



# District e-Book

---



**Lions Clubs International**



# TABLE OF CONTENTS

<b>Preparing and Planning for the Year .....</b>	<b>3</b>
<b>Where Do I Find Essential Information? .....</b>	<b>4</b>
Create Your Lion Account .....	4
Membership Reports .....	4
Technical Support and Troubleshooting.....	4
<b>The District Cabinet.....</b>	<b>5</b>
Model District Structure .....	5
Officers.....	5
Cabinet Officers .....	5
Zone and Region Chairpersons .....	6
District Global Action Team Coordinators .....	6
District LCIF Coordinator.....	6
District Chairpersons.....	7
<b>Ordering Items through LCI Club Supplies.....</b>	<b>9</b>
<b>Grants .....</b>	<b>10</b>
LCI/LCIF Grant Funding Available.....	10
LCIF Grants .....	10
<b>Time Management – Planning Your Schedule for the Year .....</b>	<b>10</b>
International Events.....	11
District-wide Events .....	11
Club Visits.....	11
Learning Opportunities or Events .....	11
Constitutional Area-wide Events .....	12
<b>District Convention, Elections and Vacancy Filling .....</b>	<b>13</b>
District Conventions.....	13
District Elections .....	13
Filling Vacancies .....	13
Report concerns to LCI and support from LCI.....	13
<b>Club Visits.....</b>	<b>14</b>
Preparing for a Club Visit .....	14
What to Take to Each Club Visit.....	14
Completing the Club Visit .....	14
<b>Club Support.....</b>	<b>15</b>
Club Quality Resources .....	15
Resources to Strengthen Struggling Clubs.....	15
Report concerns to LCI and support from LCI.....	16
Club Recognition/Awards .....	16
<b>Promoting Harmony among Chartered Clubs.....</b>	<b>17</b>

Preventing and Resolving Disputes.....	17
<b>DG Budget and Travel Expense Reimbursement.....</b>	<b>18</b>
<b>Membership Development .....</b>	<b>19</b>
Membership Board Policies .....	19
New Club Development .....	19
Membership Categories and Programs .....	20
New Members .....	20
Grants and Symposiums .....	20
<b>The Service Journey.....</b>	<b>21</b>
Our Global Causes.....	21
Other Service Programs .....	22
<b>Marketing Communications .....</b>	<b>22</b>
<b>Resources and References .....</b>	<b>23</b>
Governing Documents .....	23
District Officer e-Books and Manuals .....	23
Club Officer e-Books .....	23
<b>Lions Clubs International Foundation.....</b>	<b>24</b>
<b>Legalities and Technicalities .....</b>	<b>25</b>
Amendments to Your Constitution and By-Laws.....	25
<b>International Headquarters.....</b>	<b>26</b>

## Preparing and Planning for the Year

Prior to your term as District Governor, you will spend a good portion of your time preparing to serve. Learning the responsibilities of a district governor, fine-tuning your leadership skills, and sharing best practices with your fellow leaders will help you to be effective before you take office.

First Vice District Governor/District Governor-Elect (FVDG/DGE) Training Program – This program is an intensive year-long process designed to equip FVDGs/DGEs with the knowledge, vision, and skills necessary to strengthen and build Lions Clubs International.

- [FVDG/DGE Online Assignments](#) – First vice district governor/District governor-elect will be provided online assignments to be completed prior to attending Day 1-3 and Day 4. The courses will be automatically assigned as they become available in the Lions Learning Center (LLC).
- FVDG/DGE Multiple District level training – Preparation curriculum is provided to the multiple district Global Action Team Coordinators to provide training to the FVDG/DGE within their multiple district or nearby single districts.
- [FVDG/DGE Seminar](#) – Days 1 – 3: St. Charles, IL USA (FVDG/DGE only) and Day 4 at annual convention.

[FVDG/DGE Seminar Registration Logistics](#) - This webpage provides detail instructions for all the logistics of DGE registration, including hotel and travel.

## Where Do I Find Essential Information?

### Create Your Lion Account

Your Lion [account](#) allows you access to all Lions applications within the Member Portal: MyLCI, MyLion, Learn (Lions Learning Center), Shop Connect and Insights.

[Registration and Password Instructions](#) - These easy instructions will aid you in gaining access to MyLCI if you haven't already set up your profile.

