarks, such individual or entity may be notified to immediately cease and desist any such unauthorized use, may be assessed a fee equal to the royalty that the association would have otherwise received in accordance with the policies set forth herein, or may be subject to other appropriate action as determined by the International Board of Directors or the Legal Division.
    - b. **Continued Violation by Lions Members, Clubs and/or Districts.** In the event that the association receives sufficient evidence that a Lions member, club or district continues to violate the association trademark policies after receiving proper notice, the association may take any or all of the following actions:
      - (1) A Lions club may be directed by the International Board of Directors to discontinue membership of the offending Lion member. If the club fails to



take such action, then the Lions club may be placed in “status quo” and/or the club charter may be cancelled by the International Board of Directors.

- (2) Additional sanctions as may be assessed by the International Board of Directors.
- (3) Appropriate legal action may be taken to enforce the association’s trademark interests.

### **Membership Benefit Program**

Lions Club International (LCI) has developed a successful relationship with CT, the industry leader in legal services. CT currently provides Registered Agent and other services for LCI and LCIF. Through this relationship we have created a member service that will assist your Lions club, district or foundation ("Lions Organization") with incorporation filings, the formation of new Lions foundations and the completion of any other necessary filings at your Secretary of State office at substantial savings. For more information regarding services available in the United States, call CT at **1-866-331-2303**. For Lions clubs, districts and/or foundations outside of the United States, CT also offers similar services where available. For more information regarding International Services, call the CT International Team at **1-800-428-4685**.

The services that CT provides are a cost-effective way to manage the business of maintaining your Lions Organization in good standing within the jurisdiction of your state or country. Further details are available on the Lions Clubs International Web site, <http://www.lionsclubs.org> in the Member Center on the Legal Division Resources/Publications page.

## **Various Legal Policies**

### **Insurance**

Because a district governor is an international officer and also has other legal responsibilities to members and to the public, it is important to understand the association’s Program of General Liability Insurance and refer any technical questions to the Legal Division or insurance broker, WILLIS HRH. Lions clubs and districts, as well as all Lioness and Leo clubs, are protected by the general liability insurance that the association carries through ACE American Insurance Company.

The current policy covers the clubs, members or volunteer workers for sums they may become legally obligated to pay for damages incurred while participating in Lions activities. The insurance is automatic, with the premium paid from association dues. Coverage is US\$1,000,000 per occurrence with a general club and district aggregate limit of US\$2,000,000 and covers typical Lion functions such as fundraisers, shows and product sales. Medical expense payment benefits, which will pay up to US\$1,000 of medical expenses per person regardless of liability, are afforded by the policy.

The policy does not provide coverage for any liability arising out of operation, use or maintenance of cars, trucks, buses, aircraft, watercraft or trailers owned by a Lions

organization. Coverage also does not extend to the owner of any vehicle or physical damage to any vehicle used in connection with Lions activities. The policy also excludes liability resulting from the sale and distribution of alcoholic beverages.

Lions clubs and districts can help reduce rising insurance costs by making safety a priority-in all Lions activities. Safety information is available on the association's Web site and clubs may wish to consider appointing a safety officer. Hazardous activities to avoid include dunk tanks, events where alcohol is served, carnivals, circuses and rodeos, plus snowmobile, go-cart and other races. Clubs may also wish to avoid holding rock concerts and firework displays, or sponsoring demolition or construction projects such as swimming pools, playgrounds and parks.

Each club and district must carefully consider the risks involved in these projects. If they do sponsor one, they should design and monitor a special safety plan and report all claims promptly. A listing of all claims offices of our insurance company is included in the insurance information book provided by the Legal Division or with important policy information located on the association's Web site at [www.lionsclubs.org](http://www.lionsclubs.org) in the Member Center on the Legal Division Resources/Publications page.

### **New USA Tax Reporting Obligations**

With the enactment of the Pension Protection Act of 2006 (PPA), small tax-exempt organizations that were previously not required to file returns will now be required to file an annual electronic notice, Form 990-N, also known as the e-Postcard. This filing requirement applies to tax periods beginning after December 31, 2006 and the first e-Postcards are due in calendar year 2008.

The e-Postcard requires small organizations to provide the following information:

- A legal name and mailing address, any other names used
- A Web address if one exists
- The name and address of a principal officer, and
- A statement confirming the organization's annual gross receipts are normally \$25,000\* or less

Further details, including frequently asked questions are available on the Lions Clubs International Web site, <http://www.lionsclubs.org> in the Member Center on the Legal Division Resources/Publications page, or on the IRS Web site, <http://www.irs.gov/charities/index.html>, in the charities and non-profits section.

Please note that any organization that fails to meet its annual reporting requirement for three consecutive years automatically loses its tax-exempt status under the new law.

The preceding is not to be considered tax advice, but general information, which may be useful. Questions regarding any tax matters need to be referred to local counsel, your tax advisor or to the IRS (<http://www.irs.ustreas.gov> or 1-800-829-1040).

\* The IRS intends to increase the Form 990-N (e-postcard) filing threshold from \$25,000 in gross receipts to \$50,000 in gross receipts, beginning with the 2010 tax year, filed in 2011.

### **Past Club, District and International Officer Organizations**

The board of directors shall and hereby does withhold official recognition of past club, district and international officer organizations, but shall permit their existence and operation so long as they shall not in operation:

1. Contravene the International Constitution and By-Laws and policies of the International Board of Directors
2. Levy and/or collect dues
3. Involve participation on other than a voluntary basis
4. Superimpose or create any governing structure over and above, or which hinders the proper function of, the regular club and district organization

### **Funds Raised from Activities**

1. **General Policy on Funds Raised from Lions Clubs Activities.** Funds raised from the public must be used for the benefit of the public and community in which the Lions Clubs serve. The International Constitution and By-Laws and Articles of Incorporation (the “governing documents”) provide that chartered Lions clubs shall be not-for-profit of the individual club or its individual members. Consequently, no part of the net earnings of funds raised from the public shall benefit any individual Lions member, or other private individual or entity. These policies are intended to provide guidance for clubs to meet the purposes of the International Association of Lions Clubs. Key in determining the proper use of funds is considering transparency to the public and developing trust from the community in which the Lions operate. How Lions use funds must meet the legal and tax requirements for the local jurisdiction in which they operate.
  - a. **Definition of Public/Activity Funds.** Funds raised from the public are the net earnings of income raised from activities open to the public, public contributions, bequests and money accumulated from invested public funds.
  - b. **Definition of Administrative Funds.** Administrative funds are contributions from Lions through dues, fines, advertisement revenue, rental fees and other individual Lions contributions. These funds may be used for either public projects or for internal Lions use such as meeting and convention expenses, incorporation fees, audit fees, newsletters, bulletins and other club and/or district operating and administrative expenses.
2. **Direct Expenses of Fundraiser.** Direct Expenses of a public fundraiser may be deducted from the proceeds of the fundraiser to replenish the administrative funds used to hold the fundraiser.

3. **Lions Property.** A percentage of the net proceeds from funds raised through the use of property owned by Lions clubs and districts may be used toward the operating and maintenance expenses of the property under the following guidelines.
  - a. Property Used for Public Purposes. Expenses for operating and maintaining the property may be paid from public funds to support the use of the property for the public.
  - b. Property Used for Administrative Purposes. Expenses for operating and maintaining the property must be paid from administrative funds if the use is for the benefit of the Lions.
  - c. Mixed Use of Property. When Lions property is used for both public and administrative purposes, then a pro-rata percentage of the expenses may be paid from public funds related to the percentage of use of the property by the public. For example, a Lions Club House that is used 20% of the time for the public may use public funds to offset 20 % of the expenses of maintaining and operating the property.
  
4. **Political Activity.** As a non-partisan charitable organization, Lions Clubs and Districts (single, sub- or multiple) cannot contribute public or administrative funds to support or endorse an elected official or candidate for local, state, federal or foreign office.

| How Funds Are Raised  | Use for Public Projects?<br>(Activity Account) | Use for Administrative Expenses?<br>(Administrative Account) |
|---|--|--|
| <b>Administrative</b> – dues, rental fees, fines, advertisement revenue   | Yes  | Yes  |
| <b>Public</b> – any fundraising event open to the public, public contributions and bequests   | Yes  | No *   |
| <b>Interest</b> – accumulated investments from money received from the public   | Yes  | No*  |
| <p><b>Direct Expenses of Fundraiser.</b> Direct Expenses of a public fundraiser may be deducted from the proceeds to replenish the Administrative Account for funds used to hold the fundraiser.</p> <p><b>Lions Property.</b> If the Lions Club (or District) owns property that is used to meet the needs of the community at large, a pro-rata percentage of the proceeds from funds raised through use of the property may be used toward the operating expenses of the property.</p> |  |  |

### **Financial Aid to Candidates**

A multiple district may levy assessments to finance campaigns of candidates for international office. The International Constitution grants multiple districts the right of representation at the international level. Inherent in this right is the right to finance efforts necessary to gain such representation. Therefore, it is implied that such funds may be raised from the membership of the respective multiple district. Said levy must be made in accordance with provisions contained in the multiple district constitution for a dues increase.

## **Ethical Standards and Conduct Policy**

Lions Clubs International is an association of service, and the manner in which the service is rendered is as important as the service itself. Our members, your fellow district officers, the International Board of Directors, the executive officers, the administrative officers, the International Headquarters staff and our communities expect honest and ethical conduct from each of you every day. No act or request on the part of Lions clubs and their members, officers, board of directors or staff within our association with whom, or the community for whom, we render services can justify the breach of this guideline. To address this integral matter for all offices of the association, the International Board of Directors has adopted an Ethical Standards and Conduct Policy for District Governors. This policy may be found on the association's Web site through the Board Policy Manual.

The core values of the Ethical Standards of Lions Clubs International, along with the policies of the International Board of Directors, provide a guide and framework to help you understand what is expected from you and to help you make good decisions. As they are not all inclusive, your good and best judgment is essential in doing the "right" and ethical thing. Please join us in continuing Lions Clubs' tradition of honest and ethical practices in serving millions of people in need.

## **Lions Clubs International Privacy Policy**

### Collection and Use of Personal Membership Data by Lions Clubs International

Lions Clubs International recognizes the importance of protecting the private information of our members. LCI collects personal information about Lions Club members and Leo Club members to facilitate communications with and between our members. This information is to be used solely to further its Purposes including that "to unite the clubs in bonds of friendship good fellowship and mutual understanding" and to conduct its necessary operational activities including:

- Dues and other billings
- Distribution of LION Magazine and membership/officer information and updates
- Compilation of membership profiles and trends to support membership growth, extension and retention programs
- Convention and meeting planning
- Contact information for Lion/Leo leaders, including past and present International officers, directors, and board appointees, multiple district council chairpersons and council of governors, district governors and first and second vice district governors, and club officers
- Furtherance of public relations activities and cooperative alliances
- Support of Lions Clubs International Foundation and other adopted service programs
- Special advertising, non-dues revenue programs or other purposes in accordance with the association's Purposes and Objects as determined by the International Board of Directors

- Disclosure of information as required by law or that is pertinent to judicial or governmental investigations

Lions Clubs International protects personal information by using password-protected areas and by restricting access to such information. It is important that you protect your password.

Any payment information collected is protected by software during transmission, which encrypts all of your personal information so that it can be safeguarded over Internet channels. We reveal only a limited part of your credit card number when confirming an order.

The official directory is not available on the Internet without a password, but a club locator with club officer contact information is available. The club locator is designed so that it cannot be used as a commercial mailing list and Lions/Leo Club members should ensure it is not used for that purpose.

#### Privacy Recommendations for Lions/Leo Clubs, Districts, Multiple Districts and Foundations

Your Lions/Leo club, district, multiple district and/or foundation should consider your privacy practices and follow similar guidelines when using the personal information of members, donors, recipients of your humanitarian assistance, or that of other individuals obtained in the course of conducting activities. You should consider obtaining written permission before disclosing any personal information including names, addresses, e-mail addresses, telephone numbers, medical information, financial information, etc. You should also be cautious when posting any personal information on the Internet or sharing e-mail addresses with third parties. Please be aware that LOCAL LAWS MAY GOVERN THIS ISSUE and these laws vary widely from country to country, so you should seek advice from a local expert for more information before any personal information is used.

If you have any concerns or questions about these policies, please contact Lions Clubs International at 630-203-3847, or [legal@lionsclubs.org](mailto:legal@lionsclubs.org).

### **District Governor and First and Second Vice District Governors**

#### **Election Complaints Procedure**

The following rules of procedure shall apply for hearing constitutional complaints concerning district governor/first and second vice district governor election irregularities:

Document Distribution Guidelines: The party/parties to the complaint shall deliver all documents and related copies to the Legal Division at the International Office for distribution to the members of the Constitution and By-Laws Committee and the International Board of Directors. The party/parties to the complaint process shall not distribute documents directly to individual directors or executive officers.

## A. Complaint

1. May be filed only by the unsuccessful candidate seeking election to the office of district governor/first or second vice district governor at the district election being contested.
2. The initial notice of complaint, stating the reasons for the protest, must be received by fax, e-mail or other writing at the International Office within five (5) business days of said election. PROVIDED, however, that formal complaint documents shall be submitted, in original form which shall conform to the format provided in Part E, by mail or courier service only within five (5) business days of the filing of the initial notice of complaint.
3. Must conform to the format in Part E.
4. District governor election complaints must be accompanied by US\$750.00 filing fee, or its equivalent in the respective national currency. In the event the complaint is withdrawn prior to the meeting at which the complaint is reviewed by Constitution and By-Laws Committee of the International Board of Directors, US\$100.00 shall be retained by the International Office as an administrative fee and US\$325.00 shall be refunded to the complainant and US\$325.00 shall be paid to the respondent (which shall be shared on an equal basis if there is more than one respondent). In the event the International Board of Directors finds the complaint to have merit and the complainant is upheld, US\$250.00 shall be retained by the International Office as an administrative fee and US\$500.00 shall be refunded to the complainant. In the event the International Board of Directors denies the complaint, the filing fee will not be refunded.
5. First and second vice district governor election complaints must be accompanied by US\$750.00 filing fee, or its equivalent in the respective national currency. In the event the complaint is withdrawn prior to the consideration of the complaint by the International Board of Directors, US\$100.00 shall be retained by the International Office as an administrative fee and US\$325.00 shall be refunded to the complainant and US\$325.00 shall be paid to the respondent (which shall be shared on an equal basis if there is more than one respondent). In the event the International Board of Directors finds the complaint to have merit and the complainant is upheld, US\$250.00 shall be retained by the International Office as an administrative fee and US\$500.00 shall be refunded to the complainant. In the event the International Board of Directors denies the complaint, the filing fee will not be refunded
6. Copy of the complaint and any supporting documentation must be forwarded by complainant at the same time and by the same method of communication to the party/parties complained of. Upon receipt of any such complaint, the Legal Division, where feasible, may furnish a copy of the complaint to said party/parties. In no event shall this relieve the complainant of his/her

responsibility. Verification of forwarding the complaint to the party/parties complained of shall be produced with the filing of the complaint. Failure to provide verification may result in the complaint being returned as non-compliant or being denied.

## **B. Response**

1. Response to the complaint must originate from party/parties complained of only and shall conform to the format provided in Part E herein and be received in its original form by mail or by courier service at the International Office within the time permitted as set by the Legal Division, which shall be no less than 10 days from date of request. PROVIDED, however, the general counsel in consultation with the chairperson of the Constitution and By-Laws Committee may permit for good cause the faxing of said response and/or extend by five (5) additional days the filing date of any response.
2. The response shall include a copy of the official minutes of the convention where the election was conducted, and copies of any applicable district constitution and by-laws and convention election rules and/or voting requirements. The minutes shall include a report of the district convention election procedures and voting results, and shall be certified as to accuracy by the district governor and district cabinet secretary. The Legal Division may require additional documents in response to the complaint. Such documents shall be submitted within the time permitted as set by the Legal Division, which shall be no less than 10 days from date of request.
3. Copy of the response and any supporting documentation must be forwarded by the responding party at the same time and by the same method of communication to the complainant. Upon receipt of any such response, the Legal Division, where feasible, may furnish a copy of the response to said party/parties. In no event shall this relieve the complainant of his/her responsibility. Verification of forwarding the response to the complainant shall be produced with the filing of the response. Failure to provide verification may result in the response being returned as non-compliant or being denied.

## **C. Reply to Response**

1. A reply to the response may be filed by the complaining party and must be received by mail or by courier service at the International Office within five (5) business days after receipt of the response. A reply shall be limited to five (5) pages in accordance with the format requirements provided in Part E herein. No additional documents will be accepted. The reply should address issues raised, if any, in the response and must not repeat allegations already contained in the complaint.
2. Copy of the reply must be forwarded by complainant at the same time and by the same method of communication to the party/parties complained of. Upon receipt of any such reply, the Legal Division, where feasible, may furnish a copy of the



reply to said party/parties. In no event shall this relieve the complainant of his/her responsibility. Verification of forwarding the reply to the party/parties complained of shall be produced with the filing of the reply. Failure to provide verification may result in the reply being returned as non-compliant or being denied.

#### **D. Response from Non-Party**

The Legal Division may consider that any response or input from anyone other than a party to the complaint as peripheral and/or non-complying and may be returned and/or acknowledged as such.

#### **E. Format of Complaint, Response and Reply**

1. The original complaint shall contain the following parts in the order listed: (a) statement of facts necessary to the understanding of the complaint, stated accurately and fairly; (b) argument containing the contentions of the party/parties and reasons therefore; (c) a short conclusion stating the relief sought.
2. The text of every document including any appendix shall appear in 12 point or larger type (pica type, 10 pitch if typewritten). Footnotes shall appear in 9 point or larger type (elite type, 12 pitch if typewritten). Documents may not be reduced or typeface condensed to increase content of document. Photographically reduced documents shall not be considered and shall be returned to the sender. Every document shall be produced on opaque paper 8-1/2 by 11 inches, or A/4, double-spaced with three-fourths (3/4) inch margin on all sides and shall be stapled or bound at the upper left hand corner. Documents may be printed on one side of the page only.
3. The complaint and response shall not exceed ten (10) pages with five (5) optional pages of support documentation, and the reply to the response shall not exceed five (5) pages and no additional documentation will accepted. Each page shall be numbered sequentially as part of the total page limit (for example, page one of ten, page two of ten). Requests to exceed these page limits, or otherwise provide additional supporting documents, will be denied. Exclusive of page limitations, a single cover page must contain from the top of the page: (a) the district number; (b) the name, address, e-mail address and fax number of the complaining party; (c) name, address, e-mail address and fax number of the party/parties complained of; (d) election date; and, (e) election results including vote tabulation.
4. At the close of the document submitted, the original signature of the party submitting the document shall appear directly below the following statement: "I hereby agree that the decision of the International Board of Directors shall be final and binding." In addition, each page of the document shall be initialed by the submitting party.
5. The Legal Division shall not accept for consideration any document that is not in compliance with these guidelines but shall return it indicating to the party any

failure to comply. The document, however, shall be deemed timely filed provided that a proper document is substituted promptly. The International Board of Directors, through the Constitution and By-Laws Committee, may refuse to consider any resubmitted document not filed in accordance with these guidelines. The International Board of Directors shall not be required to consider any complaint, response to said complaint, or reply to the response, which is not received in accordance with the above stated procedures or requirements. By filing a complaint, response or reply, the parties to the complaint agree to submit the matter for consideration by the International Board of Directors and further agree to abide by any and all decisions of said Board. The decision of the International Board of Directors shall be final and binding.

**F. District Governors-Elect Seminar**

The parties involved in a district governor election complaint are not eligible to attend the Lions Clubs International District Governors-Elect Seminar until the International Board of Directors adopts the election results for the district in which the complaint has arisen and declares that such results have become effective, or unless otherwise approved by the incoming international president. Each district (single, sub- or multiple) may determine what district level training the parties to the complaint may attend to prepare for the upcoming fiscal year pending the outcome of the complaint.

## **Lions Clubs International Dispute Resolution Guidelines**

### **INTRODUCTION**

Conflicts are normal and sometimes even healthy for an organization. There are a variety of reasons why a conflict can occur and if you hope to resolve the conflict, it is helpful to understand why it exists. People should feel free to respectfully express differences of opinion and constructively address and resolve them. However, there will be times when a complaint cannot be resolved without some formal dispute resolution process. While most conflicts can and should be resolved informally, some are complex and difficult and require additional procedures in order to ensure all involved find a resolution.

The purpose of Lions Dispute Resolution Procedures (DRP) is to provide a mechanism for resolving disputes within the Lions organization without the need for a formal evidentiary hearing. To achieve this goal, the International Board of Directors have adopted the rules of procedure for hearing complaints, disputes or claims arising from the International Constitution and By-Laws, International Board Policy or matters arising at the club or district (single, sub- and multiple) level. It is an obligation of membership to pursue all complaints, disputes or claims in accordance with the International Constitution and By-Laws and policies and procedures adopted by the International Board of Directors. Accordingly, the International Board of Directors have adopted the Club Dispute Resolution Procedure, District Dispute Resolution Procedure and the Multiple District Dispute Resolution Procedure as the acceptable DRP policies to resolve Lions issues at the club, district and multiple district levels.

These guidelines are intended to assist Lions members, clubs and districts (single, sub- and multiple) in following the Club, District and Multiple District Dispute Resolution Procedures when conflicts cannot be resolved through informal processes. These guides are a supplement to the policies adopted by the International Board of Directors, and are not intended to replace the policies adopted by the International Board of Directors. Lions are encouraged to review the described policies in detail. The policies may be found on the Lions Clubs International Web site [www.lionsclubs.org](http://www.lionsclubs.org) in the Member Center on the Legal Division Resources/Publications page, or by contacting the Legal Division at [legal@lionsclubs.org](mailto:legal@lionsclubs.org) or by calling 1-630-203-3847. It should be noted that these guidelines are not intended to apply to the Constitutional Complaint Procedure or the District Governor/First and Second Vice District Governor Election Complaint Procedures, which are explained in greater detail in the particular policies themselves.

## **Section 1: General Dispute Resolution Principles**

### Purpose of Dispute Resolution

The purpose of dispute resolution is to provide Lions an opportunity to resolve internally, disputes arising out of issues concerning membership and policies and procedures adopted by Lions clubs and districts (single, sub- and multiple). Prior to engaging in the dispute resolution process, the party should first make all attempts to resolve the matter informally.

### Definitions

The following are definitions of common terms used throughout the DPR policies:

**Claimants/Complainants** are the parties requesting the dispute resolution process. The Complainant may be a member, former member, club or district depending upon the applicable resolution process.

**Conciliator(s)** are the neutral individual(s) selected to hear the complaints and resolve the issues raised in accordance with the dispute resolution procedures

**Dispute Resolution** is the submission of a dispute to one or more impartial persons for a final and binding decision.

**DRP:** Dispute Resolution Procedure

**Fee** is the amount of payment required to initiate the dispute resolution process. Each DRP has a separate fee structure and requirements.

**Parties** are the claimants and respondents to the dispute

**Respondents** are the responding parties

## **Section 2: When Dispute Resolution is appropriate**

### Resolving conflicts prior to dispute resolution

Lions should strive to resolve all conflicts in a respectful and fair manner before invoking the relevant DRP policy. At minimum, the parties should at least meet once to try and resolve the conflict. Such informal meetings are not part of the resolution process, but

are essential in determining whether dispute resolution is appropriate. One method of resolving disputes in an informal setting is called the collaborative management approach. Using the collaborative management approach, all parties explore the ideas and opinions of others and attempt to find new solutions that are agreeable to all. This approach requires analyzing the conflict, planning what is going to be done and resolving the conflict. For more information and guidance on informal conflict resolutions, please visit the Lions Learning Center, available on the Lions Clubs International Web site at [www.lionsclubs.org](http://www.lionsclubs.org), and look for the course titled Conflict Resolution.

Regardless of whether the parties have been able to resolve their differences through informal meetings, at no point is litigation appropriate to resolve internal Lions disputes. Not only is litigation an expensive and time consuming process, it unnecessarily involves individuals and organizations outside the Lions community to decide internal Lions matters. Engaging in litigation to resolve internal Lions disputes is considered conduct unbecoming a Lion and may be grounds for expulsion and/or cancellation. In addition, as an obligation of membership, Lions must exhaust all internal remedies prior to seeking recourse through the courts, and may be prevented from filing a lawsuit before going through dispute resolution.