MyLCI – Tools for the Lion leaders! This site is where the club can manage their membership, create district and club profiles, check club voter eligibility, document and plan conventions as well as check new club charter application status. If you have further questions regarding MyLCI, please email [myLCI@lionsclubs.org](mailto:myLCI@lionsclubs.org)

- [District Guest Passwords](#) - A district governor may assign guest administrator access for up to five additional Lions for administrative support.
- [Who has access](#) - Make sure your district team also has full knowledge of how to use MyLCI as a key information resource.
- [Member Contact Data Downloads](#) - Use this key feature of MyLCI to create mailing address, email address and phone lists for easier communication.
- [Delegate Listing](#) - List of eligible members per club to vote.
- [Deceased Lists](#) - List of Lions that have recently passed.

**Membership Reports** – This information is available under the Support Center menu on the home page after you log in to MyLION/MyLCI.

- [Membership Register Report](#) - Shows club list and status, membership count and last membership reporting date.
- [Missing Club Officers](#) - Lists missing club officer positions for each club.
- [Summary of Membership](#) - Summary of membership types and gender by club.
- [Cumulative Reports](#) - Cumulative membership and club summary report fiscal year-to-date.
- [Club Health Assessment Report](#) - Shows all key information on club status, membership count and reporting history for all clubs in the district.

**Technical Support and Troubleshooting** - Email: [MyLCI@lionsclubs.org](mailto:MyLCI@lionsclubs.org) or call: 630-468-6900.

## The District Cabinet

When building the district team and cabinet, see your own district Constitution and By-Laws for additional cabinet positions that it may include.

**Model District Structure** – District Cabinet organizational chart

This [Model District Structure](#) chart provides a suggested district cabinet structure and includes the Global Action Team District Coordinators. The International Constitution and By-Laws provides for these positions:

**Officers** - These positions may only be recorded into MyLCI by District and Club Division administrative staff.

- **Immediate Past District Governor** - [Resources](#) for Past District Governors to help a past district governor stay informed, stay involved and polish leadership skills.
- **District Governor** - Complete and attach the [District Governor Biography](#) form.
- **First Vice District Governor/DGE** - Complete and attach the [First Vice District Governor Biography](#) form.
- **Second Vice District Governor** - Complete and attach the [Second Vice District Governor Biography](#) form.
- Please send the [Convention Report Form \(DA-20\)](#) immediately following the district convention to report the results of the officer elections for the incoming district governor team officers:

**Cabinet Officers** – may be [reported](#) in MyLCI by the First Vice District Governor/DGE after May 15:

- **Cabinet Secretary/Treasurer, Cabinet Secretary and Cabinet Treasurer** - [Cabinet Secretary & Treasurer Manual](#)

If you are unable to complete officer reporting in MyLCI, you may instead use a [writable PDF](#).

## Zone and Region Chairpersons

As district governor-elect, you can report zone and region chairpersons in MyLCI while creating the zone and region structure. This task should be completed as soon as you obtain district governor-elect access in MyLCI. This task may only be completed in MyLCI.

- Instructions to [set up the zones and regions](#) in the district include:
  - Creating zone and region structures and assigning chairpersons.
  - Assigning both current and new clubs to zones and maintaining zones.
  - Running a report of zones and regions.
- [Resources for Zone and Region Chairpersons](#) - The Region and Zone Chairperson Center makes it easy to access information that is relevant to zone and region chairpersons.
- [Zone and Region Awards](#) - The requirements are scheduled in a way that optimizes the resources mentioned. Make your plans early and achieve the requirements as suggested throughout the year so everyday counts!
- [Zone Chairperson Workshop](#) – This instructor-led workshop is designed for the zone and region chairpersons to cover the chairpersons’ responsibilities, chairing the District Governor’s Advisory Committee and their role within the District Cabinet.

## District Global Action Team Coordinators

The Global Action Team Coordinators work as a team to create synergy and new opportunities for clubs to grow and serve. Below are links to job descriptions. Additional supporting materials are available on the [Global Action Team](#) webpage.

- [Global Leadership Team District Coordinator](#) - This coordinator serves for one year and is appointed/elected as per the district constitution and by-laws.
- [Global Membership Team District Coordinator](#) - This coordinator serves for one year and is appointed/elected as per the district constitution and by-laws.
- [Global Service Team District Coordinator](#) - This coordinator serves for one year and is appointed/elected as per the district constitution and by-laws.