#### Types of actions that fall under the dispute resolution procedures

All disputes relating to membership, club and district boundaries, policies, and interpretation of a club, district or multiple district constitution and by-laws are types of disputes that would be proper under Lion DRP policies. Generally, internal club and district matters would be issues for disputes. For example, disputes arising out of one's membership, including disciplinary actions such as expulsion, disputes arising out of following a by-law, such as club elections or appointments, and disputes arising out of district matters such as the proper application of membership dues are all examples of matters that would fall under the dispute resolution procedures. In determining which DRP is appropriate, the parties should consider the scope of the issue in dispute and whether it is a club, district or multiple district matter. In addition, it is important to note who will be filing the claim. For claims filed by individual Lions members, only the Club DRP is appropriate. For district and multiple district disputes, the filing parties must be a Lions Club and/or District.

### **Section 3: Beginning the Conciliation Process**

Each DRP has specific timing and fee requirements. The following is a chart that outlines how to begin the conciliation process, when to file and what fees may be required. *Please note that the District Governor and Vice District Governor Election Dispute Resolution and the Constitutional Complaint Procedures are not listed below.*

*These procedures require different steps and filing deadlines, which are not addressed in these guidelines.*

| DRP                      | Who can file?               | When can you file?   | Can time requirements be waived?   | Where do you file?  | Fees       |
|--------------------------|-----------------------------|--|--|---------------------|------------|
| <b>Club</b>              | Member(s)& former member(s) | Within 30 days of knowledge of the occurrence of the event | Yes, by district governor, conciliator or the International Board of Directors                     | District Governor   | *US\$50.00 |
| <b>District</b>          | Club                        | Within 30 days of knowledge of the occurrence of the event | Yes, by district governor, conciliator or the International Board of Directors                     | District Governor   | US\$750.00 |
| <b>Multiple District</b> | Club, Sub-District          | Within 30 days of knowledge of the occurrence of the event | Yes, by multiple district council chairperson, conciliator or the International Board of Directors | Council Chairperson | US\$750.00 |

#### **REFUND OF FILING FEES (U.S. DOLLARS)**

| DRP                      | Complaint Settled or Withdrawn Prior to Decision  | Complaint Denied                      | Complaint Upheld                       |
|--------------------------|---|---------------------------------------|--|
| <b>Club</b>              | Entire filing fee retained by the district as an administrative fee; not refunded unless a refund procedure is approved by the district cabinet |                                       |  |
| <b>District</b>          | US\$325 refunded to the complainant(s) and \$325 refunded to the respondent(s)  | US\$650 refunded to the respondent(s) | US\$650 refunded to the complainant(s) |
| <b>Multiple District</b> | US\$325 refunded to the complainant(s) and \$325 refunded to the respondent(s)  | US\$650 refunded to the respondent(s) | US\$650 refunded to the complainant(s) |

Unless another amount is stated, US\$100 of each filing fee will be automatically retained by the district or multiple district as an administrative fee and this amount shall not be refunded to any party whether settled, withdrawn or upheld.

#### **Section 4: Selecting the Conciliators**

All conciliators shall be Lion Leaders and members in good standing of a club in good standing, other than the club that is party to the dispute. Further, all conciliators shall be impartial on the matter in dispute and without loyalties to any party to the dispute. The decision of the conciliators, selected by each side, relative to the selection of the conciliator/chairperson shall be final and binding. Upon completion of the selection process, the conciliators shall be deemed appointed with all authority appropriate and necessary to resolve or decide the dispute in accordance with the appropriate procedure.

Selecting the right conciliator to the DRP is essential in resolving the issues. The following are the qualities that the parties should consider in conciliators:

- Commitment to impartiality and objectivity
- Dispute management skills and/or prior experience in dispute resolution
- Judicious temperament: impartiality, patience, and courtesy
- Respected Lion Leader known for integrity, patience and courtesy; and
- Strong ethical reputation within the community

The following chart outlines the conciliator selection process in accordance with the Club, District and Multiple District DRP policies.

| DRP                      | Conciliator(s)   | Who Appoints Conciliator(s)?  | Approval of Conciliator/ Chairperson*                             | Estimated Duration of Procedure |
|--------------------------|--|---|---|---------------------------------|
| <b>Club</b>              | 1 conciliator  | District Governor selects conciliator (past district governor) within 15 days of filing complaint. If a conciliator is not named within 15 days, the Legal Division will appoint a conciliator  | Approval of conciliator required by each party                    | < 30days                        |
| <b>District</b>          | 3 conciliators (if more than 2 parties, possibility of more than 3 conciliators) | Each party selects 1 conciliator (past district governor) within 15 days of filing and the selected conciliators select one neutral conciliator (past district governor) who will serve as chairperson                                  | The parties' selected conciliators select the neutral conciliator | < 90 days                       |
| <b>Multiple District</b> | 3 conciliators (if more than 2 parties, possibility of more than 3 conciliators) | Each party selects 1 conciliator (past district governor or past council chairperson) within 15 days of filing and the selected conciliators select one neutral conciliator (past international director) who will serve as chairperson | The parties' selected conciliators select the neutral conciliator | < 90 days                       |

\* **Approval of District Governor 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 identifying all the reasons for such an objection. If the district governor determines, in his or her sole discretion, that the party's written statement sufficiently demonstrates that the appointed conciliator lacks neutrality, the district governor shall appoint a substitute conciliator or the district governor shall issue his or her denial of the objection(s) and confirm the appointment of the original conciliator.

\* **Choice of 3<sup>rd</sup> Conciliator/Chairperson** – In the event the selected conciliators cannot agree on a choice for the third conciliator or chairperson within 15 days, unless otherwise extended for good cause, then the selected conciliators shall be automatically deemed to have resigned for administrative reasons and the parties must select new conciliators ("the second team of selected conciliators") who shall then select a third conciliator or chairperson. In the event the second team of selected conciliators cannot agree on the choice of a third conciliator or chairperson within 15 days, from within the district in which the dispute arises, the selected conciliators may select a conciliator who is a member of a club outside the respective district/multiple district. In the event the second team of selected conciliators still cannot agree on the selection of the conciliator, then the Past International Director who most recently served on the

International Board of Directors from within the district in which the dispute arises or from an adjacent district, whichever is closest in proximity, shall be appointed as conciliator/chairperson.

## **Section 5: Conducting the Conciliation Meeting**

### Selecting a meeting, time and location

The conciliator(s) must set a date, time and location for the meeting within thirty (30) days of the appointment of the conciliator(s). The location should be a neutral place that is acceptable to all parties. In setting the meeting, the conciliator should take into consideration the schedule of all parties involved and provide reasonable advance notice of the meeting. If either side objects to the date, time or location of the meeting, the conciliator should be contacted immediately to advise of the objection. All parties should work together in scheduling a mutually convenient date, time and location of the meeting.

### Preparation for the meeting

Each party and conciliator(s) should adequately prepare for the meeting. To prepare, each party has a responsibility to define and analyze the issues involved in the dispute. Each party should define the scope of the issues and be realistic in what to expect given the time constraints, available resources, costs, local customs, etc. At the end of this guideline, checklists have been developed to assist the parties and the conciliator(s) in preparing for the meeting. Please review this material before attending a meeting.

### Participants in the meeting

The participants in the meeting will be the complainant(s), the respondent(s) and the conciliator(s). If additional witnesses are needed, and approved by the conciliator/chairperson, and are necessary in understanding the issues at hand, witnesses, not a party to the dispute, may attend the meeting.

### Role of the Conciliator

The conciliator(s) is responsible for setting the tone of the conciliation meeting. The goal is to encourage the parties to amicably resolve their differences. To that end, the conciliator must set a meeting, advise the parties what is expected to occur at the meeting and maintain order at the proceedings. Conciliators should strive to achieve the following principle goals:

- Reduce the hostility between the parties and help them to engage in a meaningful dialogue on the issues raised
- Open discussions into areas not previously considered or inadequately developed
- Communicate positions or proposals in understandable or more palatable terms
- Probe and uncover additional facts and the real interests of the parties
- Help each party to better understand the other party's view and evaluation of a particular issue, without violating confidences
- Narrow the issues and each party's positions, and deflate extreme demands

- Explore alternatives and search for solutions
- Prevent regression or raising of surprise issues; and
- Make a decision that resolves current problems and future parties' needs

The objective of the conciliator(s) is to find a prompt and amicable resolution to the dispute. If such conciliation efforts are unsuccessful, the conciliator(s) has the authority to issue their decision relative to the dispute. The conciliator(s) acts as a mediator in the meeting and sets the tone and protocol of the meeting. It is the responsibility of the conciliator to ensure that each side has had ample opportunity to present their issues and proposed resolutions.

#### Role of each party

Each party has a responsibility to fully participate in the process. Open and respectful communication is encouraged. Before arriving at the pre-determined meeting location, each party should carefully review their positions and prepare to have an open discussion regarding the issues. For guidance, attached is a checklist for parties prior to attending the conciliation meeting. As a general rule, the following principles should be followed:

- Define and analyze the issues involved in the dispute
- Identify possible resolutions to settle the dispute
- Prepare all facts, documents and sound reasoning to support the positions
- Be respectful and courteous of all the parties involved in the dispute; and
- Keep an open mind and be prepared to reach a compromise

#### Rules of conduct during the meeting

The decision as to whether to use more formal, evidentiary style hearing, or whether to have an informal meeting with the parties should be decided and agreed to by all parties prior to scheduling the meeting. If no decision can be reached by all parties, the chairperson or conciliator, if no chairperson, shall determine the format and procedures of the meeting. For more formal hearings, the conciliator can use procedures contained in the rules by the American Arbitration Association, the Association for International Arbitration, International Institute for Conflict Prevention & Resolution, or the International Centre for Dispute Resolution, to name a few. Regardless of the procedures adopted by the parties, all parties should adhere to the following principles:

- Meeting will start promptly at the agreed upon date, time and location
- Chairperson or conciliator, if no chairperson, will preside at meeting
- All parties should be ready for the meeting so that all business can be taken care of in a timely fashion
- Only matters relevant to the dispute at hand will be discussed; and
- All parties will treat each other with respect and courtesy in accordance with the Lions Code of Ethics

### **Section 6: Final Decision**



If unable to find a prompt and amicable resolution between the parties, the conciliator(s) has the authority to issue a decision relative to the dispute. The conciliator must issue a written decision no later than 30 days after the conciliation meeting, and the decision shall be final and binding on all the parties. In the event there is more than one conciliator, the written decision should be signed by all conciliators with the dissent of any conciliator noted. A copy of the written decision must be sent to all interested parties in accordance with the DRP policies.

The written decision shall be limited to the issues raised by the parties. In addition, all decisions must be consistent with any applicable provisions of the International, Multiple District and District Constitution and By-Laws and policies of the International Board of Directors. Decisions by the conciliator should list a summary of the relevant issues and facts presented by the parties, the applicable DRP and the decision. The following information should be included in the written decision:

- Identify the applicable DRP Policy
- Date of the meeting held
- Brief description regarding the process/procedures that parties followed
- Identify the parties and their respective positions
- Summarize facts presented by the parties
- Analyze the information and discuss the arguments presented by the parties
- Clearly state the decision of the conciliator/panel
- Note any dissenting opinion; and
- Signatures of all conciliators

The decision of the conciliator(s) is final and binding 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. There is no appeal process for the final decision of the conciliator.

### **Additional Resources on Dispute Resolution**

Parties are encouraged to utilize resources and guidance of professional organizations within the jurisdiction that the dispute takes place. The following resources may prove helpful:

Lions Learning Center - Conflict Resolution - [www.lionsclubs.org](http://www.lionsclubs.org)

American Arbitration Association - [www.adr.org/](http://www.adr.org/)

Association for International Arbitration - [www.arbitration-adr.org/](http://www.arbitration-adr.org/)

International Centre for Dispute Resolution - [www.adr.org/sp.asp?id=21890](http://www.adr.org/sp.asp?id=21890)

International Institute for Conflict Prevention & Resolution - [www.cpradr.org/](http://www.cpradr.org/)

International Chamber of Commerce, Court of Arbitration - [www.iccwbo.org/court/](http://www.iccwbo.org/court/)

Permanent Court of Arbitration - [www.pca-cpa.org/](http://www.pca-cpa.org/)

## **Dispute Resolution Checklist for Participants**

This checklist will assist each side in preparing for the dispute resolution meeting with the conciliator(s). Only use the items that are appropriate for the issues to be resolved by the dispute resolution process. Not all items will apply.

- Organize materials in the order in which you wish to present. This will help each side to present their issues clearly and concisely.
- Prepare a written statement that clearly states your position
- Clearly state what resolution you hope to achieve through the dispute resolution process
- Prioritize the issues in light of your needs
- Ascertain the strengths and weaknesses of your position
- Determine courses of action, positions, and tradeoffs and explore a variety of possible solutions
- Anticipate the other party's needs, demands, strengths and weaknesses, positions, and version of facts
- Collect all written statements that support your position
- Collect all relevant written material that supports your position
- Make copies of written materials for all parties and the conciliator(s) that you intend to use during the process and that you want the conciliator(s) to rely upon
- Provide the conciliator(s) and all parties with a list of witnesses who may have material information relating to the dispute
- Be prepared to discuss in detail the actions you took to resolve the issue prior to engaging dispute resolution
- Check with the conciliator(s) to determine if there are additional documents or information you will be required to bring prior to the meeting
- Turn your phone off during the meeting
- Keep an open mind and be willing reach a compromise

### **Dispute Resolution Checklist for Conciliator(s)**

This checklist will assist the conciliator(s) in preparing for the dispute resolution meeting with the parties. Only use the items that are appropriate for the issues to be resolved by the dispute resolution process. Not all items will apply.

- Request each side to prepare a statement outlining their position
- Request each side to state what result they think should be the outcome of the dispute resolution
- Set up a meeting that is in a neutral location and at a convenient date and time. Make sure each side has plenty of notice.
- Collect all written statements prior to the meeting and ask for any clarifications
- Define and analyze the issues involved in the dispute
- Recognize the parameters of the given situation (realistic expectations, time constraints, available resources, costs, local customs, etc.)
- Prepare an agenda for the meeting. Set the order and time each side may present their positions.
- Prepare rules of conduct for the meeting. For example: only one person may speak at a time, no phones allowed, no interruptions, etc.
- Allow each party to completely state their position
- Keep an open mind and be fair to all of the parties
- Focus on the interests, not the position, of each party
- Determine courses of action, positions, and tradeoffs and explore a variety of possible solutions with the parties
- Encourage parties to come to a resolution that they will both agree to
- Once an agreement is reached, have the parties write it down and sign
- Make a final report and submit to all the parties

## **Rules of Procedure**

### **Special Meeting to Recommend a Lion for Appointment as District Governor**

**Rule 1.** In the event a vacancy arises in the office of district governor, it shall be the duty of the immediate past district governor, or if not available, the most recent past district governor who is available, upon notification from the international office, to convene a meeting of the district governor, immediate past district governor, first and second vice district governors, region chairpersons, zone chairpersons, the cabinet secretary and treasurer (or secretary/treasurer), and all past international presidents, past international directors and past district governors who are members in good standing of a chartered Lions club in the district for the purpose of recommending a Lion for appointment by the International Board of Directors.

**Rule 2.** Written invitations to this meeting shall be sent as soon as possible so that the meeting is held within the required fifteen days of receipt of notification. The immediate past district governor, as the meeting's chairperson, shall have the authority to select the meeting site, date and time. However, he/she shall use his/her best efforts to select a centrally located meeting venue, and schedule the meeting at a convenient date and time within the required fifteen days.

**Rule 3.** The chairperson shall maintain a written attendance roster.

**Rule 4.** Each Lion who is entitled to attend the meeting may make one nomination of his/her choice from the floor.

**Rule 5.** Each such nominee shall be entitled to one seconding speech, only, in his/her behalf of not more than three minutes in duration, and may speak personally for five additional minutes. When each nominee has had an opportunity to present his/her remarks, the chairperson shall declare the nominations closed. No additional nominations shall be accepted after the close of nominations.

**Rule 6.** Voting.

- a. Voting will occur immediately after the close of nominations.
- b. Voting will be by written ballot unless a majority of the members attending the meeting select another voting method.
- c. The member shall indicate his/her vote by writing the name of his/her choice on the ballot. Any ballot containing votes for more than one nominee shall be declared invalid.
- d. A simple majority vote shall be necessary to recommend a member for appointment as district governor. In the event any one candidate shall fail to receive the required number of votes to be selected, additional balloting shall take place as outlined in this Rule 6 until such time as one candidate secures a simple majority vote.

**Rule 7.** At the conclusion of the meeting, but in no event more than seven days after the conclusion of the meeting, the chairperson will forward a written report of the voting results to the international office together with evidence of invitations sent and attendance at the meeting.

**Rule 8.** The International Board of Directors, pursuant to Article IX, Section 6 (a) and (d) of the International By-Laws shall consider, but is not bound by, any recommendation resolved at the special meeting. The International Board of Directors reserves the right to appoint the recommendee or any club member as district governor for the remainder of the governor's term.

### **Summary of Rules of Special Meeting to Recommend a Lion for Appointment as District Governor**

1. The international office has advised the district to convene a special meeting to recommend a member for appointment as district governor.
2. The immediate past district governor prepares invitations for the special meeting. Invitations are to be sent to the district governor, immediate past district governor, first and second vice district governors, region chairpersons, zone chairpersons, the cabinet secretary and treasurer (or secretary/treasurer) and all past international presidents, past international directors and past district governors who are members in good standing of a chartered Lions club in the district. The invitations should state the date, time and location for the meeting.
3. The chairperson maintains an attendance roster at the meeting.
4. Nominations are made from the floor. Each nominee may speak for five minutes, and his/her seconder may speak for an additional three minutes.
5. Voting begins immediately after nominations close. Voting is by written ballot unless a majority of attendees select another voting method.
6. A simple majority of votes cast by those present and voting is necessary to be recommended. If no one candidate secures a simple majority vote, voting continues as outlined in the rules of procedure.
7. The chairperson forwards the meeting results at the conclusion of the meeting.

### **Rules of Procedure Special Meeting to Recommend A Lion for Appointment as First Or Second Vice District Governor**

**Rule 1.** In the event a vacancy arises in the office of first or second vice district governor, the district governor shall convene a meeting of the members of the existing cabinet as provided for in the International Constitution and By-Laws and all past international officers who are members in good standing of a chartered Lions club in

good standing in the district. It shall be the duty of the attendees at this meeting to appoint a qualified club member as first or second vice district governor for the remainder of the term.

**Rule 2.** In filling said vacancy, it shall be the duty of the district governor, or if not available, the most recent past district governor who is available, to send out written invitations to attend said meeting and it shall also be his/her responsibility to preside as chairperson of the meeting. The district governor, as the meeting's chairperson, shall have the authority to select the meeting site, date and time. However, he/she shall use his/her best efforts to select a centrally located meeting venue, and schedule the meeting at a convenient date and time.

**Rule 3.** The district governor shall maintain a written attendance roster.

**Rule 4.** Each Lion who is entitled to attend the meeting may make one nomination of his/her choice from the floor.

**Rule 5.** Each such nominee shall be entitled to one seconding speech, only, in his/her behalf of not more than three (3) minutes in duration, and may speak personally for five (5) additional minutes. When each nominee has had an opportunity to present his/her remarks, the chairperson shall declare the nominations closed. No additional nominations shall be accepted after the close of nominations.

**Rule 6.** Voting. (a) Voting will occur immediately after the close of nominations. (b) Voting will be by written ballot unless a majority of the members attending the meeting select another voting method. (c) The member shall indicate his/her vote by writing the name of his/her choice on the ballot. Any ballot containing votes for more than one nominee shall be declared invalid. (d) A majority vote shall be necessary to recommend a member for appointment as district governor. In the event any one candidate shall fail to receive the required number of votes to be selected, additional balloting shall take place as outlined in this Rule 6 until such time as one candidate secures a majority vote.

**Rule 7.** At the conclusion of the meeting, but in no event more than seven (7) days after the conclusion of the meeting, the chairperson will forward a written report of the voting results to the international office together with evidence of invitations sent and attendance at the meeting.

### **Supremacy of Standard Forms**

If the provisions of the respective district (single, sub or multiple) or club constitution and by-laws conflict with the International Constitution & By-Laws, International would govern and control. Article XIII, Part d, of the International By-Laws provides in part:

*"(d) Each district shall adopt a constitution and by-laws which shall be consistent with the constitution and by-laws, as amended from time to time, and the policies of the International Board of Directors. All such district constitution and by-laws shall be*

*subject to interpretation according to the laws in effect, from time to time, in the state of incorporation of the International Association of Lions Clubs."*

Further, if the respective district (single, sub or multiple) or club constitution and by-laws is silent on a matter, the Standard Form Constitution and By-Laws would respond. Chapter VII, Section A4 of the International Board Policy Manual, provides in part:

**4. *Supremacy of Standard Forms***

*BE IT RESOLVED, That the board of directors shall and hereby does declare as policy that with respect to any matter of district (single, sub or multiple) operation which is not covered by the constitution and by-laws of the respective district (single, sub or multiple) and is covered by the Standard Form (single or multiple district) constitution and by-laws, that the provisions of the latter shall govern and control.*

*BE IT FURTHER RESOLVED, That the board of directors shall and hereby does declare as policy that with respect to any matter of club operations which is consistent with the International Constitution and By- Laws and is not covered by the constitution and by-laws of the respective club and is covered by the Standard Form Lions Club Constitution and By-Laws that the provisions of the latter shall govern and control."*

## Chapter 12

# Lions Clubs International Foundation (LCIF)

300 W. 22<sup>nd</sup> Street  
Oak Brook, IL 60523-8842 USA  
Phone: 630-468-6901  
Fax: 630-571-5735  
[lcif@lionsclubs.org](mailto:lcif@lionsclubs.org)  
[www.lcif.org](http://www.lcif.org)

## LCIF's Mission

To support the efforts of Lions clubs around the world in serving their local communities and the world community as they carry out important humanitarian service projects.

## General Information

Lions Clubs International Foundation (LCIF) is Lions helping Lions serve others. It is the official charity of Lions Clubs International. Through LCIF, Lions ease pain and suffering, and bring healing and hope to people worldwide. LCIF accepts donations from Lions and non-Lions, and uses funds to provide grants to Lions' districts to help meet crucial humanitarian needs of communities worldwide.

What exactly does LCIF do for Lions?

- LCIF helps Lions Clubs International respond effectively to global humanitarian problems
- LCIF enables Lions to help others in times of disaster and natural calamity
- LCIF funds projects too large for districts or clubs to address on their own
- LCIF responds to the local needs of Lions and develops grant programs that serve community needs
- LCIF works with partner organizations to leverage funding and expand programs

By partnering with LCIF, districts carry out vital humanitarian projects. These projects range from preventing river blindness and remedying cataract to constructing children's homes and meeting immediate needs of victims of natural disasters across the world.

LCIF is a highly efficient foundation. LCIF receives no club dues and the largest amount of funding comes from Lions. Every dollar donated goes toward a grant, as the administrative costs are paid for by interest earned on investments. Every dollar donated is leveraged. LCIF grants are commonly matched with local funding, meaning a contribution is worth substantially more than its face value.

## LCIF Governance

LCIF is governed by a Board of Trustees, composed of the Lions Clubs International Board of Directors, plus two members appointed by the international president. The



immediate past international president serves as chairperson. From that board, a 12 member LCIF Executive Committee is formed. The trustees meet three times each year to review grant applications and conduct other business. The meetings precede the meetings of the Lions Clubs International Board of Directors.

There are other committees under the governance of the Board of Trustees that assist in the development, oversight and promotion of the Foundation and its programs. These include:

**The LCIF Steering Committee** makes recommendations to the Board of Trustees focused on areas of development/communications and programs, as well as other topics as requested by the Board of Trustees. It is composed of a representative from each constitutional area, a representative from each of the largest two countries for membership, and a representative from each of the largest two countries for per capita donations. The Steering Committee is also responsible for the LCIF Multiple District and District Coordinators.

**The Finance Committee** oversees the LCIF budget and investments, and reviews all finances to ensure the Foundation maintains a healthy corpus and is well funded for the future.

**SightFirst and Lions Quest Program Advisory Committees** are in place to oversee program development and coordination, conduct national and international outreach and continually drive the programs forward to improve and meet changing needs. The committees are comprised of Lions leaders as well as experts in the field. They review project proposals and suggest grant funding for final review by the Board of Trustees.

## **LCIF Coordinators**

The LCIF District Coordinator (DC) serves as an ambassador for Lions Clubs International Foundation in your district. The LCIF DC has been chosen for this position because of their demonstrated leadership ability and commitment to the philanthropic and humanitarian service ideals of LCIF. All coordinators are fully trained, and receive support from LCIF.

Above all, the LCIF DC creates a stronger LCIF, enabling the Foundation to advance its humanitarian work around the world. As a volunteer coordinator for LCIF, the LCIF DC has the following critical responsibilities:

- Oversee the implementation of the LCIF development plan within the district
- Educate Lions about the mission and success of LCIF and its importance to Lions Clubs International
- Encourage the support of LCIF through all aspects of fundraising in your district.

The LCIF DC is nominated by the LCIF Multiple District Coordinator (MDC), in consultation with the District Governor, and will serve for a three-year term, although the duration of this term may vary in some regions. DCs should have a demonstrated

interest and understanding of LCIF and must be appointed by the LCIF Chairperson. The LCIF MDC is appointed by both the International President and LCIF Chairperson for a three-year term, although the duration of this term may vary in some parts of the Lions' world. Lions serving in this role must have a demonstrated interest in LCIF, as well as previous leadership experience at the Multiple District, District and Club level. LCIF DCs report directly to LCIF MDCs and are encouraged to work closely with local district leadership, including the District Governor. This position was created in 2008, and it is anticipated that DCs' responsibilities will vary and/or expand as new aspects of the LCIF development plan are implemented.

## **Role of District Governors within LCIF**

The Foundation is a source of pride and humanitarian accomplishments for all Lions. District Governors, LCIF DCs and LCIF MDCs should aid LCIF's worldwide humanitarian efforts in 2012 by:

1. Publicizing the goals and achievements of LCIF.
2. Promoting and supporting Lions role in the Measles Initiative to meet the challenge grant issued by the Bill & Melinda Gates Foundation.
3. Assisting with the ongoing support and communication with the LCIF district coordinators.
4. Encouraging donations to LCIF, especially Melvin Jones Fellowships and Contributing Memberships.
5. Understanding grant programs and grant application criteria.
6. Using LCIF's promotional materials and other tools.

## **LCIF Programs/Accomplishments/Major Initiatives**

Since LCIF began in 1968, it has awarded more than US\$729 million in grants to improve the lives of people worldwide. LCIF has enabled Lions to bring sight to the blind, relief to victims of natural disasters and support to the disabled, youth and the elderly.

LCIF has evolved to become an internationally recognized humanitarian agency, affiliated with the UN and the World Health Organization.

Visit the LCIF Web site for the most current accomplishments at [www.lcif.org](http://www.lcif.org).

## **SightFirst**

LCIF and Lions around the world are particularly proud of the SightFirst program. SightFirst, which began in 1990, has brought the gift of sight to millions. The program's mission is to significantly reduce preventable and reversible blindness worldwide, particularly in developing countries, where 90 percent of avoidable blindness exists. Through two fundraising campaigns, Lions have helped to provide US\$415 million for SightFirst. Interest on investments and other donations have helped to maximize these funds raised.

The accomplishments of SightFirst are truly remarkable. Since the program's launch in 1990, SightFirst has:

- Awarded over US\$255 million for over 1,000 projects in over 100 countries
- Prevented serious vision loss for over 30 million people
- Provided over 145 million treatments for river blindness
- Provided over 7 million cataract surgeries
- Improved eye-care services for hundreds of millions of people
- Built or expanded hundreds of eye hospitals, clinics and wards
- Upgraded hundreds of eye centers with equipment
- Trained eye-care professionals workers and village health workers
- Launched world's *first-ever* global initiative to combat childhood blindness in partnership with the World Health Organization

## Major SightFirst Initiatives

**Childhood Blindness:** LCIF has partnered with the World Health Organization to establish pediatric vision centers and training programs on five continents, which have helped millions children.

**River Blindness:** SightFirst has supported millions of treatments of river blindness in Africa and Latin America since it forged a partnership with The Carter Center in 1999; in Latin America, the disease could be eliminated by the end of this decade.

**Trachoma Control:** LCIF is tackling trachoma, the world's leading cause of preventable blindness, through medication, surgery, clean water sources, training of healthcare workers and health education; to date, SightFirst has made possible a large number of trichiasis surgeries and millions of Zithromax treatments.

**SightFirst China Action Project:** The SightFirst China Action project (SFCA) was officially launched in 1999 to respond to the great need for eye care on a large scale in China. Through the first two phases, SFCA provided over 5 million cataract surgeries and strengthened eye care infrastructure through more than US\$30 million in grants from LCIF and over US\$200 million from the Chinese government. Phase III, announced in October 2011, will shift the focus to low vision, as well as trachoma elimination with an initial donation of US\$2.67 million from LCIF. Working with other non-governmental organizations, Lions have developed a comprehensive, long-term plan for eliminating trachoma by 2020.

## Lions Quest

Lions Quest is a school-based life-skills program for children from kindergarten to the 12th grade. Lions originally partnered with Quest International to nurture youth in 1984. LCIF purchased Lions Quest in 2002 to increase the program's reach and to offer greater support and visibility for the Lions who work with their local schools and communities on the program. Over 12 million youth have taken part in a Lions Quest classroom. The program has received high ratings from government agencies and

educational groups. Lions Quest is currently active in 69 countries and program materials have been translated into 31 languages.

Lions Quest programs meet all 10 guidelines for effective prevention programs issued by the U.S. Department of Education. Program evaluations have been conducted over the past 20 years by the program developer, school districts, universities, and independent research firms. Results of the studies include improved achievement test scores; change in knowledge, attitudes, and beliefs regarding substance abuse and violence; lower rates of disciplinary problems; lower risk of dropping out of school; as well as decreased use of alcohol, tobacco and other drugs.

Lions Quest has three programs for different age groups:

1. ***Lions Quest Skills for Growing:*** the grade school curriculum for students from kindergarten through grade 5. The program teaches young learners how to make positive decisions and maintain self-esteem.
2. ***Lions Quest Skills for Adolescence:*** the middle school curriculum for students from grades 6 to 8. The program promotes positive social attitudes, respect and responsibility, while also serving as a strong prevention tool, guiding young people toward healthy choices and a drug- and violence-free lifestyle.
3. ***Lions Quest Skills for Action:*** the high school curriculum for students from grades 9 to 12. The program combines the development of personal, social and thinking skills with service learning to help young adults improve self-confidence, maintain connectedness to school, engage in real-life issues and learn 21<sup>st</sup> century workplace skills.

Steps Lions and DGs can take to implement Lions Quest in their communities:

1. **Learn more about Lions Quest**
  - a. The LCIF Lions Quest Department offers a number of resources to educate Lions about the program, and prepare districts or clubs to introduce Lions Quest to local schools.
  - b. Visit the Lions Quest Web site at [www.lions-quest.org](http://www.lions-quest.org) for more detailed information or call 1-800-446-2700
2. **Reach out to local schools**
  - a. Hold a presentation about Lions Quest for the schools
  - b. Reach out to parents groups
  - c. Invite teachers and others to attend club meetings about Lions Quest
3. **Implement Lions Quest**
  - a. Plan a teacher training workshop to certify teachers as Lions Quest instructors
4. Provide ongoing support for the schools and teachers

## **Other LCIF Initiatives**

### **Lions-Measles Initiative**

LCIF is working with the Measles Initiative, a long-term partnership among world leaders in public health that aims to reduce measles mortality and morbidity globally. The Measles Initiative seeks to protect children from measles, a highly contagious yet preventable viral disease, and strengthen routine immunization. As such, it has supported the vaccination of more than one billion children since 2001. UNICEF, World Health Organization, U.S. Centers for Disease Control, American Red Cross, and the United Nations Foundation are among the organizations contributing to these efforts.

In October 2011, LCIF received a challenge grant of US\$5 million from the Bill & Melinda Gates Foundation in support of the measles program. With this grant, they will match every US\$2 that Lions raise with US\$1, making a goal of providing US\$15 million this year to help fight measles. This is the largest single donation in LCIF history.

The pilot year (2010-2011) involvement in the Measles Initiative from Lions focused on three main areas: advocacy at the local, regional and national levels, direct involvement in social marketing and financial support. In addition to supporting vaccinations, a key priority has been strengthening immunization delivery systems to help ensure sustainability in combating the disease.

To fund the pilot year Lions-Measles Initiative pilot program (2010-2011), the Bill & Melinda Gates Foundation awarded LCIF a grant, with LCIF providing additional grant money. The Lions-Measles Initiative pilot program resulted in nearly 41 million children being vaccinated.

Furthering the efforts of the pilot year, the Bill & Melinda Gates Foundation and LCIF are providing additional funding for social mobilization and advocacy activities throughout more than 25 measles priority countries in Africa. Committee members will seek to urge local and national leaders to establish permanent routine immunization programs, available to all children.

### **Lions Affordable Hearing Aid Project (AHAP)**

The Lions Affordable Hearing Aid Project (AHAP) makes low-cost, high-quality hearing aids for low-income the underserved people as a pilot program currently in the U.S. only. The aids are US\$200 each. LCIF makes the hearing aids available to existing Lions' hearing programs and foundations. The Foundation also works with clubs or districts that wish to begin programs to distribute the hearing aid. A Lions club must contact LCIF, not individual's in need of aids.

### **Special Olympics/Opening Eyes**

This partnership with Special Olympics provides athletes at select Special Olympics games free vision screenings, and, if needed, free glasses and sports goggles. The athletes also are checked for glaucoma and other eye diseases. To date, more than 250,000 Special Olympians have received free vision screenings. The screenings have

resulted in better vision in a chronically underserved population and have prevented blindness through early detection of disease. A successful collaborative effort, the program relies on thousands of volunteer Lions, as well as volunteer doctors, vision specialists and educators. The partnership was launched in 2001, and LCIF has since awarded US\$13.3 million to the program.

## **LCIF Grant Programs**

LCIF has awarded more than 10,268 grants totaling more than US\$729 million since the Foundation was founded in 1968.

There are a number of types of grants.

**SightFirst grants** fight preventable and reversible blindness by supporting eye health care delivery systems, training and infrastructure development. Lions districts and multiple districts work with their regional SightFirst Technical Advisor in applying for a grant.

**Standard grants** are the Foundation's broadest and most popular category of funding. Standard grants provide matching funds up to US\$75,000 for large-scale projects that address important humanitarian needs.

**International Assistance grants (IAG)** fund partnership projects between Lions clubs in at least two countries. Grants provide between US\$5,000 and US\$30,000 on a matching basis to fund smaller-scale projects often in developing countries, such as medical missions, primary health care, food self-sufficiency, aid for disability organizations and clean water initiatives.

**Core 4 grants** fund innovative projects that target urgent needs under Lions' core program areas: preserving sight, combating disability, promoting health, and serving youth. Grants are available for amounts up to US\$200,000 on a three-to-one matching basis.

**Emergency grants** are awarded in amounts up to US\$5,000 - US\$10,000 immediately following natural disasters to fund distribution of relief aid.

**Major Catastrophe grants (MCAT)** are awarded in amounts of US\$50,000 to US\$200,000 to help fund longer-term reconstruction projects following major calamities. These grants cannot be applied for, but are board-directed only.

**Designated grants** represent funds donated to LCIF restricted for specific activities and projects.

## Frequently Asked Questions about Grants

- 1. How do Lions districts and multiple districts apply for a grant?**

Contact LCIF at 630-468-6901 or e-mail LCIF at [lcif@lionsclubs.org](mailto:lcif@lionsclubs.org). Additionally, applications and supplemental information are available on the LCIF Web site at [www.lcif.org](http://www.lcif.org).
- 2. When should a grant application be submitted?**

Most applications must be submitted and completed at least 60 days before an LCIF Board of Trustees meeting. In the case of SightFirst grant requests, applications must be submitted to the SightFirst Advisory Committee (SAC) 90 days in advance of a committee meeting. Similarly, Lions Quest grants must be submitted 60 days in advance of a Lions Quest Advisory Committee (LAC) meeting. Contact LCIF for exact dates of these meetings, or visit the Web site. The Board of Trustees meets three times annually, and the SAC and LAC meet twice annually.
- 3. What qualities does LCIF look for in a grant application?**

The project must address an important humanitarian need, serve a relatively large population, be cost effective and be beyond local fundraising capability. Also, the budget must show ample funding from local Lions' organizations, have a strong Lions' identity and involvement, and be endorsed by the district cabinet.
- 4. Is there grant money available for my individual club?**

Most grants require the participation of a district or multiple district. The International Assistance Grant (IAG) program, however, allows a sponsoring Lions club or district to partner with a host club or district in the country where the project will take place. Even though grants to individual clubs are limited, a club can participate in any number of service projects.
- 5. Does LCIF provide grants directly to an individual?**

No, there is no program that distributes grants to an individual; instead, LCIF grants are awarded to Lions districts, multiple districts and clubs.
- 6. How do Core 4 grants differ from Standard grants?**

Standard grants support a wide-variety of large-scale, Lions-led humanitarian initiatives where the primary funding needs are for equipment or capital construction. Standard grants are matching grants and a maximum of US\$75,000 may be awarded. Core 4 grants are limited to very specific funding priorities in four areas of service: sight, disability, health and youth. The Core 4 priority projects are predetermined and Core 4 grant requests must fund a project related to the priorities.

For a list of the current Core 4 funding priorities, please visit the LCIF Web site at [www.lcif.org](http://www.lcif.org). Additionally, most Core 4 grants match Lions donations on a 3:1

basis. The maximum grant awarded is US\$200,000 for most Core 4 grant initiatives.

**7. What is the difference between a SightFirst project and other sight-related projects?**

SightFirst projects must focus on the major causes of preventable or reversible blindness on national or regional levels. These projects reach populations that are underserved or that have limited or no access to eye-health care services. The program funds high-quality, sustainable projects that deliver eye care services, develop infrastructure, train personnel and/or provide rehabilitation and education in underserved communities. Other sight-related projects that focus on community needs rather than national or international needs may qualify for Standard, Core 4, or International Assistance grants.

**8. How are LCIF grant programs funded?**

The vast majority of grant funding is made possible by donations from Lions clubs and individual members worldwide. LCIF does not receive any portion of Lions membership dues. Gifts from foundations, corporations, governments, non-Lions and interest earned on investments also increase funds available.

**9. How are operating expenses paid?**

By ruling of the board of trustees, all administrative and promotional expenses *must be paid from interest on investments.*

## **LCIF Communications**

LCIF offers many quality resources to help district governors and other Lions promote and understand the Foundation.

- The LCIF Web site [www.lcif.org](http://www.lcif.org) has resources such as PowerPoint presentations, downloadable brochures, and information on grants, Melvin Jones Fellowship applications, Contributing Memberships and much more. Hard copies can be ordered as well by contacting LCIF. The Web site also includes special updates on recent grants and news.
- District Governors can receive **district donation records and histories of grants** by contacting LCIF or the LCIF District Coordinator. The different types of **grants and application guidelines** are explained on the LCIF Web site.
- Join the LCIF Chairperson's e-mail blast list. Monthly e-mails with current news and program information are sent in all languages. Sign up from the LCIF homepage at [www.lcif.org](http://www.lcif.org).

## **LCIF Publications**

Publications in all official languages (except where noted) can be mailed upon request or downloaded from the LCIF Web site on the LCIF materials page.



## **Overview Publications**

### **LCIF at A Glance (LCIF-600)**

A newly updated brochure that provides an overview of LCIF

### **LCIF Programs (LCIF-603)**

### **LCIF Grants (LCIF-604)**

### **LCIF Public Relations (LCIF-605)**

### **The Success of Campaign SightFirst II (LCIF-606)**

### **The Melvin Jones Fellowship (LCIF-607)**

### **How to Submit Funds (LCIF-608)**

### **Number One NGO (LCIF-609)**

### **LCIF Providing Disaster Relief (LCIF-104)**

### **Contributing Member Form (LCIF-120)**

### **Melvin Jones Fellowship Application (LCIF-42M)**

How to apply for an MJF and application form

### **Ways to Donate and Recognition Programs (LCIF-42R)**

### **Annual Report (LCIF-30)**

### **ForSight (SightFirst magazine) (SF-206)**

### **SightFirst: Lions' Vision for All- overview brochure**

## **Grant Publications**

### **Standard Grant Application (LCIF-27)**

### **How to Apply for a Standard LCIF Grant (LCIF-109)**

### **International Assistance Grant Application (LCIF-114)**

### **How to Apply for an LCIF International Assistance Grant (LCIF-110)**

### **SightFirst Grant Application (LCIF-40)**

## **Emergency Grant Application**

## **Emergency Grant Final Report Form (LCIF-25A)**

## **Lions Quest**

### **Lions Quest Overview – US (LQ 6)**

### **Lions Quest Overview – International (LQ 12)**

### **Lions Quest Prospectus**

## **LCIF DVDs**

LCIF DVDs are a powerful way to show the value of the Foundation. Below are the available DVDs:

### **Lions are....LCIF**

### **SightFirst II: Looking Forward**

### **Lions Quest: Skills for Life**

### **Lions Quest: A Global Success** (part of the Lions Quest How-to-Kit)

### **Lions-Measles Initiative: Celebrating our Pilot Year** (online only)

### **Growing our Foundation** (online only)

### **Expanding our Efforts: Lions Quest** (online only)

### **Working Together to Eliminate Measles** (online only)

### **Changing Lives Through Opening Eyes** (online only)

### **The Pediatric Cataract Initiative: A Partnership Program** (online only)

To order, e-mail LCIF at [lcif@lionsclubs.org](mailto:lcif@lionsclubs.org) or watch online at [www.lcif.org](http://www.lcif.org).

## **LCIF Partnerships**

### ***Corporate, NGO and Government Partners***

LCIF is grateful for the generosity of our corporate, non-governmental and government partners. They share not just funds but a spirit of humanitarianism and a dedication to improve the lives of those in need. Thanks to these partners, LCIF has been able to expand programs, establish new initiatives and extend our services to others. Major partners are:

**The Bausch + Lomb Early Vision Institute:** partnered with LCIF to develop the Pediatric Cataract Initiative. In the pilot year of the program, Bausch + Lomb has granted US\$350,000 to LCIF to screen and treat children in China as well as for research programs that will help fight pediatric cataract and prevent childhood blindness. Bausch + Lomb has committed an additional US\$350,000 to continue this program for another year.

**Bill & Melinda Gates Foundation (BMGF):** jointly funds the Lions-Measles Initiative with LCIF. The Gates Foundation is a leader in addressing global health issues, particularly those often given little attention in developing countries. The BMGF has challenged Lions to raise US\$10 million in support of the Measles Initiative and will match every US\$2 raised by Lions with US\$1. This US\$5 million challenge grant is the largest single donation in LCIF's history. This partnership began in 2010 with a Lions-Measles Initiative pilot year, where nearly 41 million children were vaccinated for measles within four African countries. The Gates Foundation has also provided additional funding to support Lions social mobilization and advocacy activities throughout more than 25 measles priority countries.

**Essilor:** works with Lions to identify institutions in areas with significant blindness prevention needs and a lack of URE services. Essilor will supply lenses and lab equipment at cost, assist in training Lions volunteers on how to make new glasses, help secure frame vendors and find customers to purchase recycled materials from Lions Eyeglass Recycling Centers.

**Johnson & Johnson:** has committed US\$2 million to help fund Sight for Kids screenings for 14 million children throughout Asia since 2002. Sight for Kids involves eye health awareness, education and children's eye screening. The screenings are coordinated by local Lions, Johnson and Johnson staff and local medical personnel.

**Merck & Co., Inc.:** has donated close to 148 million treatments of Mectizan® to prevent river blindness in Latin America and Africa.

### ***Collaborative Partners***

Through collaborations with not-for-profits, LCIF leverages its resources and accomplishes much more than we could on our own. Major collaborative partners are:

**The Carter Center:** LCIF has awarded The Carter Center more than US\$40 million (and other non-profits US\$5.5 million) to prevent onchocerciasis or "river blindness" in Latin America and Africa. The eradication of the disease in Latin America is possible by 2012. LCIF is also partnering with The Carter Center to battle trachoma in two African nations. Pfizer, Inc. provides in-kind support for trachoma control programs as well.

### **Special Olympics International**

**World Health Organization:** LCIF is partnering with the World Health Organization on the Project for the Elimination of Avoidable Childhood Blindness. LCIF has given more than US\$7 million in SightFirst grant funding to establish 34 needs-based Lions eye care centers in countries all over the globe, aimed especially at delivering preventative, therapeutic, and rehabilitative eye care services for 121 million children. Phase II of the project, beginning in 2011, will support 16 additional centers.

## Awards

***Friend of Humanity Award:*** Recognizes very select Lions, no more than 50 each year, who have provided exceptional and longstanding service to LCIF. The award is for Lions who have generated significant financial support of LCIF or helped increase the Foundation's stature and identity. The LCIF Chairperson approves the nominees, and recipients receive a gold medal with a ribbon. An individual may receive the award only once.

***Helping Hands Award:*** Recognizes Lions who promote greater awareness of and support for LCIF at the club, region, district or multiple district level. There is no limit on the number of awards to be issued annually and individuals can receive the award more than once. The awards are determined by the LCIF Chairperson. Recipients receive an annual pin.

***Lions Quest Banner Patch:*** Lions clubs sponsoring the Lions Quest programs are eligible to receive a banner patch. Banner patches can be requested by the district governor, Lions Quest chairpersons or Lions club.

***Lions Quest District Achievement:*** Districts that sponsor Lions Quest training for one or more (bronze certificate), six or more (silver certificate), and 12 or more (gold certificate) teachers in the corresponding year receive Lions Quest District Achievement Certificates. Signed certificate applications must be submitted to Lions Quest by May 15.

## Ways to Support LCIF

### Recognitions

***Melvin Jones Fellowship:*** Individuals who donate US\$1,000, and persons for whom such donations are made, are recognized as Melvin Jones Fellows (MJF). Melvin Jones Fellows receive a lapel pin and a personalized wall plaque. Their names are displayed on a monitor in the LCIF Recognition Room at International Headquarters, and they receive a specialized pin for each level achieved. Donations that qualify for the Melvin Jones Fellowship can be made in the following categories: measles, area of greatest need, disaster, humanitarian needs, sight and youth.

***The Progressive Melvin Jones Fellowship Program:*** For those who are already an MJF, 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 new level of recognition, signified by a unique PMJF pin in accordance with their level of giving. The PMJF program has 100 levels, representing gifts between US\$2,000 –US\$100,000. Like MJFs, donors can honor another individual with PMJF donations.

**Contributing Member:** Donors receive a colorful lapel pin for a gift of US\$20, US\$50 or US\$100. November is Contributing Member Month. Please give your donations to the club secretary, who is asked to accumulate them and then send donations to LCIF Donor and Financial Services Department, with a list of donor names, by the end of November. Lapel pins will be sent to the club for presentation. (Although Contributing Member Month is November, donations are received and pins presented throughout the year.)

**Honor Roll:** A certificate is given to individuals who contribute US\$100 and the recipient's name is entered on LCIF's Honor Roll at International Headquarters for the year in which the gift is received.

**Humanitarian Partners:** Part of the MJF program, the Humanitarian Partner Program honors individuals whose cumulative donations exceed US\$100,000, US\$200,000, US\$350,000 and US \$500,000, respectively. Recipients receive an elegant bronze, silver, gold or platinum pin, respectively. Names of partners also are inscribed on the Humanitarian Partner Wall at international headquarters.

**Corporate Recognition:** An engraved plaque is presented to corporations that provide an unrestricted gift of US\$1,000 or more to the Foundation.

**Club Recognition:** Clubs that donate US\$1,000 for which no other form of recognition is received will be given an inscribed plaque.

**LCIF Legacy to Lions:** Individuals may support the Foundation through gift annuities and through direct gifts of cash, gifts of stock and appreciated assets. Also, individuals may plan their gifts by using their wills and making bequests, using gifts of insurance policies, or making the Foundation a beneficiary of a trust document. Planned gifts allow individuals interested in supporting the humanitarian works of the Foundation greater opportunities to increase the value of their support.

## Donation Instructions

### 1. Select a method of transfer

Many countries have special methods of processing and submitting LCIF funds. Please use the information below in combination with local practices.