**[District LCIF Coordinator](#)** – This coordinator appointed through LCIF helps create a stronger LCIF, enabling the Foundation to advance its humanitarian work around the world.



## District Chairpersons

Lions Clubs International officially recognizes 14 district committee chairpersons. Report chairpersons and coordinators using [MyLCI](#) or the [writable PDF form](#). Terms are for one year unless otherwise designated.

- [Convention](#) - The Convention Chairperson works on behalf of the District Governor to execute a successful convention for the Lions members of the district.
- [Childhood Cancer](#) – This Lion raises awareness and educates Lions and Leos about childhood cancer and identifies viable service opportunities to benefit affected families and support existing medical services.
- [Diabetes](#) - This Lion organizes effective service projects to help fight diabetes in their communities within the district.
- [Environment](#) - This Lion provides clubs with the assistance they need to organize environmental service projects in their district.
- [Honorary Committee](#) - This webpage supports past district governors to stay involved in supporting the clubs to promote harmony throughout the district.
- [Hunger](#) – This Lion provides clubs with the assistance they need to organize hunger service projects in their district.
- Information Technology - This chairperson assists district and club leaders with social media, e-District House and e-Clubhouse tools.
- [Leo Club](#) - Leo club chairpersons contribute to the success of their districts through the promotion, development and continual support of Leo clubs. Either one-year or three-year appointments are available.
- [Marketing Communications](#) – The webpage of publicity ideas ranges from basic brochures to social media.
- [Peace Poster Contest Chairperson](#) – This chairperson assists the district governor with the [Peace Poster Contest](#) in the district.
- [Reading Action Program](#) - The role of the district or multiple district Reading Action Program chairperson is to plan, coordinate and promote local literacy activities and to serve as the liaison between Lions Clubs International, the district governor/council chairperson and clubs regarding program activities.

- [Vision](#) - This chairperson organizes vision service projects in the district and motivates Lions to undertake service projects.
- [Youth Camps and Exchange](#) – This chairperson oversees the Youth Camp and Exchange Program and helps bring young people of different countries into meaningful contact with each other with facilitating the sharing of ideas, customs and cultural viewpoints.
- [Lions Quest](#) - This is Lions Clubs International Foundation’s most comprehensive Youth Program, which provides youth with positive life skills.

## Ordering Items through LCI Club Supplies

District Governors obtain access to their district accounts on July 1<sup>st</sup> each year. Here are some quick links to the most frequently requested items in the [LCIShop](#)

- [Awards and Medals](#) – This section contains a wide variety of products to help you recognize outstanding Lions Clubs.
- [Name Badges](#) – The district officer badge is used for all district officers other than district governor or past district governor
- [New Member Induction Kit](#) - This kit is for new members in already-existing clubs. Each district governor receives 25 kits at the beginning of the fiscal year.
  - New member kits for newly chartering clubs are handled differently and are not available through Club Supplies. For further assistance please contact [newclubs@lionsclubs.org](mailto:newclubs@lionsclubs.org)
- [Past District Governor Lapel Pin](#) -This pin is available for purchase.
- [Peace Poster Kit](#) - Kits are available for purchase January 15th through October 1st.
- [Plaques, Awards and Recognition](#) - This section contains a wide variety of products to help you recognize outstanding Lions Clubs.

If you have further questions regarding club supplies, please email [orderdetails@lionsclubs.org](mailto:orderdetails@lionsclubs.org).

## Grants

**LCI/LCIF Grant Funding Available** - [Grants](#) are available for several association programs designed to increase membership, promote club activities and develop youth leadership.

- [New Voices Symposiums](#) – The symposium is a useful tool for pinpointing needs and relevant service opportunities that will spark the interest of people of all ages and backgrounds in the community.
- [New Voices Workshop](#) – The workshop is to bring together a small diverse group of Lions to explore factors surrounding the recruitment and retention of individuals from the various ethnic, gender and age groups in specific parts of the world.
- [Leo Leadership Grant](#) - Provides financial assistance to a Lions multiple district, sub-district or single district interested in organizing a Leo leadership conference.
- [Membership Development Grant](#) - Target marketing initiatives that focus on starting new clubs and growing membership.
- [Public Relations Matching Grant](#) – This grant is designed to assist multiple or single districts in raising public awareness of Lions and Loins programs.
- [Leadership Development Multiple District and District Grant Program](#) -This grant program offers funds to support expenses related to multiple district/district level training of first and second vice district governors and zone chairpersons.
- [Leadership Development Institute Grant Program](#) - This grant program offers funds to multiple districts, single districts provisional districts/regions/zones to conduct an Emerging Lions Leadership Institute (ELLI) or Regional Lions Leadership Institute (RLLI).