#### **U.S. Dollar Checks**

LCIF accepts U.S. dollar checks drawn on U.S. banks. U.S. dollar checks drawn on non-U.S. bank accounts require costly international bank collection charges to cash. Please make checks payable to "LCIF" and include any special instructions in the memo line of the check. If the donation should be credited to anyone not listed on the check, please specify to whom the donation should be credited. Checks should be sent to LCIF's lock box service, not LCIF Headquarters, at Lions Clubs International Foundation, Department 4547, Carol Stream, IL 60122-4547, USA.

### **Credit Cards**

LCIF accepts donations charged to Visa®, MasterCard® or American Express®. Please provide us with the name of the cardholder, the account number and expiration date. If the donation should be credited to anyone other than the cardholder, please specify to whom the donation should be credited. Payments can be made directly online at [www.lcif.org/donate](http://www.lcif.org/donate).

### **Wire/Bank Transfers**

**Wire transfer of U.S. dollars directly into LCIF's bank account or lockbox is the most efficient means of sending donations from outside the U.S.**

To transfer funds from the donor's bank to LCIF's account, present the information below to the bank along with the local currency amount of the donation (plus local bank charges) and request of U.S. dollars to:

#### Wire Transfer

**JPMorgan Chase Bank, N.A.  
10 S. Dearborn Street  
Chicago, IL 60603 USA  
ABA Routing No. 021000021  
Account Name: Lions Clubs International Foundation  
Account Number: 754487312  
Swift International Banking number: CHASUS33**

#### Lockbox

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

E-mail, fax or mail a copy of the receipt or wire transfer form as well as any special instructions to LCIF. Please include the donor's name (and member number if applicable) and club number. This information is important in identifying and properly crediting the transfer and can be included on the bank transfer paperwork or separately.

### **Deposit to Local LCI Bank Accounts**

In countries where LCI has bank accounts, funds may be deposited in local currency. Be sure to check the association's official exchange rates, shown on monthly club statements. When submitting funds by local deposit, it is critical to fax, mail or e-mail a copy of the bank deposit receipt and information regarding to whom the donation should be credited.

## **2. Provide Documentation**

Regardless of which method chosen to transmit a donation, the following information should be provided to ensure proper crediting of the gift:

- Donor's Name
- Name of recipient to receive credit (Please indicate if same as donor)
- Donor's club name and number
- Amount of contribution
- Special instructions, such as:
  - Payment on my pledge
  - Payment toward my club's pledge
- Payment Details, such as:
  - Enclosed check
  - Credit card details
  - Bank transfer receipt
  - Local deposit ticket

### **3. Remember Recognition**

There are several types of individual and club recognition available in appreciation of a contribution. So that the gift can provide the most humanitarian service possible, each donation is only eligible for one form of recognition. When submitting a donation, please indicate which recognition is preferred and submit the necessary form, including recipient and shipping information.

- Melvin Jones Fellowship or Progressive Melvin Jones Fellowship
- Contributing Member Pin
- Club Plaque
- Corporate Plaque
- Memorial Donation

## **Frequently Asked Questions about Donations**

### **1. What is the difference between unrestricted and restricted donations?**

Unrestricted donations are the most important gifts to LCIF. They are not designated for a specific need, but are used to support all LCIF programs. The Foundation is also now providing donors with the ability to financially support five specific program areas: area of greatest need, disaster, humanitarian needs (including measles donations), sight and youth. Unrestricted donations, as well as financial support given to these five areas, allow LCIF to meet all program needs and qualify for all recognition programs, including MJF credit.

Restricted donations are designated to specifically created accounts, such as for major natural disasters, or special initiatives, like Campaign SightFirst II. Restricted accounts are created on a case-by-case basis. Please contact LCIF before making a restricted donation. Restricted donations do not qualify for MJF credit, unless special provision is made by the LCIF Board of Trustees.

### **2. Should contributions be accumulated and periodically sent to LCIF?**

Funds should be forwarded without delay. Doing so ensures prompt crediting of the donor's record and issuance of LCIF recognition and awards. In addition, checks

held for an extended period become void, sometimes requiring that we request a new check from the donor.

**3. I want to give a charitable donation directly to a humanitarian project and do not want to have it used for administrative purposes. Can I be assured of that?**

Absolutely. By ruling of LCIF's Board of Trustees, all of LCIF's administrative and promotional expenses must be paid from interest on investments. LCIF has also been named the number one non-governmental organization with which to partner by the Financial Times.

**4. Can a form of recognition, such as a Melvin Jones Fellowship be sent out before donation is received by LCIF?**

LCIF board policy requires that donations must be processed at headquarters before recognition can be sent. To ensure accurate and timely processing and the prompt issuance of recognition, please include necessary documentation such as a completed Melvin Jones Fellowship application form.

**5. Are there donor reports available from LCIF?**

Yes, LCIF provides district governors, multiple district and district LCIF coordinators with a quarterly recap of donations and several other reports on request. These officers can use the reports to provide information on donations and recognitions.

**6. Are there other ways to make a gift to LCIF?**

Yes, stocks, planned gifts and securities can all be made to LCIF. For more information, please visit [www.lcif.org](http://www.lcif.org) or contact LCIF Development Department staff.



## Chapter 13

# EXTENSION AND MEMBERSHIP

The membership goal of the association is to achieve annual net growth and improve club health and success. The District Governor (DG) Team and Global Membership Team (GMT) are the principle drivers of club and membership development in the district. This is achieved by supporting/engaging/involving existing members and increasing membership through meaningful community service projects. To achieve the goal of net growth, the DG cannot do this alone, that is why there is a special emphasis on the roles of the first and second district governors, the GMT district coordinator and their teams, and GLT district coordinator.

There are three fundamental ways to achieve annual goals:

1. Encourage the development of new clubs ~~from~~ founded on service and assistance provided to the community.
2. Invite new members to existing clubs by engaging them in service projects in the community that appeal to their interests.
3. Reduce drops through member satisfaction. Members stay when they feel their contribution is making a difference.

The methods above involve identifying and implementing meaningful service activities and involving Lions in the activity. There are many ways to engage members in a club, and provide a meaningful service experience. Majority of members will want to be active members. The other membership categories are outlined on pages 22 and 23 of this chapter. This section of the guide will outline the tools/programs that have been developed to assist districts.

## Global Membership Team

The Global Membership Team (GMT), in tandem with the Global Leadership Team (GLT), was developed to augment the local efforts of the DG teams, operating as action oriented, parallel, mutually supportive teams - each with an enhanced focus. The GMT concentrates on membership and club growth, and on club health and success. The integrated efforts of the GMT and multiple district and district GMTs will address regional growth and development needs while building our membership base, improving club health and service, and enhancing the quality of leadership at all levels of the association.

## District Global Membership Team

GMT district member responsibilities include:

- I. **Goal Setting:**
  - a. Set district membership, extension and retention ~~development~~ goals and implement an action plan incorporating the goals and objectives of the

district GMT. Communicate goals and plans to the GMT area leader on or before September 1 of each Lions year.

- b. Develop and promote a district membership, extension and retention plan that includes recognition for the district and individual Lions who make significant contributions to membership, extension and retention development program goals.
- c. Motivate club leaders to set goals and develop club programs that improve membership, extension and retention skills.
- d. Present a budget to the district cabinet in order to fund a membership, extension and retention development plan.

## II. **Communication:**

- a. Communicate goals and implementation procedures to GMT MD coordinator.
- b. Communicate with GMT/GLT members at least once a month to ensure exchange of information and ideas, to avoid duplication of efforts, and to develop plans that will enhance the overall impact of GMT/GLT efforts.
- c. Keep their district updated on new membership, extension and retention development programs and resources.
- d. Publish membership, extension and retention development initiatives in the district newsletter, on the district website, and in other publications.
- e. Establish a monthly reporting system to foster open communication and monitor progress.
- f. Submit a quarterly semi-annual report to the GMT area leader, on the status of membership, extension and retention development in the district.
- g. Advise the GMT area leader of membership, extension and retention development needs to support the district and clubs.

## III. **Other:**

- a. Assist GLT MD coordinator in planning and conducting workshops and seminars.
- b. Share membership, extension and retention development techniques, curriculum, motivation and support using the resources available from Lions Clubs International.
- c. Motivate district Lions members to develop and improve their membership, extension and retention skills.
- d. Advise the GMT area leader of any new and innovative training techniques that have been successful as a result of their membership, extension and retention development efforts.

The GMT district structure is:

- District Governor
- First Vice District Governor
- Second Vice District Governor

- GMT District Coordinator, supported by:
  - Membership and New Club Growth Team
  - Club Success Team

Both the Membership and New Club Growth Team and Club Success Team have resources to help achieve the district goals. ~~The following are a few of the programs available to support each team:~~ These resources include, but are not limited to the following:

- Membership and New Club Growth Team
  - Club Excellence Process
  - New Club Extension
  - Extension Workshops
  - New Service Projects
  - Campus Clubs
  - Family and Women
  - Club Branch
  - Membership Grants (growth projects)
  - Lions Worldwide Induction Day
  - October Growth Program
  - Professional Partners
  - Membership Key Award Program
  - ~~Year-Round~~ Growth Program
  
- Club Success Team
  - ~~Club Success Team Programs and Tools~~
  - Review Existing Service Projects
  - Club Excellence Process
  - ~~President's~~ Retention Campaign
  - Lions Mentoring Program
  - New Member Orientation
  - Guiding Lion
  - Membership Grants (for engagement/involvement)
  - Membership Transfers

Both teams in the district should identify specialists, such as:

- Family and Women's Membership Development Specialist
- Campus Club Specialist
- Young Adult under 40 Specialist
- Extension/New Club Specialist
- Membership Participation Specialist
- Membership Development Specialist
- Service Activities Specialist
- Public Relations Specialist
- CEP Specialist

Specialist responsibilities should be developed by the GMT district team and made available to those holding the position. Below are examples of two specialist positions and should be used to develop others on the team.

### **Example of Campus Club Specialist**

District campus club specialists, appointed by the DG Team in consultation with the GMT multiple district coordinator and the GMT district coordinator, team up with likeminded Lions to build and strengthen campus club membership.

#### **Specialist Duties**

- Oversee campus club development
- Take direction and guidance from the GMT district coordinator, district governor and LCI
- Establish goals for campus club development and action plans to attain such goals with help and approval from the GMT district coordinator and district governor. These goals should include a timeline for chartering new campus clubs and plan for ongoing membership recruitment for existing campus clubs. A copy of these goals should be sent to the GMT district coordinator, district governor and vice district governor
- Conduct research to identify areas of possible campus club extension activities
- Offer educational seminars and provide instruction about campus club development for members of the district and for area college educators and administrators
- Communicate monthly, or more if needed, with the GMT district coordinator, district governor and vice district governor
- Develop articles on campus club extension for district, multiple district and international publications
- Report progress to the GMT district coordinator and district governor. Encourage them to promote campus club growth.
- Provide encouragement, coaching and motivation aids for all Lions actively involved in campus club extension and development activities
- Work with the campus club guiding Lion to assure graduating members of the campus Lions are encouraged to transfer into community-based clubs

### **Example of Family and Women's Membership Development Specialist**

District family and women's membership development specialists, appointed by the DG Team in consultation with the GMT multiple district coordinator and the GMT district coordinator, are key contributors in the association's initiative to bring more families and women into Lions clubs.

#### **Specialist Duties**

- Oversee the recruitment and participation of family members and women in Lions
- Take direction and guidance from the GMT district coordinator, district governor and LCI
- Establish goals for recruiting family members and women and develop action plans to attain such goals with help and approval from the from the GMT district

coordinator and district governor. These goals should include a timeline and action steps for recruitment and retention of family members and women. A copy of these goals should be sent to the GMT district coordinator, district governor and vice district governor.

- Conduct research to identify areas of possible family member and women recruitment and new service projects
- Offer educational seminars and provide instruction on recruiting family and women members and project development for members of the district
- Communicate monthly, or more if needed, with the GMT district coordinator, district governor and vice district governor
- Develop articles on the recruitment of family members and women for district and multiple district publications and international publications
- Report progress to the GMT district coordinator and district governor and encourage them to become involved in family and women recruitment efforts
- Provide encouragement, coaching and motivation for all Lions directly involved in recruitment and the development of new service projects

Information on the above programs and tools can be obtained by contacting:

Membership and New Club Development Department

E-mail: [membershipdev@lionsclubs.org](mailto:membershipdev@lionsclubs.org)

300 West 22<sup>nd</sup> Street, Oak Brook, Illinois 60523-8842

Phone: 630-203-3845; FAX: 630-571-1691

## **Membership Growth**

### **Year-Round Membership Growth Program**

A strong, active membership is the foundation of the association and its mission to serve communities around the world. As membership in the association grows, the resources necessary to make a difference increase as well. Therefore, the focus on membership growth needs to be a continual 365-day-a-year activity. Clubs that are growing have a strategy for membership development and follow a well-thought-out and organized action plan.

The Year-Round Growth Program provides tools, resources and strategies to aid members and clubs with their respective membership growth initiatives, awarding those who take the extra step and sponsor new members into membership. To ensure that growing the membership isn't put off until tomorrow, the Year-Round Growth Program has been retooled to provide clubs with a variety of membership growth strategies and ideas.

### **Optional Suggested Year-Round Membership Outreach Strategy**

Since membership growth must be a year-round initiative, below is an optional suggested 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. Alternatively, some have a specific demographic focus.

|                         |  |
|-------------------------|--|
| August/September.....   | Students & Leo Lions   |
| October .....           | Traditional membership growth  |
| November/December ..... | Family members   |
| January .....           | Target demographic groups (i.e. baby boomers, young professionals, ethnics groups, etc.) |
| February/March.....     | Women members  |
| April.....              | New member induction   |
| May/June.....           | Club development   |

In addition, member invitation best practices and proven techniques are valuable tools to assist clubs with their membership recruiting/invitation initiatives.

~~All clubs must have been in existence on or before July 1 of the program year.~~

## **Membership Development Grants**

Lions Clubs International has long recognized the need for targeted membership initiatives that focus on new areas of opportunity and /or utilize new marketing techniques.

To help districts and multiple districts capture these new markets, or test new marketing strategies, the Membership Development Committee has allocated funding for Membership Development Grants to be awarded on a competitive basis. Each approved grant will provide reimbursement for 75% of the approved project expenses, up to US\$5,000 per district, and US\$10,000 per multiple district, as outlined in the Rules of Audit for grants that qualify in specific categories.

### **Location Requirements**

To ensure global representation, for fiscal year 2012-2013, funds have been reallocated as follows: US\$10,000 for larger constitutional areas (I, III, IV, V and VI) and US\$5,000 grant for smaller constitutional areas (II and VII) and Africa. ~~no more than US\$15,000 may be awarded to larger constitutional areas (I, III, IV, V and VI) and US\$5,000 grant for smaller constitutional areas (II and VII).~~ Priority will be given to districts that have set substantial goals for membership and club success. The plan should result in the chartering of a minimum of two new clubs and/or the recruitment of 100 new members. If funding is still available in March from other areas, then areas that have reached their maximum allotment may reapply.

### **Membership Grants Approval Process**

The Membership and New Club Programs Department will preliminarily review applications. The purpose of the review is to ensure the applications are complete, meet the minimum requirements and ensure the application provides adequate information for the Membership Development Committee's evaluation. Department staff may

contact the applicant to obtain additional information and to discuss the membership opportunity. Care will also be given to ensure that marketing approaches vary and multiple constitutional areas are included. Applications that meet the noted application requirements will then be reviewed by the Membership Development Committee for final approval.

Grant proposals must be received at LCI at least 45 days prior to the next board meeting for discussion at the meeting. Grants are not necessarily awarded on a first come–first serve basis.

For more information on the Membership Development Grants, contact the Membership & New Club Programs Department:

Lions Clubs International  
Membership & New Club Programs Department  
E-mail: [memberprog@lionsclubs.org](mailto:memberprog@lionsclubs.org)  
300 W. 22nd Street, Oak Brook, IL 60523-8842 USA  
Phone: 630-203-3846; Fax: 630-571-1691

## **Lions Family and Women Symposium Program**

As the emphasis on family-friendly Lions clubs and growing women in Lions continues, it is important for clubs to identify relevant service opportunities that will spark the interest of families and women. An excellent avenue for pinpointing these needs is to hold a Family and Women Symposium.

A symposium is a gathering at which there is a free interchange of ideas, or a formal meeting at which several experts deliver short addresses on a topic or related topics for an identified purpose. The purpose of a Lions Family and Women Symposium is four-fold:

1. **Identify** new community projects that are of interest to women and families.
2. Identify potential members.
3. Promote Lions clubs within the community.
4. Charter a new club/club branch to develop the new community project that has been identified.

Each symposium requires a community partner. Joining forces with other groups in your area lends credibility to the event, fresh perspectives and information to help identify crucial needs, as well as provide an additional source of resources and funding.

For more information on holding a symposium, download the Family and Women Symposium Program Planning Guide from the Lions Web site (by using MP101 in the search box), or contact [memberprog@lionsclubs.org](mailto:memberprog@lionsclubs.org).

## **New Club Extension Development**

The following information applies to the organization of a new Lions club. This includes the formation of a traditional Lions club, Campus Lions club, Lioness Lions club and Leo Lions club.

To charter a new club, the following is needed:

- 20 or more charter members, 75% of whom reside or work within the multiple district and are new Lions, except in the case of friendly separation of a large existing club
- A sponsoring club, zone, region, district cabinet or district committee
- Completed charter application and report of charter members
- The current district governor's approval
- Appropriate charter fees and certification forms

~~The names of a minimum of twenty (20) charter members, 75% of whom reside or work within the multiple district and are new Lions, except in the case of friendly separation of a large existing club.~~

The following extension kits are available from the Membership & New Club Operations Department:

- New Club Extension Kit (KITEXT)
- Campus Lions Club Kit (KITCC)
- Lioness Bridge Builder Kit (KIT + MKLP-1)
- Club Branch Builder Kit (KITBR)

### **Important Dates:**

- A club's charter will be held open until the club's charter night or 90 days after charter approval, whichever comes first
- Please allow 45 days or more from the date the charter application is received by International Headquarters to process the application and provide time to personalize and send the official charter
- The charter application, along with any corresponding extension awards, must be received at LCI Headquarters before the close of business on June 20 to be credited to the current fiscal year's annual records

### **Applications for Club Charter**

When the requirements for a new club have been met, complete the Lions Club Charter Application (TK-38A) and Report of Charter Members (TK21-A) and submit with appropriate fees and certification forms to LCI. Please remember the following when filling in the form: (Full requirements for charter applications can be found on page 21 of this chapter)

- A proposed club must use the name of the municipality or equivalent governmental subdivision as the first part of the club name. If a municipality



has more than one club, each club will need to add a distinguishing designation to its name.

- The club sponsor must be from the same district in which the new club is located. A co-sponsoring club can come from any district or area.
- The region and zone of the club will be selected by the district governor. Normally it will be the same as the sponsoring club.
- The district governor will appoint the guiding Lions or certified guiding Lions. (See the guiding Lion section for details.)
- The district governor must sign the application

Submit the fully completed applications with all necessary signatures, list of charter members and corresponding charter fees to:

Lions Clubs International  
E-mail: [newclubs@lionsclubs.org](mailto:newclubs@lionsclubs.org)  
Membership & New Club Operations Department  
300 W. 22nd Street  
Oak Brook, IL 60523-8842 USA  
Phone: 630-203-3831; Fax: 630-571-1691

### **Ensuring Viable Clubs**

A district that charters ten or more new clubs in a fiscal year must provide verification that the new clubs will be supported for long-term growth and therefore shall be required to 1) submit a detailed plan outlining the support that the new club will receive; 2) provide payment of one-half the annual international dues when the charter applications are submitted; 3) have the charter applications certified by both the **district governor and the first vice district governor**. If a district submits 14 new charter applications in a single fiscal year, any and all additional new club applications will require approval from the Membership Development Committee.

### **Club Branch Program**

Club branches enable a small group of people to form a Lions club and start making a difference in their community sooner. Members become part of an existing "parent" Lions club, but hold independent meetings and facilitate their own projects.

Club branches elect a president, secretary and treasurer. A minimum of five members are required to form a new branch.

### **~~Extension Workshop Program~~ The New Club Development Program**

~~The Extension Workshop Program~~ The New Club Development program is designed to help Lions start new clubs. Lions learn key strategies for identifying potential club locations and how to approach and recruit important community leaders into a new Lions club.

The Extension Workshop Program The New Club Development Program is currently available in North America, Latin America, Australia/New Zealand/Indonesia, Scandinavia and French speaking Europe.

Traditional Workshops focus on proven methods for recruiting starting and sustaining a new club. and Some may incorporate fieldwork to build confidence and share skills. Most will utilize their personal and professional networks to invite members. The goal for each workshop is to form at least one new club, near the training site, while simultaneously training 10 to 30 Lions per session.

By holding a traditional Workshop participants engage firsthand actively participate in the formation of a new Lions club, making the workshop engaging, informative and exciting. Participants also learn to involve charter members in meaningful activities to build a strong foundation. In just a few days, you can be on your way to chartering a new club!

Level 2 Extension workshops are available in North America. This one-day workshop provides training to four or more Lions who have made a commitment to become a new club organizer and form a minimum of one new club each in their district.

A campus club workshop provides the unique training for recruitment for and retention of a club comprised of college/university students, faculty and community members.

For more information on the Extension Workshop Program New Club Development Program, please visit the LCI Web site or contact the Membership & New Club Development Department:

Lions Clubs International  
Membership & New Club Development Department  
E-mail: [membershipdev@lionsclubs.org](mailto:membershipdev@lionsclubs.org)  
300 W. 22nd Street, Oak Brook, IL 60523-8842 USA  
Phone: 630-203-3845; Fax: 630-571-1691

## Club Success

### The Club Excellence Process (CEP) Overview

CEP Goal: to provide all Lions with resources to strengthen their club

The Club Excellence Process is a workshop program dedicated to club improvement. A club that agrees to participate in the CEP will be guided by a facilitator through four steps of approximately an hour each. Facilitators will be assigned and trained by the GLT district coordinator.

A participating club will examine their community's needs, analyze their membership experience, use resources and develop action plans. After completion of CEP, each club participating should have ideas on how they can improve their service to community.

Each club attending a CEP Workshop will be completing several assignments under the guidance of a facilitator. Two of these assignments are the *Community Needs Assessment* and the *How Are Your Ratings?* survey. Clubs may be asked by their facilitator to complete these assignments before, during, or after a workshop session. The program can be delivered in one to four sessions. Workshop sessions can be held at a club meeting, club retreat or other gathering.

## CEP Program Overview

Here is a look at what a participating club will accomplish during the four steps of a CEP Workshop.

Here is a quick look at what a participating Lion will accomplish during the four steps of a CEP Workshop.

|   |   |
|---|---|
| <p><b>Step 1: Why Are We Here?</b><br/>(45-60 minutes)</p>                | <ul style="list-style-type: none"> <li>• Discover community needs and complete a Community Needs Assessment</li> <li>• Discuss how Lions make a difference</li> <li>• Recognize what Lions have accomplished</li> <li>• Brainstorm about what Lions could accomplish the future</li> </ul>      |
| <p><b>Step 2: What Makes an Excellent Club?</b><br/>(75-90 minutes)</p>   | <ul style="list-style-type: none"> <li>• Determine the characteristics of an excellent club</li> <li>• Identify the stumbling blocks that prevent us from excellence</li> <li>• Analyze ways to improve your club effectiveness</li> <li>• Complete the How are your Ratings? Survey</li> </ul> |
| <p><b>Step 3: How Can We Determine Our Needs?</b><br/>(45-60 minutes)</p> | <ul style="list-style-type: none"> <li>• Review the Community Needs Assessment</li> <li>• Review the How are your Ratings? results</li> <li>• Learn about resources available to improve excellence</li> </ul>  |
| <p><b>Step 4: What Can We Do Next?</b><br/>(45-60 minutes)</p>            | <ul style="list-style-type: none"> <li>• Set goals</li> <li>• Create action plans</li> <li>• Program review</li> </ul>  |

### What is a district governor's role in the CEP?

Clubs interested in participating in a CEP Workshop should contact their district governor, zone chair, or their GMT district coordinator.

LCI encourages each DG Team to promote the Club Excellence Process among the clubs in their district. Once a club has been identified, the district governor should

forward the information to the GMT district coordinator, to assist a club in completing a CEP Request for Resources Application.

E-mail [clubexcellenceprocess@lionsclubs.org](mailto:clubexcellenceprocess@lionsclubs.org) to obtain a CEP Request for Resources Application or to receive more information about CEP.

### **President's Retention Campaign**

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, clubs must also focus on retaining members. To help with this important task, the President's Retention Campaign is being promoted. The campaign was developed specifically for club presidents. It is designed to help presidents re-focus their efforts, re-energize their clubs and retain members. In addition to printed publications, the campaign features new Internet-based support and training materials for club presidents and a special awards program recognizing retention efforts.

The President's Retention Campaign helps club presidents confront some tough statistics. Research has shown that 50 percent 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! Fortunately, the four primary reasons for leaving clubs are known:

- **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.
- **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.
- **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 their membership.
- **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.

New President's Retention Campaign materials have been created specifically for club presidents to help them address these important retention issues.

**President's Retention Campaign Promotional Brochure (PRC-1):** This publication explains the campaign components. It is also available for downloading from the association's Web site at [www.lionsclubs.org](http://www.lionsclubs.org).

**President's Retention Campaign Clinic Series:** The clinic series is composed of four publications that individually address the primary retention challenges. Each clinic helps club presidents evaluate their club, identify problem areas and implement strategies for solving the problems.

- **Focus on Meetings** provides tips for keeping club meetings efficient, productive and interesting
- **Focus on Club Dynamics** addresses club politics and cliques and gives advice for building a cohesive team.
- **Focus on Involvement** offers strategies for making sure every club member is involved in club activities in a meaningful way.
- **Focus on Working Together** bridges the differences in personalities, gender or cultural obstruction which could lead to poor communication, misunderstandings and the inability of the club to set common goals.

The clinics are available for use by any club – whether the club needs an intensive “make over” or simply a few minor changes to keep it on track. The *How Are Your Ratings?* questionnaire can help identify potential problems in a club. After identifying potential problem areas, club presidents can apply the suggestions that they feel best address their specific issues.

Member retention is a cycle of success for both members and the club. It is an on-going team effort that can result in many benefits. Satisfied club members lead to a productive, efficient Lions club that will be an asset to its community. A successful club will be able to help more people in need and will be attractive to prospective members. Start building a cycle of success today by refocusing, re-energizing and retaining members!

For more information about the President's Retention Campaign, please contact:

Lions Clubs International  
Membership & New Club Development Department  
E-mail: [membershipdev@lionsclubs.org](mailto:membershipdev@lionsclubs.org)  
300 W. 22<sup>nd</sup> Street, Oak Brook, IL 60523-8842 USA  
Phone: 630-203-3846; Fax: 630-571-1691

## Member Orientation Program Sessions

The New Member Orientation Program is specifically designed to give new members the opportunity to learn about Lions and to become active members. As an added bonus, this program can also serve as a refresher for experienced Lions.

Each district governor is requested to appoint a team of two to four dedicated Lions to conduct orientation sessions in the district. As soon as a District Governor's Team Report Form is received at International Headquarters, materials are mailed directly to the designated district team leader.

~~In addition to the Orientation Guide (ME-13), a new series of smaller guides are now available, the Orientation Refresher Courses One through Five. These refresher courses are specifically designed for use at club meetings to educate new members and refresh the knowledge of long-time members.~~

## **New Member Induction Ceremony**

The Induction Ceremony is the symbolic beginning to a member's service as a Lion. It is also a key element in the lifelong retention of a member. A thoughtful induction, followed by a thorough orientation and meaningful involvement in the club's activities will keep a new member interested and engaged in the club. The New Member Induction Ceremonies (ME-22) guide is available from LCI.

While it is customary for the club president to induct new members, it is certainly appropriate to have a former international or district officer, a Global Membership Team member or a well-respected senior Lion conduct the ceremony.

Induction ceremonies will vary depending on local customs or activities of the club and district. Also, it is acceptable and encouraged to adapt the new member induction ceremony to the affiliate membership category. When planning the ceremony, it is important to keep in mind that it should be dignified and meaningful for the participants.

## **Lions Worldwide Induction Day**

The program provides an organized event to encourage membership recruitment and coordinated public relations to increase public awareness.

### **Concept**

The program is planned around a high-profile induction ceremony conducted in April by each district on the same day around the world, preferably during a district and multiple district convention or another event. Each district develops a special program to honor new inductees. Many districts will organize a district-wide event; other districts will encourage clubs and zones to develop their own program to honor the day. Lions Clubs International will provide participating districts and clubs with a planning guide, special and downloadable commemorative new member certificates for each new inductee and sample news releases for participating club presidents.

### **Implementation**

The ceremony may include all Lions inducted during the year or during a membership campaign designated by the governor and may feature a special speaker or unique program. To make the program memorable, clubs and districts may consider organizing a group service project to show Lions' commitment to service, designing a special

presentation that underscores the importance of Lions clubs to the community or hosting a reception in honor of the new members. To gain media coverage, participants are asked to invite city officials and the media to the event.

A planning guide and special certificates are available to help you organize your event. To request these materials, please contact:

Lions Clubs International  
Membership and New Club Programs Department  
300 W. 22<sup>nd</sup> Street  
Oak Brook, IL 60523-8842 USA  
Fax: 630-571-1691  
Phone: 630-203-3846

## Lions Mentoring Program

### The World of Mentoring

The Lions Mentoring Program helps new and existing members become the best Lions they can be by providing an opportunity to learn about the responsibilities of being a Lion from an experienced mentor.

Mentoring provides a mutually beneficial relationship where both the mentor and his/her “mentee” can learn, grow and reach their fullest potential together.

The Lions Mentoring Program is divided into two levels, basic and advanced. Each level of the program has specific goals that need to be reached within a defined time. At each level, mentees are challenged to increase their knowledge, level of commitment and leadership skills under the guidance of an appropriate, experienced mentor.

- **Lions Basic Mentoring Program:** The goal of the Basic Lions Mentoring Program is to gain responsibility and to build relationships.
- **Lions Advanced Mentoring Program:** The goal of the Lions Advanced Mentoring Program is to see results and to provide replication. In order to complete the Advanced Mentoring Program, you must first complete the Basic Mentoring Program.

LCI strongly recommends that all new Lions complete the first section of the Lions Mentoring Program. Upon completion of this section, the mentor and mentee will receive specially designed Lions Mentoring Certificates to acknowledge their accomplishment.

The Lions Mentoring Program helps new and existing members become the best Lions they can be by providing an opportunity to learn about the responsibilities of being a Lion from an experienced mentor.

Mentoring provides a mutually beneficial relationship where both the mentor and his/her “mentee” can learn, grow and reach their fullest potential together.

## For More Information

For more information, or to obtain resource materials, contact:

Lions Clubs International  
 Membership & New Club Development Department  
 E-Mail: [membershipdev@lionsclubs.org](mailto:membershipdev@lionsclubs.org)  
 300 W. 22<sup>nd</sup> Street, Oak Brook, IL 60523-8842, USA  
 Phone: 630-203-3846

## Family and Women Membership in Lions

The Family Membership Program encourages families to volunteer together by offering a special dues structure to family members and programs to include children and adolescents in club activities.

The first family member (head of household) pays the initial charter/entrance fee and full international dues. Up to four subsequent qualifying family members pay half international dues and no association charter/entrance fee. New clubs must have a minimum of ten (10) full paying members at the time of charter.

### Who qualifies for the family dues structure?

For the purpose of the family dues structure, “family” includes all members in and/or joining the same club living in the same household related by birth, marriage and other legal means, including such common family relations as parents, children, spouses, aunts/uncles, cousins, grandparents and in-laws of spouses.

### How do families get certified as a family unit?

New clubs may certify family members on the Report of Charter Members (TK-21A). Existing clubs submit the Family Unit Certification Form (TK30) with the MMR, or file online using the WMMR, when reporting a new family member. Recertification is only necessary when there is a change of address or membership status.

Below is a chart that outlines the ~~yearly~~ 2012-13 dues and fees for family members.

|                     | Existing Lion        |                         | New Lion             |                         | Charter Lion         |                         |
|---------------------|----------------------|-------------------------|----------------------|-------------------------|----------------------|-------------------------|
|                     | Head of Household    | Family Members          | Head of Household    | Family Members          | Head of Household    | Family Members          |
| <b>Dues</b>         | <del>US\$39.41</del> | <del>US\$19-20.50</del> | <del>US\$39.41</del> | <del>US\$19-20.50</del> | <del>US\$39.41</del> | <del>US\$19-20.50</del> |
| <b>Entrance Fee</b> | Previously Paid      | Previously Paid         | US\$25               | \$0                     | US\$30               | \$0                     |
| <b>Transfer Fee</b> | \$0                  | \$0                     | \$0                  | \$0                     | US\$20               | \$0                     |



For questions regarding the Family Membership Program, contact [memberprog@lionsclubs.org](mailto:memberprog@lionsclubs.org). For questions related to certifying family members on-line, please contact [wmmr@lionsclubs.org](mailto:wmmr@lionsclubs.org)

## **Family and Women in Lions**

### **Family Membership Program**

The Family Membership Program encourages families to volunteer together by offering a special dues structure to family members and programs to include children and adolescents in club activities.

The first family member (head of household) is required to pay the entrance fee (US\$25) or charter fee (US\$30) and full international dues (US\$39). Up to four more subsequent qualifying family members, living in the same household with membership in the same club, pay no entrance or charter fee and half international dues (US\$19.50).

### **Why Target Focus on Inviting Families & Women?**

Lions Clubs International has the opportunity to become a leading force in worldwide family and women volunteerism by growing family and women's membership in Lions. The Family Membership Program helps answer the needs of families and encourages spouses that have not joined Lions in the past to become involved. Volunteering together allows families to share precious time with each other and passes down values of giving and service from one generation to the next. Children raised in a volunteering environment tend to continue that practice into their adult years. Involving women cultivates diversified service activities and new fundraising efforts.

To increase family and women membership, encourage all Lions to invite their spouses and other relatives to become members. The more quality Lions we have, the more hands-on service we can provide.

### **Tools**

Publications to help recruit family and women are available from the Membership and New Club Operations Department. The Family Membership Brochure (MPFM-8) and I Am a Lion (ME-37) brochure target family and women respectively. Contact [memberops@lionsclubs.org](mailto:memberops@lionsclubs.org) to order.

### **Lions Family Cub Program**

The Lions Family Cub Program is designed for families to encourage families to volunteer together and give children under age 12 the opportunity to build a lifelong dedication to helping those in need.

Cubs are divided into three age categories:

- Level I: Under Age 3
- Level II: Age 4-7
- Level III: Age 8-12

The Lions Family Cub Program Activity Guide (MPFM-33) is equipped with suggestions for integrating Cubs into Lions clubs and is filled with activities for meetings, fundraisers and service projects. Age specific patches are also available from LCI through the Membership and New Club Programs Department.

## **Student Member and Leo Conversion Program**

Students, former Leos and qualifying young adults receive a special dues concession and Campus clubs also receive an extended billing adjustment period.

### **Who qualifies for the Student Member Dues Rate?**

The eligibility definition of “student” is as follows: A student is an individual enrolled in an educational institution and between the age of legal majority in the jurisdiction in which they reside and through the age of 30. Student members are required to provide documentation verifying school enrollment and age.

### **What are the Student Member Program Components?**

- **Active Membership:** Qualifying students are active members and entitled to all rights and privileges, including full voting rights, and subject to all obligations which membership in a Lions club confers or implies.
- **Student Member Dues Rate:** Eligible students receive a charter/entrance fee waiver and pay only half international dues of ~~US\$19.50~~, billed semi-annually. It is further recommended that districts and multiple districts consider exempting or lowering their dues for student members as deemed appropriate.
- **Extended Campus Lions Club Billing Adjustment Period:** Campus Lions clubs with student members 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 to accommodate the typical school schedule.

### **Who qualifies for the Leo to Lion Program dues rate?**

#### **1. Former Leos**

Current and former Leos between the age of legal majority in the jurisdiction in which they reside and through the age of 30. Current and former Leos are required to provide documentation verifying age and Leo participation. Leos also have the opportunity to charter a new Lions club and recruit their peers.

#### **2. Qualifying Young Adults**

**Young** adults between the age of legal majority in jurisdiction in which they reside and through the age of 30 also qualify as long as at least 10 new club charter members meet the qualifications above as a former Leo. Qualifying young adults are required to provide documentation verifying age.

### **What are Leo to Lion Program Components?**

- **Active Membership:** Individuals who qualify as a former Leo or a young adult are active members and entitled to all rights and privileges, including full voting rights and subject to all obligations which membership in a Lions club confers or implies.

- **Leo to Lion Dues Rate:** Current and former Leos and qualifying young adults receive a charter/entrance fee waiver and pay only half international dues of US\$19.50, billed semi-annually.

### **Does the reduced dues rate apply to traditional clubs?**

All students and former Leos involved in traditional clubs are eligible to receive the student member and Leo to Lion dues rate. Young adults only qualify when they join a club chartered by 10 or more former Leos.

For questions regarding the Student Member and Leo to Lion Programs, **Conversion Dues Rate**, contact [student@lionsclubs.org](mailto:student@lionsclubs.org) or [leo2lion@lionsclubs.org](mailto:leo2lion@lionsclubs.org). With questions related to certifying qualifying members online, please contact [wmmr@lionsclubs.org](mailto:wmmr@lionsclubs.org).

## **Transfer Membership**

Transfer members must be transferred in good standing within 12 months from the former club to qualify for transfer member status. Transfer members pay no transfer fee when joining an existing club, and pay a fee of US\$20 when transferring into a newly chartered club.

### **Clubs Reporting Online using the WMMR Reporting System:**

**Transfers Out of a Club:** Club secretaries reporting online should follow Membership Transfer directions in the WMMR Reporting System. A club completes the Transfer Member Form (ME-20) to notify the other club that it is dropping the member from its roster, and retains a copy for the club's records. **It is no longer necessary to send a copy of the Transfer Member Form (ME-20) to headquarters.**

**Transfers into a Club:** When transferring a member into a club, follow the Transfer Into a Club directions in the WMMR Reporting System.

### **Clubs Reporting Manually:**

**Transfers Out of a Club:** Club secretaries using the manual MMR (submission on paper) should report the transferring member on the MMR, complete a Transfer Member Form (ME-20) and send a copy of the transfer form to the other club and retain a copy for their records. **It is no longer necessary to send a copy of the Transfer Member Form (ME-20) to headquarters.**

**Transfers Into a Club:** When transferring a member into a club, report the member as soon as the Board of Directors has approved the member. **It is no longer necessary to send a copy of the Transfer Member Form (ME-20) to headquarters.**

## **Lioness Bridge Program**

The Lioness Bridge Program is designed to enable Lionesses to honor and acknowledge their proud past while enjoying all the benefits, right and privileges

associated with Lions club membership. Through the Lioness Bridge Program, Lionesses have the opportunity to:

- Receive credit for their years of service to go toward earning Chevron Awards.
- Receive a distinctive Lioness Lions Pin to recognize their past service.
- Charter a Lions club with the use of “Lioness” in their club name.
- Take advantage of the Family Membership Program when joining a Lions club that their spouse or other family members in their household belong to continue working alongside their sponsoring Lions club as a club branch and may still take advantage of the Family Membership Program if family members belong to the parent club.

**NEW CLUB**

**1. Application**

Application for a Lions club charter may be made to the association by any group, club or assembly which has been duly organized and has elected officers. Such application, signed by not less than such number of members as the International Board of Directors shall require, shall be made, on forms provided, to the International Office of the association and shall be accompanied by such charter fees as the international Board of Directors shall determine. Upon approval thereof by said board, a charter, signed by the president and secretary of the association shall be issued to such club. A Lions club shall be considered chartered when its charter has been officially issued. The acceptance of charter by a Lions club shall be ratification of, and agreement on its part to be bound by, the constitution and by-laws of the association and a submission by said Lions club to have its relationship with this association interpreted and governed by the constitution and by-laws according to the laws in effect, from time to time, in the state of incorporation of The International Association of Lions Clubs.

**2. Documentation**

No proposed club shall be issued a charter, entered upon the record of Lions Clubs International or be officially recognized until the day the following items are received at the International Headquarters in Oak Brook, Illinois, USA and approved by the international board or its designee:

- a. Completed official application for charter.
- b. The names of a minimum of twenty (20) charter members, 75% of whom reside or work within the multiple district and are new Lions, except in the case of friendly separation of a large existing club.
- c. Corresponding charter fees - The charter fee shall be US\$30.00. Lions in good standing, transferring from an active Lions club shall pay a US\$20.00 charter fee except for club branch members who are exempt. The charter fee and the new member entrance fee are non-refundable.
  1. No district, sub-district or club shall impose any charter fees in addition to those specified in the Lions Clubs International constitution or authorized by board action.
  2. In countries other than the United States and Canada, a duplicate deposit slip from a recognized banking institution of that country showing the funds credited to the account of Lions Clubs International will fulfill the requirement of funds having been received by Lions Clubs International.

**3. Charter Members**

All members joining a Lions club before charter night will be considered charter members, provided the charter night is held within 90 days after the charter approval date. All club charters will be closed, if not closed prior thereto, upon the expiration of said 90 day period.

**4. Club Sponsor**

- a. Every new club must be sponsored by a club, zone, region, district cabinet, or a district committee as provided by the multiple district constitution and by-laws. The new club sponsor shall be provided for from within the boundaries of the district in which the club is located. The new club sponsor shall be thoroughly indoctrinated in its responsibilities. A sponsoring club may be assisted by one or more co-sponsoring clubs, as authorized by the district governor of the club location. The co-sponsoring club may come from another district. In club extension in new countries, the coordinating Lion shall assist.
- b. The first club in a new geographical area shall be sponsored by a Lions club and/or its district. Each additional club may be sponsored by Lions clubs from the initial sponsoring district, as well as by Lions clubs from another district with the stipulation that said sponsoring clubs acknowledge their full responsibility for sponsorship, including assignment of qualified Guiding Lions, until the undistracted area is formed into a provisional district. Under special circumstances, as determined by the board of directors or the members of the Executive Committee, the sponsoring club may be designated from an undistricted territory.
- c. The criteria for the approval of a new club under these special circumstances shall be any of:
  1. When no other existing districted Lions club is in close geographical proximity to the proposed club.
  2. When no other districted club will act as sponsor, because of the implied financial responsibility attached to such sponsorship.

3. When members of a proposed sponsoring club have strong personal ties to the proposed club and potential members.

4. When financial subsidies from a sponsoring undistricted club may be the only way to advance Lions membership in that area, because districted clubs are unable to, or refuse to, advance Lionism. This is limited to charter fees only.

d. An embroidered Lions emblem surrounded by the words "New Club Sponsor," which may be mounted on the official club banner, will be presented to the sponsoring club.

**5. Club Name**

- a. A proposed Lions club must be known by the actual name of the "municipality" or its equivalent governmental subdivision in which it is located. The term "municipality" is construed to mean the city, town, village, prefecture, county or similar officially named governmental unit. If the proposed club is not located within a municipality, it must be known by the name of the most appropriate and locally identifiable official governmental unit in which it is located.
- b. The "distinguishing designation" for clubs located in the same "municipality" or equivalent governmental subdivision may be any name which clearly identifies the club from all other clubs in the same municipality or equivalent governmental subdivision. The distinguishing designation will be affixed after the governmental municipality and separated within parentheses on the official records of the association.
- c. The term "Host Club" shall be a title of prestige and recognition of the parent club in the municipality. It shall carry no other special priority, benefits or privileges.
- b. Lions clubs shall not be named after living individuals except those individuals who have served in the position as president of Lions Clubs International.
- c. No Lions club may add "International" as a distinguishing designation to its name.
- d. The term "Leo" may be added as a distinguishing designation to the name of a Lions club.
- e. When including a company name in naming of a Lions club, a letter or document demonstrating that the company has authorized the use of its corporate name in connection with the naming of the club must be provided (for example, a letter from a corporate representative on company letterhead) prior to approving the name of a club that includes a company name.

**6. Club Boundaries**

The boundaries of the club shall be the boundaries of the municipality or equivalent governmental subdivision in which the club is located, or within the boundary of a single, sub, or provisional district within the jurisdiction of the district governor, with approval of the district cabinet as provided by the multiple district and/or district constitution and bylaws, where the club is located.

**7. Charter Approval Date**

The date the charter application is approved will be the charter approval date. This date will appear on the club charter and on the official association records.

**8. Charter**

- a. The president and the secretary of Lions Clubs International shall sign all charters for new clubs. The sponsoring club or district cabinet's or district committee's name will also be shown.
- b. Charters for new clubs shall be sent directly to the district governor or coordinating Lion. An approved charter for an undistricted club shall be sent to the president of the new club.

**9. Dues**

Charter member dues begin the first of the month following the date upon which the member's name was reported to the sponsoring club, coordinating Lion and Lions Clubs International. The new Lions club will be billed for dues shortly after its charter is closed.

**10. Charter Application Deadline**

Complete charter applications received by the International Headquarters at Oak Brook, Illinois, USA, on or before the close of business on June 20th will be processed for the current fiscal year.

**11. Ensuring Viable New Clubs**

A district that charters ten or more new clubs in a fiscal year must provide verification that the new clubs will be supported for long-term growth and therefore shall be required to 1) submit a detailed plan outlining the support that the new club will receive; 2) provide payment of one-half the annual International dues when the charter applications are submitted; 3) have the charter applications certified by both the district governor and the vice district governor, and 4) each charter application will require approval from the Membership Development Committee.

Policies are subject to change. Please contact the Membership and New Club Operations Department for updated information.

## Membership Categories

Membership in a Lions club shall be as follows:

**ACTIVE:** A member entitled to all rights and privileges and subject to all obligations which membership in a Lions club confers or implies. Without limiting such rights and obligations, such rights shall include eligibility to seek, if otherwise qualified, any office in this club, district or association and the right to vote on all matters requiring a vote of the membership; and such obligation shall include regular attendance, prompt payment of dues, participation in club activities and conduct reflecting a favorable image of this Lions club in the community. As provided in the Family Membership Program criteria, qualifying family members shall be Active Members and be entitled to all rights and privileges thereof.

**MEMBER-AT-LARGE:** A member of this club, who has moved from the community, or because of health or other legitimate reason, is unable regularly to attend club meetings and desires to retain membership in this club, and upon whom the board of directors of this club desires to confer this status. The status shall be reviewed each six months by the board of directors of this club. A member-at-large shall not be eligible to hold office or to vote in district or international meetings or conventions, but shall pay such dues as the local club may charge, which dues shall include district and international dues.

**HONORARY:** An individual, not a member of this Lions club, having performed outstanding service for the community of this Lions club, upon whom this club desires to confer special distinction. This club shall pay entrance fees and international and district dues on such a member, who may attend meetings, but shall not be entitled to any privileges of active membership.

**PRIVILEGED:** A member of this club who has been a Lion 15 or more years, who, because of illness, infirmities, advanced age or other legitimate reason, as determined by the board of directors of this club, must relinquish his/her active status. A Privileged Member shall pay such dues as the local club may charge, which dues shall include district and international dues. He/she shall have the right to vote and be entitled to all other privileges of membership except the right to hold club, district or international office.

**LIFE MEMBER:** Any member of this club who has maintained Active membership as a Lion for 20 or more years and has rendered outstanding service to this club, his/her community, or this association; or any member who is critically ill; or any member of this club who has maintained such active membership for 15 or more years and is at least 70 years of age; may be granted Life Membership in this club upon:

- (1) recommendation of this club to the association
- (2) payment to the association of US\$500 or its equivalent in the respective national currency, by this club in lieu of all future dues to the association, and

- (3) approval by the International Board of Directors. Nothing herein shall prevent this club from charging a Life Member such dues as it shall deem proper.

A Life Member shall have all privileges of active membership so long as he/she fulfills all obligations thereof. A Life Member who desires to relocate and receives an invitation to join another Lions club shall automatically become a Life Member of said club. Nothing herein shall prevent this club from charging a Life Member such dues as it shall deem proper. Former Lioness members, who are now Active members of their Lions clubs or who become Active members of a Lions club on or before June 30, 2007, may apply all of their prior Lioness service toward Life membership eligibility. Lioness members who become Active members of a Lions Club after June 30, 2007, will not be eligible for Lioness service credit for the purposes of Life membership eligibility.

**ASSOCIATE MEMBER:** A member who holds his/her primary membership in another Lions club but maintains a residence or is employed in the community served by this club. This status may be conferred by the invitation of the board of directors and shall be reviewed annually. The club shall not report an associate member on its Monthly Membership Report.

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 an Associate; PROVIDED, however, nothing shall prevent this club from assessing an Associate such dues as it shall deem proper.

**AFFILIATE MEMBER:** A quality individual of the community who currently is not able to fully participate as an active member of the club but desires to support the club and its community service initiatives and be affiliated with the club. This status may be conferred by the invitation of the club's board of directors.

An affiliate 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-, transitional, 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 assignment. An affiliate member shall be required to pay district, international and such dues as the local club may charge.

## Chapter 14

# PUBLIC RELATIONS

### Public Relations at the District Level

Public relations activities involve promoting Lions projects and activities, distributing information about Lions Clubs International and creating a favorable image for the association to members and their communities. At the district level, these responsibilities are usually coordinated by the public relations chairperson. If so designated by the governor, the chairperson may also be responsible for overseeing protocol, creating the district newsletter, providing PR training and other projects.

In addition, although most activities fall under other chairpersonships, the district public relations chairperson works very closely with all programs to make sure that they are properly publicized.

### District Matching Public Relations Grant Program

District governors may apply for a matching public relations grant of up to US\$1,750 to help with their district public relations program. Grants are approved on a first come, first served basis.

Applications and a program description can be downloaded from the association's Web site, [www.lionsclubs.org](http://www.lionsclubs.org) (Search words PR Grants).

### Publications and Logos

Most publications (in the association's official languages) and logos are available for download from the association's Web site (Search word Logos).

### Videos and Public Service Announcements

Lions Clubs International offers a variety of association and foundation videos and public service announcements. You can view, order and in some cases download these presentations from LNN—*Lions News Network* on the association's Web site, (Search words *Lions News Network*). Many of these videos are appropriate for the general public and for broadcast on local and cable television stations.

Including, LQ—*Lions Quarterly Video* magazine, which profiles Lions projects from around the world.

Lions videos can also be viewed on the Lions YouTube channel and iTunes.

### Social Networks and Web Sites

Social networking sites such as Facebook, Twitter, YouTube, MySpace, LinkedIn and Flickr are excellent tools for promoting Lions projects and programs. At the district level, engage clubs throughout your region to share information and photos from recent and



upcoming club and district events. See the Online Community section on the LCI Web site for more information and links to LCI's social networking communities.

Easy-to-use templates are also available to create club, district and multiple district Web sites with free hosting from LionNet. Each template features five sections (homepage, calendar, projects, photo gallery and contact page), plus the ability to add pages. To create a site, go to [lionsclubs.org](http://lionsclubs.org) and search "e-Clubhouse" or "e-District House" to get started. Once created, it is important to keep your Web site updated and to include the site in your publicity materials.

## **E-Clubhouse**

This unique clubs service was designed to give clubs the ability to develop a professional looking Web site free of charge. The site is very easy to use and features five sections; a home page, club calendar, photo gallery, and a contact page.

Five additional pages can also be added for clubs to promote their events and other newsworthy items. The site also has many helpful links to the Lions On-Line Learning Center, the LCI site and several social networking tools.

The new members-only section features message boards and areas for posting information exclusively for members of the club.

To develop your own Web site, go to [www.lionsclubs.org](http://www.lionsclubs.org) and type e-clubhouse into the search engine or go to <http://lionwap.org/eclub/index.php>

For more information contact District and Club Administration Division 630-468-6828 or [districtadministration@lionsclubs.org](mailto:districtadministration@lionsclubs.org)

## **Lions Newswire**

The monthly international newsletter, *Lions Newswire*, which is found on the association's Web site, keeps members throughout the world informed of important events as well as Lions Clubs International policy changes and news of current Lions programs and activities. Encourage your members to visit *Lions Newswire* each month.

## **LION Magazine**

*LION Magazine* is the official publication of Lions Clubs International. It is printed in 21 languages in 32 official editions.

- The executive director is editor-in-chief of all the magazines
- The headquarters and Spanish-language editions are published by International Headquarters
- All other editions are published in the country of their origin
- Council of governors administer their own district's magazine

- If there are 5,000 Lions reading the same language in an area application may be made to the International Board of Directors through the Public Relations and Communications Division for permission to publish their own official edition
- Directed materials are communications from the International Board of Directors aimed at the individual Lion member. They will appear in all editions of *LION*.
- The content of **overseas local** editions is left up to the individual editor, providing it includes directed material and is in keeping with the purpose of the magazine.

### **Articles and Photograph Criteria**

Articles for the magazine require the following criteria:

- Describe a Lions service project or profile a person or thing helped by Lions.
- Explain the who, what, where and when of the story. LION Magazine generally writes its own stories, so provide the basic information and the magazine editors will take it from there.

Photographs should:

- Illustrate a Lions sponsored service or fundraising project in action
- Be in clear and sharp focus
- Avoid awards or check presentations and posed photos where people are staring at the camera. Instead, show Lions in action.

If possible, submit high-resolution jpegs (at least 5 MB). Submit stories and photos to [lionmagazine@lionsclubs.org](mailto:lionmagazine@lionsclubs.org)

### **Circulation**

If a Lion is not getting the headquarters edition magazine, he/she should:

- Ask the club secretary if his/her name and address has been properly reported to International Headquarters
- Request the club secretary to inform:

Lions Clubs International  
 Club Officer & Record Administration Department  
 Magazine Circulation Manager  
 300 W. 22<sup>nd</sup> Street  
 Oak Brook, Illinois 60523-8842 USA  
[stats@lionsclubs.org](mailto:stats@lionsclubs.org)

Contact respective edition editor regarding non-receipt of other editions.

### **Special Subscriptions**

Clubs can order subscriptions of *LION* Magazine to be sent to hospitals, schools, libraries and other non-members. Here is the procedure:

- The club secretary requests the subscription from the Club Officer & Record Administration Department, giving name and address of the recipient

- A letter is sent to the recipient to notify of the gift subscription, and a copy with the bill is sent to the club
- The cost of one year's subscription for the headquarters edition is US\$6 if mailed to North America, and US\$12 elsewhere. For cost of other editions, contact respective editions editor
- All subscriptions are automatically renewed annually unless cancelled by the club

## Peace Poster and Essay Contest

An International Peace Poster Contest is sponsored each year by Lions Clubs International for students ages 11 to 13. Lions clubs sponsor a contest in a local school or an organized youth group. One winner per school is selected, with all club winners then advancing to subsequent levels of judging (district, multiple district, and international levels). The district governor and Peace Poster chairperson coordinate the judging to select one poster to represent their district. The district governor then sends the district winner to the multiple district council chairperson for the multiple district judging. In areas where there is no multiple district, the district governor sends the winning poster directly to the Public Relations Department, 300 W. 22<sup>nd</sup> Street, Oak Brook, IL 60523

Clubs can also sponsor the Essay Contest for visually impaired youth, ages 11-13. This too is judged at the club, district and multiple district levels.

International winners are announced in *LION* Magazine and on the association's Web site.

For more information about the contests and deadlines, visit the LCI Web site at lionsclubs.org, (Search words *Peace Poster Contest*) or contact the Public Relations Department at International Headquarters at [pr@lionsclubs.org](mailto:pr@lionsclubs.org).

## Lions Clubs International Contest Rules

### A. International Newsletter (Bulletin) Contest

Awards: First place = Plaque  
Four honorable mentions = Certificate

1. The contest is open to all Lions clubs and districts. (Not multiple districts.) The above listed awards will be presented in each category.
2. Lions clubs submit two copies of the same issue of its best club bulletin.
3. Districts submit two copies of the same issue of its single best bulletin. Districts producing newsletters for more than one purpose or project must select only one for submission. (Only the first eligible district bulletin contest entry received by the Public Relations and Communications Division at International Headquarters is considered by the judges.)

4. Newsletters are mailed to the Public Relations and Communications Division at International Headquarters to arrive by May 1 of the year in which they will be judged at the Lions International Convention. Official entry form must accompany entry.
5. Newsletters are judged for the quality of content, page layout, publication design and production.

**B. International Trading Pin Contest**

Awards: First place = Plaque

One honorable mention = Certificate

1. The contest is open to all Lions clubs, districts and multiple districts. The above listed awards are presented in each category.
2. All clubs, districts and multiple districts must purchase pins from a duly authorized licensee of the Club Supplies and Distribution Division of International Headquarters. (Complete information is available through this division at headquarters.)
3. All pins are to be made for the purpose of trading, not resale. Any evidence that pins are being sold will automatically disqualify them from competition.
4. The Club Supplies and Distribution Division secure and retain two samples of all convention trading pins. Club supplies personnel will then give one sample of each pin to the Public Relations and Communications Division for entry into the trading pin contest.
5. Only pins received by May 1 are judged at that year's Lions International Convention.
6. Pins are judged on quality of design, attractiveness and originality. All pin entries must display the Lions emblem as part of the design.

**C. International Friendship Banner Contest**

Awards: First place = Plaque

One honorable mention = Certificate

1. The contest is open to all Lions clubs and districts. (Not multiple districts.) The above listed awards are presented in each category.
2. Only banners purchased during the current fiscal year through a duly authorized licensee or the Club Supplies and Distribution Division will be eligible. (Complete information is available from this division at headquarters.)
3. All banners are to be made for the purpose of exchange only, not for resale.
4. Prior to the Lions International Convention, the Club Supplies and Distribution Division receives one sample of all banners ordered through Lions Clubs International, and requests all authorized licensees to provide one sample of all banners produced for clubs and districts for judging in the contest. The Club Supplies and Distribution Division delivers one sample of each banner to the Public Relations and Communications Division for entry into the contest.

5. Only banners received by May 1 are judged at that year's Lions International Convention.
6. Banners are judged on quality of design, attractiveness and originality. All banner entries must display the Lions emblem as part of the design.

#### **D B. International Web site Contest**

Awards: First place = Plaque  
Two honorable mentions = Certificate

1. The contest is open to all Lions clubs, districts and multiple districts. The above listed awards are presented in each category.
2. All clubs, districts and multiple districts must submit a hard copy of their include their Web site and include the address (URL) on the Official Contest Registration Form.
3. Entries must be mailed to the Public Relations and Communications Division at International Headquarters to arrive by May 1 of the year in which they are judged at the Lions International Convention. Official Contest Registration Form must accompany the entry.
4. Web sites are judged for quality of content and design.

For an official contest registration form (PR-763), visit the association's Web site at [www.lionsclubs.org](http://www.lionsclubs.org), (Search for PR-763) or contact:

Lions Clubs International  
Public Relations and Communications Division  
300 W. 22<sup>nd</sup> Street  
Oak Brook, IL 60523-8842 USA  
Fax: 630-571-1685  
E-mail: [pr@lionsclubs.org](mailto:pr@lionsclubs.org)

## **Official Protocol**

The following is the official protocol policy of The International Association of Lions Clubs. Only the principal speaker is required to acknowledge all dignitaries present.

### **Order of Precedence**

Lions shall be recognized in the following order:

1. International President
2. Immediate Past International President
3. International Vice Presidents (according to rank)
4. International Directors (a) (Board Appointees)\*/\*\*
5. Past International Presidents (b)
6. Past International Directors (c)
7. Chairperson, Council of Governors (a)
8. District Governors
9. Association Executive Director

10. Association Secretary
11. Association Treasurer
12. Past Council Chairperson (a)
13. Immediate Past District Governor (a)
14. First Vice District Governor
15. Second Vice District Governor
16. Past District Governor (a)
17. Multiple District Secretaries (Volunteer) (a)
18. Multiple District Treasurers (Volunteer) (a)
19. District Secretaries (a)
20. District Treasurers (a)
21. Region Chairperson (a)
22. Zone Chairperson (a)
23. District Chairperson and Coordinators, and GMT/GLT members (a)
24. Club Presidents (a)
25. Immediate Past Club Presidents (a)
26. Club Secretaries (a)
27. Club Treasurers (a)
28. Past Club Presidents (c)
29. Multiple District Secretaries (staff) (a)
30. Multiple District Treasurers (staff) (a)

\* Appointees by the international president to committees of the International Board of Directors and the LCIF Executive Committee shall be introduced and otherwise recognized before Lions who have held the same office. During introductions, their appointment shall be mentioned. After their term of appointment is concluded, special recognition shall cease.

\*\* Single, sub and multiple district constitution and bylaws or local customs and practice may alter the order of precedence and/or content of numbers 4, 5 and 13 through 30 and in order to include recognition of past board appointees.

### **Explanation of notes used above:**

- (a) When more than one is present, they shall be recognized according to the Roman alphabetic order of the first letter of their fully used family name. If the first letter is the same, go to the second letter, and so on. If the last names are identical, the same process should be followed with the first given name; if these are the same, then the middle name. In the unlikely event that the two names are identical, the one with the longest association membership shall be given precedence.
- (b) When more than one is present, the one who served most recently is given precedence, and so on.
- (c) When more than one is present, precedence should be the same as for past international presidents (see (b) above). In the event more than one past international director who served during the same term is present, then the criteria specified for (a) should be used.

**General Comments**—When a Lion holds more than one title, he/she shall be recognized for the highest one. In areas that have positions in addition to those listed above, they should be recognized in accordance with local customs, provided that elective officers always have precedence over appointive ones. It is recommended that Melvin Jones Fellows be recognized as a group. In introducing speakers, their status as Melvin Jones Fellows should be mentioned.

### **Non-Lion Dignitaries**

Non-Lion dignitaries should be given precedence in accordance with local protocol and/or custom, keeping in mind that if the non-Lion is the principal speaker, then he/she should be seated directly to the right of the chairperson.

### **Head Table Seating**

The presiding officer or meeting chairperson must always be seated at the most central seat at the table when there is no central podium, shown as seat number one in the following diagram (figure 1). The principal speaker would occupy seat number two, then other Lion dignitaries in accordance with the general order of precedence. If possible, there should be the same number of seats to the right and left of the chairperson or presiding officer (who would normally be the club president, district governor, council chairperson or international president).

**(Audience)**  
**Figure 1**

|   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|
| 7 | 5 | 3 | 1 | 2 | 4 | 6 |
|---|---|---|---|---|---|---|

As shown in figure 2, seating at a head table with a podium is essentially the same, except the meeting chairperson or presiding officer is always seated at the left of the podium (facing the audience) and the principal speaker at the right.

**(Audience)**  
**Figure 2**

|   |   |   |   |        |   |   |   |   |
|---|---|---|---|--------|---|---|---|---|
| 7 | 5 | 3 | 1 | Podium | 2 | 4 | 6 | 8 |
|---|---|---|---|--------|---|---|---|---|

When spouses are present, they should be seated to the member's left when on the left side of the table and to the member's right when on the right side of the table.

### **Master of Ceremonies and Meeting Secretaries**

At some events, the master of ceremonies (emcee) will be someone other than the chairperson or presiding officer. In such cases, he/she should be seated in accordance with local customs, or at one end of the head table. If, however, his/her place in the general order of precedence dictates a specific seat (e.g., a past international president at a district function), then that should rule. On rare occasions, there will be a meeting secretary; again, local customs should rule.

### **Multi-Head Tables**

If there is more than one head table, the table at the highest level shall be considered the primary one. Care should be taken not to seat Lions of the same rank at different tables.

### **Head Table Introductions**

Introduction of the head table should begin with the meeting chairperson or presiding officer, then continue from the person with the lowest rank on the order of precedence to the person with the highest. When spouses are present at the head table, they should be introduced with the member (e.g., “Past International Director John Doe and his wife Jane”).

### **National Anthems**

When official representatives of the International Board of Directors (whether or not currently serving on the board) from another country are present at an event where national anthems are normally played, they should be extended the privilege of having their anthem played.



## Chapter 15

# SERVICE ACTIVITIES

## Lions Adopted Service Programs

There are seven official Lions service categories:

1. Community Services
2. Disaster Preparedness and Relief
3. Environmental Services
4. Health and Wellness
  - i. Diabetes Awareness and Action
  - ii. Hearing Preservation, Awareness and Action
  - iii. Sight Preservation, Awareness and Action
5. International Relations
6. Lions Opportunities for Youth
  - i. International Peace Poster Contest
  - ii. Leo Club Program
  - iii. Lions International Youth Camp and Exchange Program
  - iv. Lions Quest
  - v. Lions Young Leaders in Service Awards
7. Lions Services for Children
  - i. Lions Children First
  - ii. Lions Children Worldwide Symposium Program

For guidelines for district chairpersons log onto on the association's Web site at [www.lionsclubs.org](http://www.lionsclubs.org) and enter the phrase "district chairpersons" into the search bar at the top right-hand corner of the homepage.

Chairpersons who do not have computer access can request a downloaded copy of the Information for Chairpersons pages from the Service Activities Division at International Headquarters. The Service Activities Division can be reached via phone at 630-468-6893 or via fax at 630-706-9248.

The following descriptions are brief summaries for each service category.

### **Community Services**

Lions Community Services focus on civic, cultural, social, and moral welfare of the community. Specific adopted programs include:

- Lions Crew at Work - hands-on projects that improve the community. Building Homes for Persons who are Blind or Disabled with Habitat for Humanity

- Lions Cultural and Community Activities - focused on engaging communities in arts and culture activities, such as performing art events, visual art exhibits, or landmark restoration.

For more information about these projects, log onto the association's Web site [www.lionsclubs.org](http://www.lionsclubs.org) and enter the phrase "Community Services" into the search bar at the top right-hand corner of the homepage.

### **Disaster Preparedness and Relief**

Disaster Preparedness and Relief provides Lions clubs, districts, and multiple districts with resources to develop emergency preparedness plans in order to enhance their communities' ability to respond and recover from emergencies and/or disasters.

Specific resources include:

- Lions ALERT Program – designed to help Lions develop emergency preparedness plans in partnership with local emergency respondents and other community organizations.
- Pandemic Flu Preparedness – specifically focused on how Lions can help their communities prepare for the flu season.
- Lion-2-Lion: Resource Assistance Database – an online database that allows clubs and districts to exchange information about offers and requests for assistance.

For more information about Lions Disaster Preparedness and Relief, log onto the association's Web site [www.lionsclubs.org](http://www.lionsclubs.org) and enter the phrase "Disaster Relief" into the search bar at the top right-hand corner of the homepage.

### **Environmental Services**

Environmental Services provides Lions clubs, districts, and multiple districts with resources for developing environmental service projects in support of the association's policy on the human environment.

The following are adopted Environmental Programs:

- Lions Green Team - hands-on projects focused on improving and/or protecting the environment such as clean-ups, tree planting, recycling, and environmental education.
- Lions Environmental Photo Contest – designed to showcase the beauty of Lions local environments and highlight the importance of environmental preservation. Many of the photo entries are also featured in the Lions Environmental Photo Calendar.

Lions are also encouraged to organize service activities in celebration of Earth Day (April 22) and UN World Environment Day (June 5).

For more information about Environmental Programs, log onto the association's Web site [www.lionsclubs.org](http://www.lionsclubs.org) and enter the phrase "Environmental Services" into the search bar at the top right-hand corner of the homepage.

## **Health and Wellness**

Health and Wellness consists of three adopted service programs: 1) Diabetes Awareness and Action; 2) Hearing Preservation, Awareness and Action; and 3) Sight Preservation, Awareness and Action. Each program is described below.

### **Diabetes Awareness and Action**

The primary objective of the program is to reduce the number of new cases of blindness caused by diabetic retinopathy, through education, prevention and research.

The following are adopted Diabetes Programs:

- Strides: Lions Walk for Diabetes Awareness
- Community education (seminars, films, public service announcements, distribution of materials to promote diabetes education, prevention and control)
- Diabetes screenings
- Recreational camps for children and/or adults who have diabetes

Lions can promote diabetes awareness by participating in special annual events: Diabetes Awareness Month (November) and World Diabetes Day (November 14).

To view and download the Strides Program materials for diabetes awareness, log onto the association's Web site [www.lionsclubs.org](http://www.lionsclubs.org) and enter the word "Strides" into the search bar at the top right-hand corner of the homepage.

The association's formal partners for diabetes awareness are: National Diabetes Education Program (NDEP) and Diabetes Education & Camping Association (DECA). Additional resources are available at their respective Web sites:

[www.yourdiabetesinfo.org](http://www.yourdiabetesinfo.org) and [www.diabetescamps.org](http://www.diabetescamps.org). Additional international resources are available through the International Diabetes Federation at: [www.idf.org](http://www.idf.org)

### **Hearing Preservation, Awareness and Action**

In 1925, Helen Keller challenged Lions to aid persons who are deaf as well as those who are blind. Since that time, Lions have developed many projects that focus on service to persons who are deaf or hard of hearing.

Lions can help persons who are deaf or hard of hearing in the following ways:

- Provide financial assistance for the purchase of communication aids and assistive devices
- Participate in the Lions Hearing Aid Recycling Program (HARP)
- Support hearing ear dog schools (service dogs for deaf or hard of hearing persons)

- Organize hearing screenings for children and adults in the community
- Provide volunteer assistance or financial support to recreational camps for children and/or adults who are deaf or hard of hearing
- Provide other support services for persons who are deaf or hard of hearing

For more information log onto the association's Web site [www.lionsclubs.org](http://www.lionsclubs.org) and enter the phrase "Hearing Preservation" into the search bar at the top right-hand corner of the homepage.

### **Sight Preservation, Awareness and Action**

Lions are recognized internationally for their service to persons who are blind and visually impaired. This dedicated service began in 1925. During a Lions international convention, Helen Keller, a woman who had been blind and deaf since childhood, challenged Lions to become "*knights of the blind in this crusade against darkness*". Lions accepted Helen Keller's challenge. Today, Lions clubs around the world are involved in sight and blindness-related programs.

Lions can participate in the following service activities for sight preservation, awareness and action:

- Lions Eye Health Program (LEHP)
- Lions Clubs International Eyeglass Recycling
- Lions Clubs International Eye Banks
- SightFirst – established in 1990 as an aggressive global blindness prevention funding initiative
- Special Olympics LCI Opening Eyes
- LCIF Children's Eye Photo Screening
- Recreation camps for visually impaired children and adults
- Vision screenings

Lions can provide resources for children and adults who are blind or visually impaired, such as:

- Assistance for the purchase of devices to facilitate living, learning, working and recreational activities: such as Braille books, translation software, wrist watches, board games, talking thermometers, talking currency identifiers, beep sports balls, and low vision devices such as magnified reading glasses, easy-to-read telephones and television and computer screen magnifiers
- Educational support, such as the free distance learning courses provided by The Hadley School for The Blind, one of LCI's official partners, [www.hadley.edu](http://www.hadley.edu)
- Donation of Braille and large-print books to public libraries
- Support of vision research
- Scholarship assistance
- Establishment of assistive technology centers for public use
- Braille signage in public buildings

- Support of recreational camps for those who are blind or visually impaired
- Vision screenings for children and adults
- Participation in healthcare or optical missions
- Support of guide dog schools to benefit those with vision disabilities (The International Guide Dog Federation is an LCI official partner, and Lions can obtain more information at: [www.igdf.org.uk](http://www.igdf.org.uk))

Lions can promote blindness prevention by participating in recognized sight-related events:

- Helen Keller Day: June 1
- Sharing the Vision: October
- World Sight Day: second Thursday of October
- International White Cane Day: October 15
- World Diabetes Day (Diabetic Retinopathy): November 14
- Lions Eye Bank Week: first week in December
- Glaucoma Awareness Month: January (USA)
- Eye Donor Awareness Month: March (USA)
- Lions Recycle For Sight Month: May
- White Cane Week (USA: third week in May) and (Canada: first week in February)

For more information log onto the association's Web site [www.lionsclubs.org](http://www.lionsclubs.org) and enter the phrase "Sight Preservation" into the search bar at the top right-hand corner of the homepage.

### **International Relations**

The international relations program encourages Lions to organize projects in support of the Association's Third Purpose to: *To create and foster a spirit of understanding among the peoples of the world.* Specific International Relations initiatives include:

- International Club Twinning - a voluntary and mutual agreement of friendship between Lions or Leo clubs in different countries.
- Lions Day with the United Nations (UN) - an annual event held the UN Headquarters to celebrate the long-standing partnership between LCI and the UN.

Lions are also encouraged to organize projects in celebration of the International Relations Month (October).

NOTE: It is recommended, that a separate chairperson be appointed as district youth exchange chairperson and as district international relations chairperson to handle each responsibility.

For more information log onto the association's Web site [www.lionsclubs.org](http://www.lionsclubs.org) and enter the phrase "International Relations" into the search bar at the top right-hand corner of the homepage.

### **Lions Opportunities for Youth**

All Lions youth programs in the district are coordinated under the umbrella of Lions Opportunities for Youth. In October 2000, the International Board of Directors established a district Lions Opportunities for Youth chairperson and committee. Similar chairpersons and committees are recommended for the club and multiple district levels.

The mission of Lions Opportunities for Youth is: to provide the young people of the world with opportunities for achievement, learning, contribution and service, individually and collectively, through sponsorship of activities identified as best practices in the field of youth development.

To access Lions Opportunities for Youth information on the association's Web site, visit [www.lionsclubs.org](http://www.lionsclubs.org) and enter the phrase "youth development program" into the search bar at the top right-hand corner of the homepage.

The following are adopted Lions Opportunities for Youth programs:

#### **International Peace Poster Contest**

Open to students, ages 11-13, all entries must be part of the contest sponsored by a Lions club in a school or youth group. Lions clubs can purchase a kit from the Club Supplies Sales Department to sponsor the contest. The grand prize winner receives US\$5,000 and a trip (includes two family members and president of the sponsoring Lions club) to the awards ceremony held at Lions Day with the United Nations.

#### **Leo Club Program**

A Leo club is a sponsored affiliation of one or more Lions clubs and offers young people an opportunity to develop their leadership skills through community service. Whether school-affiliated or community-based, Leo clubs provide their members with the camaraderie and growth that come from participation in community service projects, social functions and leadership development activities.

Leo club membership is open to young people of good character who have an interest in serving their communities. Alpha Leo clubs are designed for youth between 12 and 18 years of age. This track focuses on the individual and social development of preteens and teens. Omega Leo clubs are tailored for young adults between 18 and 30 years of age. This track is designed for the personal and professional development of young adults.

The district Leo club chairperson is the Lions cabinet liaison with Leo clubs in the district. When certain requirements are met, clubs may be organized into Leo districts or Leo multiple districts. Where there is no Leo district, a district governor may appoint a Leo

member as associate district Leo chairperson to serve as liaison and to assist the appointed Lion in his/her position as the district Leo club chairperson.

The Leo Club Program Advisory Panel is a board-approved communication vehicle for Leos and Lions to share ideas about the Leo Club Program with Lions Clubs International. Panelists serve a two-year term in which they act in an advisory capacity with LCI as it evaluates issues related to the Leo Club Program. Items that impact the program are presented to the LCI Board of Directors for consideration and final approval. The panel provides Leos with more voice in matters which affect the program and additional opportunities for leadership development. It also provides them with a chance to network and share ideas with Leos throughout all seven constitutional areas, helping them better understand the similarities and differences of the Leo Club Program worldwide. Nominations are accepted on a fiscal year basis, and forms to nominate Leos or Lions can be found on the Lions Web site in the “Leo Zone” section.

For more information about the Leo Club Program, refer to the search for “Leo Zone” on the association’s Web site or contact the Youth Programs Department at [leo@lionsclubs.org](mailto:leo@lionsclubs.org).

### **Lions International Youth Camp and Exchange (YCE) Program**

Lions youth exchanges offer young people (suggested ages 15-21) four to six-week home stays with Lions-approved host families. Exchanges are arranged between cooperating Lions clubs in different countries through their respective district or multiple district youth camp and exchange chairperson. Lions international youth camps host young people (suggested ages 16-22) from different countries to promote international understanding. Lions clubs, districts, and multiple districts – singly or jointly – may organize a camp.

For more information about the YCE Program, refer to the “Planning Projects” section of search for “Youth Camp and Exchange Program” on the association’s Web site or contact the Youth Programs Department at [youthexchange@lionsclubs.org](mailto:youthexchange@lionsclubs.org).

### **Lions Quest**

The life-skills curricula teach young people about character education, prevention, and service learning. Around the world, more than six million students, ages five to 18, have participated in the Lions Quest *Skills for Growing* (for students in kindergarten through fifth grade), *Skills for Adolescents* (for students in grades six through eight), and *Skills for Action* (for students in grades nine through 12) programs. Information is available on the association’s Web site.

### **Lions Young Leaders in Service Awards**

The Lions Young Leaders in Service Awards Program allows Lions the opportunity to give formal recognition to young volunteers within their community, ages 12-18, who have completed 50 or 100 hours of community service. Youth who complete 50 hours of service are recognized with a silver seal award certificate and a letter from the Lions

Clubs International President; youth who complete 100 hours of service are recognized with a gold seal award certificate and a letter from the international president.

Young Leaders in Service is an ideal program for clubs that are interested in working with youth but haven't yet had much experience in this area. For more information on this program, log onto the association's Web site [www.lionsclubs.org](http://www.lionsclubs.org) and enter the phrase "Young Leaders" into the search bar at the top right-hand corner of the homepage.

### **Lions Services for Children**

Adopted in 2003, the program aims to improve the lives of children and young adolescents in adverse circumstances through health and education services, locally and internationally.

The **Lions Services for Children Symposium Program** allows for financial assistance for one symposium per constitutional area plus the continent of Africa, per fiscal year. Districts and multiple districts may apply for expense assistance of up to US\$2,000 per symposium. The Symposium Application (LSC-9) is available on the association's Web site (search for "LSC-9"). A symposium is a forum that allows Lions to interact and participate with key community leaders, educators, health professionals and others involved with serving children in need. It helps Lions to identify new service opportunities or other community projects in need of additional assistance.

The **Lions Children First Program**, introduced in 2009-2010, provides clubs with materials and resources for hands on, highly-visible service projects and activities to help children in need. All program components are available in an easy-to-use kit, including a list of project ideas, four sample project sheets (with step-by-step guidelines) and a program activity guide, which contains a community needs assessment form. Lions Children First an ideal program for clubs who want to work with children but have little or no experience in this area. All resources are available for downloading on the association's Web site (search for "Lions Children First"). For more information contact Health & Children's Services Department at [children@lionsclubs.org](mailto:children@lionsclubs.org).

Clubs can also participate in the **Lions/UNICEF School-in-a-Box Program**. This program helps children continue their education, when an emergency or disaster has caused a disruption in their normal daily school activities. School-in-a-Box provides enough school supplies and materials for a teacher and up to 40 students. Lions clubs, Leo clubs, districts or multiple districts can make a donation to LCIF. For a donation of US\$500 or more, a School-in-a-Box banner patch will be awarded. A complimentary chevron will be awarded for donations of US\$500 or more received in subsequent years. Search for "School-in-a-Box" on the association's web site for more information.



## Chapter 16

# Awards

## Activity Awards

### **100% Leo Club President**

A Leo club president who meets specific requirements during his/her year in office is awarded this certificate by the Leo club advisor with the approval of the sponsoring Lions club president. Award criteria categories include leadership development, membership extension, administration, and Leo club activities. The award criteria and certificate will be mailed to the Leo club advisor.

### **100% Leo District/Multiple District President**

With the approval of the district governor or council chairperson, the district/multiple district Leo club chairperson presents this award on behalf of the association to a Leo district/multiple district president who meets specific criteria in the areas of leadership development, membership extension, administration and district/multiple district Leo activities. The award criteria and certificate will be mailed to the district/multiple district Leo club chairperson.

### **Club Excellence in Effort**

#### **Sight Preservation, Awareness and Action**

An appropriate award is provided annually to the district governor for presentation to the one Lions club that has been most active in sight activities within the district during that year.

### **Club Twinning Recognition**

The Twinning Program is a reciprocal correspondence and exchange program between clubs of different countries. A Twinning Recognition patch is awarded to a Lions or Leo club that actively participates in this program for the first twinning relationship recorded in a fiscal year.

### **District/Multiple Diabetes Awareness Chairperson**

An appropriate award is provided annually to the district governor and council chairperson for presentation to the district and multiple district chairperson for achievement in fulfilling the requirements of the position.

### **District Environment Chairperson**

An appropriate award is provided annually to the district governor for presentation to the district chairperson for achievement in fulfilling the requirements of the position.

### **District/Multiple District Hearing Chairperson**

An appropriate award is provided annually to the district governor and council chairperson for presentation to the district and multiple district chairperson for achievement in fulfilling the requirements of the position.

### **District/Multiple District International Relations Chairperson**

An appropriate award is provided annually to the district governor and council chairperson for presentation to the district and multiple district chairperson for achievement in fulfilling the requirements of the position.

### **District/Multiple District Leo Club Chairperson Achievement**

The award is presented by the district governor or council chairperson on behalf of the association to a district/multiple district Leo club chairperson who meets specific criteria in the areas of extension, leadership development, district/multiple district Leo activities, administration, and promotion. The district/multiple district certificates and award criteria are mailed to the district governor and council chairperson annually.

### **District/Multiple District Lions Opportunities for Youth Chairperson Recognition**

The district governor or council chairperson presents this certificate to outstanding Lions Opportunities for Youth chairpersons who promote and maintain youth activities in their district or multiple district. The district/multiple district certificates and award criteria are mailed to the district governor and council chairperson annually.

### **District/Multiple District Sight Chairperson**

An appropriate award shall be provided annually to the district governor and council chairperson for presentation to the district and multiple district chairperson for achievement in fulfilling the requirements of the position.

### **Leo Club Advisor Five-Year Service**

Leo club advisors who successfully complete five years of dedicated service are eligible to receive a special lapel pin and certificate from the sponsoring Lions club president. Award recipients appear on a list posted in the Leo Zone section on the association's Web site.

### **Leo Club Advisor Outstanding Service**

This award recognizes Leo club advisors who have demonstrated outstanding service in guiding and developing a Leo club. Leo club advisors who meet specific requirements are awarded this certificate by the sponsoring Lions club president.

### **Leo Club Anniversary and Leo Club Sponsorship Anniversary**

Leo clubs receive an Anniversary Banner Patch automatically on their five-year anniversary and in five-year increments thereafter. The sponsoring Lions club will automatically be awarded a Sponsorship Anniversary Banner Patch when the

sponsored Leo club attains its five-year anniversary (and in five-year increments thereafter).

### **Leo Club Excellence**

Each district governor nominates one Leo club from the district for this award each fiscal year. The district Leo club chairperson must endorse the nomination. Applications must be submitted to the Youth Programs Department at International Headquarters by August 15 following the close of the fiscal year in which the club is nominated. Winners receive a banner patch and chevron.

### **Leo Club Extension**

Certificates are awarded to district governors, district Leo club chairpersons and Leo district presidents who achieve a net gain of at least three new Leo clubs in their district by June 30. Certificates are awarded to council chairpersons, multiple district Leo club chairpersons and Leo multiple district presidents who achieve a net gain of at least five new Leo clubs in their multiple district by June 30.

### **Leo Club Sponsor Banner and Extension**

Upon receipt of official notification of a new Leo club, a Sponsor Banner Patch is issued to the sponsoring Lions club. Extension certificates are sent to the sponsoring Lions club president and the Leo club advisor. The sponsoring Lions club can request additional certificates for persons who assisted in organizing the new Leo club from the Youth Programs Department at International Headquarters.

### **Leo Lion Serving Together**

A banner patch award is issued to both the Leo club and its Lions club sponsor upon successful completion of a joint project or other activity supporting Leo-Lion collaboration. Award applications are submitted to the Youth Programs Department at International Headquarters.

### **Leo October Membership Growth**

Any Leo who recruits three or more new members to their Leo club during October receives a Leo Membership Growth Month Lapel Pin. Leo advisors provide the name of the Leos receiving the award to the Youth Programs Department at International Headquarters by November 15. The sponsoring Lions club account is charged a US\$5 Leo New Member Entrance Fee (which includes a Leo New Member Kit) for each new Leo member.

### **Leo of the Year**

A multiple district council or single district cabinet nominates one Leo each year for this prestigious award. Applications for Leos who have demonstrated superior achievement are submitted to the Youth Programs Department at International Headquarters by June 1. The International Board of Directors names winners.

### **Leo Spotlight on Children**

Leo clubs that plan and implement a service project for children in adverse circumstances can earn a Spotlight on Children banner patch. In addition, Leo club members who provide a high level of support to a Leo Spotlight on Children project are eligible to receive a Spotlight on Children Certificate of Recognition. Award information is available from the Youth Programs Department at International Headquarters and on the association's Web site.

### **Lions Club Community and Cultural Award**

Each year, one club in a district that has been the most active in organizing successful community and cultural activities is selected by the district governor to receive a banner patch award. This award is available to district governors upon request.

### **Lions Environmental Photo Contest**

An engraved award is provided to the winning photographers in six categories.

### **Lions International Relations**

An appropriate award is provided annually to the district governor for presentation to the Lion within the district who has developed the most outstanding international relations project. This award is available to district governors upon request.

### **Lions Quest Banner Patch**

Lions clubs sponsoring the Lions Quest programs are eligible to receive a banner patch. Banner patches can be requested by the district governor, Lions Quest chairpersons or Lions club. Please call the Lions Quest department at 1-800-446-2700 to request your club recognition.

### **Lions Quest District Achievement**

Districts that sponsor Lions Quest training for one or more (bronze certificate), six or more (silver certificate), and 12 or more (gold certificate) teachers in the corresponding year receive Lions Quest District Achievement Certificates. Signed certificate applications must be submitted to Lions Quest by May 15. Visit <http://www.lions-quest.org/awards> for more information on these certificates and requirements.

### **District/Multiple District Lions Services for Children Chairperson**

An appropriate award is provided annually to the district governor and council chairperson for presentation to the district and multiple district chairperson each fiscal year for achievement in fulfilling the requirements of the position.

### **Lions/UNICEF School-in-a-Box Banner Patch**

A Lions club, Leo club, district or multiple district that donates a total of US\$500 or more to LCIF for the Lions/UNICEF School-in-a-Box program receives a banner patch recognition for the corresponding fiscal year. For donations of US \$500 or more in subsequent years, clubs, districts and multiple districts will receive a chevron patch recognition (reflecting the fiscal year of the donation).

### **Lions ALERT Banner Patch Award**

A one-time banner patch award is available to clubs, districts and multiple districts that submit to Lions International Headquarters their written Lions ALERT plan.

### **Lions ALERT District/Multiple District Chairperson Award**

An appropriate award is provided annually to the district governor and council chairperson for presentation to the district and multiple district chairperson for achievement in fulfilling the requirements of the position.

### **Lions Young Leaders in Service**

These awards are an excellent way for Lions clubs to recognize young people (suggested ages 12-18) who have completed 50 hours (silver seal certificate) or 100 hours (gold seal certificate) of community service. Young Leaders in Service kits, including implementation guidelines and promotional flyers, are available from the Youth Programs Department at International Headquarters and on the association's Web site.

### **New Horizons: In Diabetes Education**

An appropriate award is provided annually to the district governor for presentation within the district to the one Lions club that has been most active in diabetes awareness, education, prevention and control during the fiscal year.

### **Online Certificates of Appreciation**

Downloadable Certificates of Appreciation are available for Lion leaders to present to participants of the Eyeglass Recycling, Culture, International Relations, Lions ALERT, Lions Crew at Work Lions Green Team and Lions Children First projects.

### **Outstanding Club Patch Award**

Each year, one club in a district is selected by the governor to receive the Outstanding Club Patch for participation in international relations activities. This award is available to district governors upon request.

### **STRIDES Walk Banner Patch Award**

A qualifying Lions club, district or multiple district will receive a Strides Walk banner patch for organizing a "Strides...Lions Walk for Diabetes" event. For Strides Walks held in subsequent years, clubs, districts and multiple districts will receive a chevron patch recognition (reflecting the fiscal year in which the walk was held). The award criteria and award application may be downloaded from the association's Web site.

### **Top Ten Leo Club Extension**

Lapel pin awards are issued to district Leo club chairpersons and Leo district presidents from the ten districts with the highest net growth of new Leo clubs during the Lions' fiscal year. Multiple district Leo club chairpersons and Leo multiple district presidents who supported the Leo club extension efforts of a Top Ten District also each receive a lapel pin.

### **Top Ten Youth Camp and Exchange Chairperson**

A multiple district council or single district cabinet nominates one Lion each year for this award. Multiple districts with 15 or more sub-districts nominate two Lions. Applications are submitted to the Youth Programs Department by November 15. Winners selected by the International Board of Directors receive a lapel pin and certificate.

### **District and Club Administration Awards**

#### **District Governor and Council Chairperson Certificate of Appreciation**

A certificate to recognize a district governor or council chairperson who has completed a successful term in office. It is sent automatically from the District and Club Administration Division.

#### **Club Excellence Award**

Annual award to club presidents and clubs that meet the award requirements in the area of membership growth, service and club management set by the International Board of Directors. Completed application must be submitted to the English Language Department by September 30.

#### **District Governor Team Excellence Award**

In appreciation of the special efforts made by district governor teams, the association presents this award to members of governor teams who meet the requirements set by the International Board of Directors after completion of the term of office. Completed application must be submitted to the English Language Department by September 30.

#### **Club Rebuilding Award**

This award is given to one individual who is recommended by district governor for having furnished the most assistance in reactivating a status quo or cancelled club or providing sustainable membership growth in a small club.

#### **Certified Guiding Lion Certificate**

A certificate that is given to a Lion who successfully completes the Certified Guiding Lion course.

#### **Presidential Certified Guiding Lion Award**

A Certified Guiding Lion who successfully guides a new club through its first two years of service, achieves a net growth in membership and attains other achievements as noted on the award application is eligible for the Presidential Certified Guiding Lion Award Metal.

#### **E-Clubhouse Banner Patch**

An attractive banner patch is given to each club that participates in the free e-Clubhouse program.

## **Extension and Membership Awards**

### **Member/Club**

#### **Campus Club Banner Patch**

A Campus Award Patch is awarded to the Lions club who sponsors a new Campus Lions club. A Campus Award Pin is presented to any Lion who forms a Campus Lions club, as determined by the district governor. The banner patch and pin are sent with the new club charter.

#### **Club Branch Banner Patch**

Clubs that sponsor a branch receive a Club Branch Banner Patch. Club branch liaisons are recognized with a prestigious pin when a new club branch is formed. The pin is sent to the parent club president to present with the banner patch for presentation.

#### **Family Membership Banner Patch**

The Family Membership Banner Patch is awarded to new clubs adding 10 or more new family members at the time of charter. The banner patch is sent with the new club charter.

### **Extension Awards**

Extension awards are presented to the two Lions, who, in the opinion of the serving district governor, provided the greatest assistance in the organization of a new Lions club. Lions nominated for an Extension Award receive a medallion-for new clubs that are in good standing after the club has been chartered for a year and a day for each of the first five clubs chartered, and greater awards for chartering 10, 15, 20, 25, 30, 40, 50, 75, 100 and 150 clubs.

The Extension Award will be sent to the district governor for presentation to the club organizer(s). A thank you certificate will be provided along with the charter for the Lions that have been nominated for the extension award. Any Lion may receive the award, including transfer charter members, but with the exception of the district governor, new charter members and international representatives.

### **Membership Key**

This award is issued automatically to Lions who sponsor new members to existing clubs. There are 17 levels of Keys depending on the number of new members a Key recipient has sponsored.

### **New Club Sponsor Patches**

An embroidered Lions emblem surrounded by the words "New Club Sponsor," which may be mounted on the official club banner will be presented to the sponsoring club who sponsors a new Lions club.

An embroidered Lions emblem surrounded by a door to acknowledge motif and the words "Campus Lions Club, which may be mounted on the official club banner will be presented to the sponsoring club who sponsors a Campus Lions club.

### **President's Certificate of Sponsorship**

Lions sponsoring new members are entitled to receive a President's Certificate of Sponsorship. These certificates are included in the New Member Kit, which is given to each new member at the time of induction. Prior to presenting the ~~new member kit, it~~ should be opened and the President's Certificate of Sponsorship should be personalized. ~~The President's Certificate of Sponsorship should be presented during the new member's induction ceremony.~~ New Member Kits are available from the Club Supplies Department at no charge to the clubs.

### **President's Retention Campaign**

The President's Retention Campaign recognizes successful retention efforts in two ways. First, direct recognition for club presidents is stressed through the guidelines for the Club President Excellence Award. Net membership gain is one criterion emphasized more heavily in the new guidelines (complete rules are found in the President's Retention Campaign brochure). Successfully implementing the President's Retention Campaign will help club presidents earn this coveted award.

Second, a newly designed club banner patch will be available for clubs that make retaining quality members a priority. Clubs can earn this award in two ways:

1. Ninety percent of the members in the club on July 1 of any Lions year must be in the club on June 30 of the next year. Death and transfers are excluded.
2. Reverse membership losses. Clubs of any size that had net membership losses for the previous two years but attain a "zero" net loss in the program year ending June 30 will also receive a banner patch to acknowledge their achievement.

### **Year-Round Growth Excellence Lapel Pin**

Lions who sponsor three or more members during a given fiscal year will receive the Year-Round Growth Membership Excellence Lapel Pin. Pins will automatically be sent to club secretaries for distribution to qualifying members following the close of the fiscal year.

### **Year-Round Growth Excellence Banner Patch**

Clubs that bring in the required number of members in their category will receive a Year-Round Growth Membership Excellence Banner Patch acknowledging their efforts in strengthening their membership during a given fiscal year. Banner patches will automatically be sent to club secretaries following the close of the fiscal year.

The club categories, and required number of new members for the category, are:

- Clubs with 21 or fewer members: bring in 3 or more new members
- Clubs with 22 – 40 members: bring in 5 or more new members



- Clubs with 41 or more members: bring in 8 or more new members

### **The Milestone Chevron Award Program**

Charter and regular members who have served the association for 10, 15, 20, 25, 30, 35, 40, 45, 50, 55, 60, 65, 70, and 75 years and above will be automatically awarded a distinctive pin to commemorate their dedicated service to Lions clubs. Automatic distribution to the district governors will take place in April of each Lions year. District Governors will be requested to distribute to members at district or multiple district conventions or club meetings.

### **The Club Anniversary Patch Program**

Special banner patches have been designed to acknowledge a club's longevity of service to the community. The patch is accompanied with a letter from the international president.

### **The October Membership Growth Program**

LCI encourages clubs to invite members year round, but recognizes that October is both a popular invitation time for clubs and a time when prospective members can be especially receptive to joining a Lions club. The October Membership Growth Program pays honor to our tradition and recognizes clubs for their achievement through acknowledgement of their efforts on the LCI Web site.

## **District**

### **District Governor Extension Award**

The District Governor Extension Award is awarded to district governors who charter one or more clubs within their district. The prestigious pin is personalized to display the number of clubs chartered during their year.

Beginning fiscal year 2010-2011, District Governor Extension Awards will be are issued to the immediate past district governor after June 1 following their fiscal year as district governor. The award will indicate the number of new clubs formed in the previous fiscal year that are still in good standing as of May 31 of the next fiscal year.

### **District Family Pins**

District Family Pins are awarded to district governors who meet the following criteria during a fiscal year:

- One Crystal Pin – awarded to districts that added 30 new family members or one new family Lions club with a minimum of 40 percent family members
- Two Crystal Pin – awarded to districts that added both 30 new family members and one new family Lions club with a minimum of 40 percent family members

### **Women's United in Service Award**

United in Service Pins are awarded to district governors for achieving a net increase of 25 or more women during a fiscal year.

### **International President's Awards**

#### **Ambassador of Goodwill**

The international president presents up to 35 awards during the president's year. Lions who receive this award are ineligible to receive it again.

#### **Head of State Medal**

This is given to national heads of state or heads of government in recognition of their support of the association.

#### **International Director Recognition**

Outgoing international directors receive this award upon completion of their term in appreciation for their service to the association.

#### **International Leadership**

Lions and Leos who have made a significant leadership contribution during the international president's year in office are eligible to receive this award.

#### **International Medal of Merit**

This award is given at the discretion of the international president to local government officials such as mayors.

#### **International President's Certificate of Appreciation**

Lions and Leos who have performed a significant service to the association are given this award at the international president's discretion.

#### **International President's Medal of Distinction**

This award is given to prime ministers when they are not Head of State, governors, or others of similar status, at the discretion of the international president.

#### **Medal of Honor**

This award recognizes extraordinary humanitarian efforts. It shall be awarded posthumously, to Lions and non-Lions, at the discretion of the international president.

#### **Presidential**

The international president may present up to 775 awards during his presidential year.

#### **The International Order of the Lion**

This award recognizes the achievements by a layman in the areas of humanities, science and religion. It is given at the discretion of the international president.

## **LCIF Awards**

### **100% Club Support Certificate of Appreciation**

This award recognizes districts in which every club in the district has made a donation to LCIF.

### **100% District Member Support Certificate**

Recognizes districts in which every member in the district (based on year-end membership) donates US\$20 or more to LCIF.

### **Top Ten Certificate**

Recognizes the top ten districts in donations to LCIF worldwide.

### **LCIF Helping Hands Award**

Recognizes Lions who promote greater awareness of and support for LCIF at the club, region, district or multiple district level. There is no limit on the number of awards to be issued annually and individuals can receive the award more than once. The awards are determined by the LCIF Chairperson. Recipients receive an annual pin.

### **LCIF Friend of Humanity Award**

Recognizes very select Lions, no more than 50 each year, who have provided exceptional and longstanding service to LCIF. The award is for Lions who have generated significant financial support of LCIF or helped increase the foundation's stature and identity. The LCIF Chairperson approves the nominees, and recipients receive a gold medal with a ribbon. An individual may receive the award only once.

## **LCIF Recognition**

### **Club Plaque**

Clubs that donate unrestricted US\$1,000 or more receive a plaque, or if requested, a banner patch and chevron.

### **Contributing Member**

The recognition is given when individuals donate US\$20, US\$50 or US\$100 or when such a donation is made in their name. Clubs may receive banner patches and chevrons to recognize Contributing Members when all members become Contributing Members.

### **Corporate Plaque**

Recognizes corporations that donate US\$1,000 or more to LCIF.

### **Honor Roll**

Individuals who contribute US\$100 or have that amount donated in their honor are eligible to receive this recognition.

## **LCIF Legacy to Lions**

Recognizes individuals for naming LCIF as a beneficiary of their estate.

## **Melvin Jones Fellowship**

Individuals who donate US\$1,000, and persons for whom such donations are made, are recognized as Melvin Jones Fellows (MJF). Melvin Jones Fellows receive a lapel pin and a personalized wall plaque. Clubs can receive banner patches and chevrons to recognize certain levels of Fellowship participation by club members. Their names are displayed on a monitor in the LCIF Recognition Room at International Headquarters, and they receive a specialized pin for each level achieved. Donations that qualify for the Melvin Jones Fellowship can be made in the following categories: measles, area of greatest need, disaster, humanitarian needs, sight and youth.

## **Progressive Melvin Jones Fellowship**

For those who are already an MJF, 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 new level of recognition, signified by a unique PMJF pin in accordance with their level of giving. The PMJF program has 100 levels, representing gifts between US\$2,000 –US\$100,000. Like MJFs, donors can honor another individual with PMJF donations.

## **Memorial Donation**

When donations are made to LCIF in memory of another, both the donor (for amounts over US\$25) and the family of the deceased are sent acknowledgment cards.

## **Special Events**

If a club or individual makes a donation to LCIF to recognize a special event, the club president's birthday or a relative's anniversary, for example, a personal acknowledgment is given to the recipient.

## **Public Relations Awards**

For more information on any of the awards listed below, please see the Public Relations section of this manual or contact the Public Relations Department at International Headquarters.

## **International Friendship Banner Contest**

All Lions clubs and districts that purchase banners from an authorized licensee or the Club Supplies Division are automatically entered in this contest. One first place and one honorable mention in each category are awarded.

## **International Newsletter Contest**

Clubs and districts are eligible to submit two copies of their best bulletins for judging. One first place and four honorable mentions are given.

### **International Trading Pin Contest**

All Lions clubs and districts that purchase trading pins from an authorized licensee or the Club Supplies Division are automatically entered in this contest. One first place and one honorable mention in each category are awarded.

### **International Web site Contest**

Web sites designed by Lions clubs, districts and multiple districts may be entered in this contest. One first place and two honorable mentions are awarded.

### **Lions International Essay Contest**

Awards are given for various levels of achievement to the visually impaired 11-13 year olds that participate in this contest.

### **Lions International Peace Poster Contest**

Awards are given for various levels of achievement to the 11-13 year olds that participate in this contest.

## Chapter 17

# SUCCESSION PLANNING

## Begin With the End in Mind

Preparing for a change in leadership is one of the most difficult challenges associations and businesses face. Successful organizations coach and mentor potential leaders, and Lions Clubs International can follow a similar path. The structure of the district governor team provides the perfect opportunity to prepare incoming leaders for their roles and to achieve a continuity of focus in the district.

Instead of a sudden transition of leadership, district governors who effectively communicate and delegate throughout their term are able to ensure that first vice district governors and second vice district governors are fully capable of assuming the responsibilities of their new positions when the time arrives.

Sharing experiences and ideas ensures that each member of the district governor team is invested in the current and future success of the district. While the district governor may have the greatest knowledge of current data and trends, the other members of the team can add new perspectives while they learn to use the existing resources available.

Board policy has defined specific roles for the first and second vice district governors as they serve the district and prepare for their future role as district governor. However, an effective district governor does not limit himself or herself to utilizing the team approach to only those tasks. By delegating, collaborating, and involving all members of the district governor team in goal setting and implementation, the entire team will benefit, and the district will ultimately reap the rewards.

## Preparing Your Successor

Governors must take time to meet with the district governor-elect and discuss items that will soon be his/her responsibility. This proper orientation is vitally important to the district and to the association. Meet as many times as necessary with the district governor-elect before the international convention.

Some of the topics to discuss with the district governor-elect are:

- Clubs in the district requiring special attention (new clubs, status quo clubs, suspended clubs, etc.)
- Matters needing to be handled by the new cabinet
- Expected billing to the district account for last minute purchases by outgoing district governor or cabinet secretary

- Constitution and by-laws
- Time away from home
- Travel expense
- Flexible hours with his/her occupation
- District appointments
- Voting cabinet members
- Cabinet secretary-treasurer
- Region and zone chairpersons
- Non-voting appointments
- Special Lion foundations, funds, etc., in the district, multiple district or country
- Additional time demands
- Preparation of the district directory
- Office administration
- Club support

Additional items may require discussing.

Keep the district governor-elect informed of important current situations and what he/she will probably be expected to follow up after this Lion takes office.

Suggest that the multiple district Global Leadership Team conduct an orientation for all district governor candidates at a council meeting.

Incoming and outgoing cabinet secretaries should also meet among themselves.

## **Transfer of Business Matters**

All district records and books are to be handed over to your successor. Types of records and books vary according to each district. Well-kept records will certainly give your successor a good start for the year. If possible, plan a brief meeting with your successor to go over the records of the past year, and ask your cabinet secretary and treasurer as well as your successor's cabinet secretary and treasurer to attend.

## **Your Leadership is For Life**

Because you are likely a Lion for life, much of the impact of your leadership will be felt during the many years after your term as district governor. During your years as a "past" district governor, your activity and influence should actually increase as you let your fellow Lions regularly know of your availability to serve in several capacities befitting your experience and prestige. At the very least, you will want to leave your personal legacy to Lionism by personally helping to develop potential Lion leaders. This is one sure way to make certain all that you gave to the association as a district governor will continue to regenerate itself.

Many, many people are grateful for what you have done!



# DISTRICT GOVERNOR TRAVEL & OFFICE EXPENSE CLAIM

**PURPOSE OF VISIT**  
(Please check "CODE" Column)

- A= Annual
- C= Charter Night
- O= New Club Organization
- S= Special (Explain)

Name \_\_\_\_\_  
 First \_\_\_\_\_ Last \_\_\_\_\_ (As it will appear on check)  
 Title \_\_\_\_\_ District # \_\_\_\_\_ Month \_\_\_\_\_

| Day Of Month  | Club Name or Meeting<br><u>Visitation Reports Must Be Attached For All Visits/Meetings</u> | C<br>O<br>D<br>E | Receipts Required                |                               | Airfare<br>(Cancelled/E-Ticket & Proof of Payment Required) | Bus, Ferry, Parking, Tolls, Train - Receipts Required | AUTOMOBILE      |               |                              | Total |
|---------------|--|------------------|----------------------------------|-------------------------------|---|---|-----------------|---------------|------------------------------|-------|
|               |  |                  | MEALS<br>Up to US\$25 equivalent | HOTEL Up to US\$75 equivalent |   |   | Miles @ US\$.41 | KMS @ US\$.25 | Total<br>Amount of Miles/KMS |       |
| 1             |  |                  |                                  |                               |   |   |                 |               | -                            | -     |
| 2             |  |                  |                                  |                               |   |   |                 |               | -                            | -     |
| 3             |  |                  |                                  |                               |   |   |                 |               | -                            | -     |
| 4             |  |                  |                                  |                               |   |   |                 |               | -                            | -     |
| 5             |  |                  |                                  |                               |   |   |                 |               | -                            | -     |
| 6             |  |                  |                                  |                               |   |   |                 |               | -                            | -     |
| 7             |  |                  |                                  |                               |   |   |                 |               | -                            | -     |
| 8             |  |                  |                                  |                               |   |   |                 |               | -                            | -     |
| 9             |  |                  |                                  |                               |   |   |                 |               | -                            | -     |
| 10            |  |                  |                                  |                               |   |   |                 |               | -                            | -     |
| 11            |  |                  |                                  |                               |   |   |                 |               | -                            | -     |
| 12            |  |                  |                                  |                               |   |   |                 |               | -                            | -     |
| 13            |  |                  |                                  |                               |   |   |                 |               | -                            | -     |
| 14            |  |                  |                                  |                               |   |   |                 |               | -                            | -     |
| 15            |  |                  |                                  |                               |   |   |                 |               | -                            | -     |
| 16            |  |                  |                                  |                               |   |   |                 |               | -                            | -     |
| 17            |  |                  |                                  |                               |   |   |                 |               | -                            | -     |
| 18            |  |                  |                                  |                               |   |   |                 |               | -                            | -     |
| 19            |  |                  |                                  |                               |   |   |                 |               | -                            | -     |
| 20            |  |                  |                                  |                               |   |   |                 |               | -                            | -     |
| 21            |  |                  |                                  |                               |   |   |                 |               | -                            | -     |
| 22            |  |                  |                                  |                               |   |   |                 |               | -                            | -     |
| 23            |  |                  |                                  |                               |   |   |                 |               | -                            | -     |
| 24            |  |                  |                                  |                               |   |   |                 |               | -                            | -     |
| 25            |  |                  |                                  |                               |   |   |                 |               | -                            | -     |
| 26            |  |                  |                                  |                               |   |   |                 |               | -                            | -     |
| 27            |  |                  |                                  |                               |   |   |                 |               | -                            | -     |
| 28            |  |                  |                                  |                               |   |   |                 |               | -                            | -     |
| 29            |  |                  |                                  |                               |   |   |                 |               | -                            | -     |
| 30            |  |                  |                                  |                               |   |   |                 |               | -                            | -     |
| 31            |  |                  |                                  |                               |   |   |                 |               | -                            | -     |
| <b>Totals</b> |  |                  | 0.00                             | 0.00                          | 0.00  | 0.00  | 0               | 0             | 0.00                         | -     |

**OFFICE EXPENSES: US\$20.00 plus** \_\_\_\_\_ Lions clubs as of June 30th Cumulative Report at US \$1.00 \_\_\_\_\_

**GRAND TOTAL TRAVEL & OFFICE EXPENSES**                     -

I represent to the best of my knowledge and belief that all expenses listed were actually incurred and are in conformity with the association's Rules of Audit. I understand that by virtue of signing, this expense claim becomes a part of the association's official records and may be subject to review by parties normally allowed to make such inspections.

District Governor Signature \_\_\_\_\_

Representative Signature \_\_\_\_\_

Governor must also sign representatives claim





**DISTRICT CABINET OFFICERS REPORTING FORM**

Lion Year 20\_\_\_\_\_ - 20\_\_\_\_\_ District \_\_\_\_\_

PLEASE PRINT OR TYPE

**Cabinet Secretary**

Name: \_\_\_\_\_  
                                    First/Given Name                                    Middle Initial                                    Last/Family Name

Member Number: \_\_\_\_\_ Email: \_\_\_\_\_

Club Number: \_\_\_\_\_ Club Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_  
City  State/Province/Country  Postal/Zip Code

Billing Address: \_\_\_\_\_

\_\_\_\_\_  
City  State/Province/Country  Postal/Zip Code

Telephone: (Bus) \_\_\_\_\_ (Res.) \_\_\_\_\_

Cell (mobile) \_\_\_\_\_ Fax: \_\_\_\_\_

**Cabinet Treasurer**

same as Cabinet Secretary

Name: \_\_\_\_\_  
                                    First/Given Name                                    Middle Initial                                    Last/Family Name

Member Number: \_\_\_\_\_ Email: \_\_\_\_\_

Club Number: \_\_\_\_\_ Club Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_  
City  State/Province/Country  Postal/Zip Code

Billing Address: \_\_\_\_\_

\_\_\_\_\_  
City  State/Province/Country  Postal/Zip Code

Telephone: (Bus) \_\_\_\_\_ (Res.) \_\_\_\_\_

Cell (mobile) \_\_\_\_\_ Fax: \_\_\_\_\_

***Please send to:***

Lions Clubs International  
English Language Department  
300 West 22<sup>nd</sup> Street  
Oak Brook, IL 60523-8842, USA  
Email: [englishlanguage@lionsclubs.org](mailto:englishlanguage@lionsclubs.org)  
Fax: 630-706-9273

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
                                    District Governor



### DISTRICT GOVERNOR BIOGRAPHICAL INFORMATION

Lion Year 20\_\_\_\_ - 20\_\_\_\_ District \_\_\_\_\_  
*Due immediately following the district convention election or vacancy-filling appointment confirmation*

#### Contact Information - PLEASE PRINT OR TYPE

Name \_\_\_\_\_  
First/Given Name Middle Initial Last/Family Name

Member Number \_\_\_\_\_ Email \_\_\_\_\_

Club Number \_\_\_\_\_ Club Name \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State/Province/Country \_\_\_\_\_ Postal/Zip Code \_\_\_\_\_

Billing Address \_\_\_\_\_

City \_\_\_\_\_ State/Province/Country \_\_\_\_\_ Postal/Zip Code \_\_\_\_\_

Telephone: Work \_\_\_\_\_ Home \_\_\_\_\_

Cell (mobile) \_\_\_\_\_ Fax: \_\_\_\_\_

Please select one:  Elected at District/Multiple District convention  Selected to fill a vacancy for remainder of term

**Official Association Name Badge** – provided by the Association for you and your companion  
IMPORTANT – the information you provide below will be used to order your official officer and companion badges.

#### District Governor

#### District Governor Companion

\_\_\_\_\_  
First/Given Name

\_\_\_\_\_  
First/Given Name

\_\_\_\_\_  
Last/Family Name

\_\_\_\_\_  
Last/Family Name

**If you later choose to have your district governor badge or companion badge made any differently than listed above, or if you want additional copies, please contact Club Supplies at [clubsupplies@lionsclubs.org](mailto:clubsupplies@lionsclubs.org) to purchase them. We reserve the right to abbreviate due to space limitations.**

**Companion designation for badge**– You must choose **ONE**:  
 Spouse of  Partner of  
 Companion of  Partner in Service of  
 Husband of  Son of  
 Wife of  Daughter of

#### Vital and Directory Listing

Please send two (2) electronic photographs of yourself in one or more of the following formats:

jpg  tif  png  gif  bmp

Your companion’s first/given name will appear in parentheses beside your name in the online Vital and Directory. Please confirm below how it should appear.

**Please send to:**  
Lions Clubs International  
English Language Department  
300 West 22<sup>nd</sup> Street  
Oak Brook, IL 60523-8842, USA  
Email: [englishlanguage@lionsclubs.org](mailto:englishlanguage@lionsclubs.org)  
Fax: 630-706-9273

Companion name \_\_\_\_\_  
First/Given Name

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
District Governor



**FIRST VICE DISTRICT GOVERNOR BIOGRAPHICAL INFORMATION**

Lion Year 20\_\_\_\_ - 20\_\_\_\_ District \_\_\_\_\_  
*Due immediately following the district convention election or vacancy-filling appointment confirmation*

**Contact Information - PLEASE PRINT OR TYPE**

Name \_\_\_\_\_  
First/Given Name Middle Initial Last/Family Name

Member Number \_\_\_\_\_ Email \_\_\_\_\_

Club Number \_\_\_\_\_ Club Name \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State/Province/Country \_\_\_\_\_ Postal/Zip Code \_\_\_\_\_

Billing Address \_\_\_\_\_

City \_\_\_\_\_ State/Province/Country \_\_\_\_\_ Postal/Zip Code \_\_\_\_\_

Telephone: Work \_\_\_\_\_ Home \_\_\_\_\_

Cell (mobile) \_\_\_\_\_ Fax: \_\_\_\_\_

Please select one:  Elected at District/Multiple District convention  Selected to fill a vacancy for remainder of term

**Official Name Badge** – provided by the Association to you and your companion for your term as District Governor.  
IMPORTANT – the information you provide below will be used to order your official officer and companion badges.

District Governor

District Governor Companion

\_\_\_\_\_  
First/Given Name

\_\_\_\_\_  
First/Given Name

\_\_\_\_\_  
Last/Family Name

\_\_\_\_\_  
Last/Family Name

**If you later want a district governor badge or companion badge made any differently than provided above, or if you want additional copies, please contact Club Supplies at [clubsupplies@lionsclubs.org](mailto:clubsupplies@lionsclubs.org) to purchase them. We reserve the right to abbreviate due to space limitations.**

**Companion designation for badge - you must choose ONE:**  
 Spouse of  Partner of  
 Companion of  Partner in Service of  
 Husband of  Son of  
 Wife of  Daughter of

**Vital and Directory Listing for District Governor Term**

Please send two (2) electronic photographs of yourself in one or more of the following formats:

- jpg  tif  png  gif  bmp

Your companion’s first/given name will appear in parentheses beside your name in the online Vital and Directory. Please confirm below how it should appear.

**Please send to:**  
Lions Clubs International  
English Language Department  
300 West 22<sup>nd</sup> Street  
Oak Brook, IL 60523-8842, USA  
Email: [englishlanguage@lionsclubs.org](mailto:englishlanguage@lionsclubs.org)  
Fax: 630-706-9273

Spouse/Companion name \_\_\_\_\_  
First/Given Name

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
First Vice District Governor



# CLUB REACTIVATION REPORT

Please complete the information below and mail to the English Language Department at International Headquarters, or fax to 630-706-9273 or e-mail to englishlanguage@lionsclubs.org.

\_\_\_\_\_ Club Name \_\_\_\_\_ Club Number \_\_\_\_\_ District

The following have been completed:

- Club has paid its account balance (attach copy of receipt).
- Club has minimum of ten members.

## REACTIVATION AND NEW MEMBER FEES

The following fees are billed directly to the club after it is returned to good standing:

- US\$25 per former member who has not been a Lion member during the preceding twelve months
- US\$25 per new member
- Per Capita Dues

## OFFICERS OF THE CLUB

(List Full Names)

### PRESIDENT

Name: \_\_\_\_\_  
Last/Surname First Middle Initial

Member Number: \_\_\_\_\_ Male  Female

Home Address: \_\_\_\_\_

\_\_\_\_\_ City State/Province/Country Postal/Zip Code

Billing Address: \_\_\_\_\_

\_\_\_\_\_ City State/Province/Country Postal/Zip Code

Telephone: (Bus.) \_\_\_\_\_ (Res.) \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_









## Club Merger Request Form District \_\_\_\_\_

The completed form must be mailed to the Lions Clubs International, English Language Department, 300 W. 22nd Street, Oak Brook, Illinois 60523-8842, USA. Complete the following, please check appropriate boxes and return all required documents. See instructions below for merger requirements and instructions.

Name of Lions club(s) to be cancelled and club number(s): \_\_\_\_\_

\_\_\_\_\_

Name of remaining Lions club and club number: \_\_\_\_\_

\_\_\_\_\_

Name change request: Yes  No  Club name \_\_\_\_\_

New charter request: Yes  No  A new charter will be provided and remaining club charged US\$25

**The club remaining after the merger is to forward the following:**

- 1) A copy of the merger resolution adopted by each club that is part of this merger.
- 2) A copy of the district cabinet resolution approving the merger.
- 3) A copy of the Monthly Membership Report Form from remaining club listing the members from the club(s) being cancelled as transfer members.
- 4) Have all outstanding obligations to the association, multiple district and district or sub-district been paid?
- 5) Has the charter of the club(s) to be cancelled been turned over to the district governor to return to the international office?
- 6) Would you like to order a Certificate of Merger at the cost of US\$25? (No shipping is charged; your club will be billed)  Yes  No

**REMAINING CLUB OFFICER SIGNATURES**

|      |                   |               |
|------|-------------------|---------------|
| Date | Club President    | Member Number |
| Date | Club Secretary    | Member Number |
| Date | District Governor | Member Number |



## **MERGER OF TWO OR MORE LIONS CLUBS**

For the merger of two or more Lions clubs to occur, the following procedures are to be completed:

1. The clubs considering a merger are to conduct a joint meeting to decide the following matters:
  - a. Which of the club(s) are to be cancelled.
  - b. Whether the name of the remaining club will be revised, and if so, determine an appropriate name. The revised name is to be approved by the district cabinet.
  - c. Whether the boundaries of the remaining club will be altered, and if so, determine the suggested boundaries. Any suggested boundaries are to be approved by the district cabinet.
  - d. Whether the officers and committees of the remaining club will complete the term of office, or new officers will be elected after approval of the merger. If an election is to be conducted, set the location, date and time for the election and forward the results to the district governor and international office.
  - e. Adopt a resolution selecting the location, date and time for the board and general meetings of the remaining club after the merger is completed. Request for a continuation of a charter date for one of the clubs or recognition of the date the club merger is approved.
2. The general membership of each club considering a merger must adopt a resolution in support of the merger.
3. The club(s) agreeing to be cancelled must also complete the following additional phases prior to the merger:
  - a. Pay all outstanding obligations.
  - b. Transfer any funds remaining in the administration and activities accounts to the appropriate accounts maintained by the remaining club.
  - c. Dispose of all club property in an appropriate manner.
  - d. File its closing Monthly Membership Report with the international office listing the members transferring to the remaining club.
  - e. Turn its charter over to the district governor, who mails it to the English Language Department.
4. The club remaining after the merger is to forward the following documents and materials to the English Language Department, at the international office:
  - a. Merger Request Form.
  - b. A copy of the merger resolution adopted by each club.
  - c. A copy of the district cabinet resolution approving the merger.
  - d. A Monthly Membership Report listing transfer members from the merged club(s).
5. The merged club may receive a certificate of merger upon request.



# District Governor Meeting and Club Visitation Report

Please print or type clearly. Submit one report for each meeting or club visit being charged to LCI, attach and note it on your Travel Expense Claim Form. This form may be submitted electronically. \*Required Fields

\*District Governor Name \_\_\_\_\_ \*District Number \_\_\_\_\_

\*State/Country \_\_\_\_\_ \*Meeting/Visit Date \_\_\_\_\_

\*Club Visited \_\_\_\_\_ \*Club Number \_\_\_\_\_

\*Was this a zone-level or multiple-club visit? Yes  No  If so, please complete a visitation report for each club in attendance.

\*Did another district officer represent you at this club visitation? Yes  No

\*If so, Name and Title of officer \_\_\_\_\_  
(This does not apply to Special Meetings as defined below. Only the district governor is reimbursed for Special Meetings.)

\*For Leo/Branch Club Visit – sponsor club name/number \_\_\_\_\_

\*Full Address of Visit/Meeting \_\_\_\_\_

### Purpose of Visit/Meeting: (Travel Expense codes)

- Annual Club Visit (A)**  
(Includes zone-level club visits and Leo Club visits)
- New Club Organization (O)**
- New Club Charter Presentation (C)**
- Special (S)** - Please specify one below and explain in Comments Section:
  - Multiple District Council Meeting or Convention** - including GMT/GLT/CEP. (Maximum of 3 reimbursed per year)
  - District Cabinet Meeting or Convention** (Maximum of 4 reimbursed per year)
  - District GMT/GLT/CEP meeting**
  - Club Officers Orientation**
  - Current International Officer visit to District**
  - Charter Anniversary** - 25/50/75th (Reimbursed for in-district clubs only)
  - Weak Club, Club Reorganization or Reactivation** - (Requires pre-approval from District and Club Administration)

### Annual Club Visitation Questions

(Please answer for each **CLUB** Visitation. Use comments section to explain any issues)

Yes No

Would you consider this an active club? Yes  No

Do you have concerns about the functioning of this club? Yes  No

Does the club have a website? Yes  No

Does the club have an ongoing service project? Yes  No

Is the club effectively promoting club service to its community? Yes  No

Do new members receive proper orientation and induction? Yes  No

Have you communicated the most recent policy changes and resources that will assist the club? Yes  No

Does the club have a plan to retain and recruit members? Yes  No

Does this club participate in district activities? Yes  No

COMMENTS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_