**LCIF Grants** - This webpage contains [LCIF Grants](#) descriptions, criteria, deadlines and applications.

## Time Management – Planning Your Schedule for the Year

You may find that your daily schedule fills up quickly while serving as district governor. If you start your master calendar by dedicating time for your events and obligations required by your position, you will more easily be able to prioritize other events that you may not have anticipated. Start your master plan by prioritizing events where you are required to attend or lead, and schedule yourself appropriately for those events that require a substantial time and travel commitment.

## International Events

- [Lions Clubs International Calendar of Events](#) - This international headquarters calendar contains upcoming events and important award application deadlines along with information on global service events.
- International Convention - [LCICON](#) is a great webpage that provides a one-stop shop to everything you need to join Lions Clubs International premier event, including online registration, venues, convention programs and area tours.

**District-wide Events** - You are directly responsible for presiding over these events or actively participating in them.

- District Cabinet meetings are held in each quarter of the fiscal year.
- District Convention - Each district must hold an annual convention as per the International Constitution and By-Laws.
- Council of Governors Meeting - [Your Council of Governors](#) – it describes activities of the multiple district and your role.

**Club Visits** - You may make an annual visit to each club in the district to support the health of the club, facilitate open communication and promote programs and events.

**Learning Opportunities or Events** - You will play an important role in providing development support for both club officers and district leaders. For further inquiries or assistance for the below, contact your local Global Action Team – GLT Coordinator.

- [Club Officer Orientation](#) - Tools are available in the Lions Learning Center (LLC) for individual self-guided training.
- [Zone Chairperson Workshop](#) – This instructor-led workshop is designed for the zone and region chairpersons to cover the chairpersons' responsibilities, chairing the District Governor's Advisory Committee and their role within the District Cabinet.
- [Second Vice District Governor Training](#) - This training combines pre-assignments available in the Lions Learning Center (LLC) along with an instructor-led workshop to address the role and responsibilities as well as the skills necessary to be successful.
- [Lions Mentoring Program](#) – This program offers opportunities for personal development that help members realize the potential of their unique skills and knowledge.

- [Advanced Lions Leadership Institutes \(ALLI\)](#) – This Institute focuses on building the skills of Lions leaders to prepare them for leadership responsibilities at zone, region and district levels.
- [Faculty Development Institutes \(FDI\)](#) – This Institute is a three-day institute that serves to develop and expand the number of skilled Lions faculty available for use in training at the club, district, and multiple district levels. The curriculum is designed to enhance training delivery skills and training techniques that will increase the quality of training and overall effectiveness of Lions leadership development programs.
- [Lions Certified Instructor Program \(LCIP\)](#) – This program serves as the path by which Lions can apply to become certified instructors. Lions who complete LCIP are eligible to serve as faculty at locally approved institutes (ALLI & ELLI), Lions Clubs International-directed institutes\*, FVDG/DGE Seminar, and other training-related events. Effective July 2020, LCIP certification will be a requirement to serve as faculty at Lions Clubs International-directed institutes and FVDG/DGE Seminar. *\*To be considered for faculty at Lions Clubs International-directed Institutes, the candidate must be able to communicate in English.*
- Emerging Lions Leadership Institutes (ELLI) – The institute is a locally delivered program designed to prepare Lions for leadership positions at the club level. The curriculum and agenda must remain as defined. Financial support is available for multiple districts, single districts and undistracted provisional districts/regions/zone thru the [Leadership Development Institute Grant Program](#).
- Regional Lions Leadership Institutes (RLLI) – This institute is a locally delivered program designed to prepare Lions for leadership positions at all levels. The [curriculum](#) is customizable to fit the training and development needs of each area. Financial support is available for multiple districts, single districts and undistracted provisional districts/regions/zone thru the [Leadership Development Institute Grant Program](#).
- Local Institute Program – This program whereby members of the Global Action Team – Global Leadership Team (GLT) can request curriculum and materials to organize and present a Local Leadership Development Institute: Advanced Lions Leadership Institute (ALLI), Faculty Development Institute (FDI), Emerging Lions Leadership Institute (ELLI) or Regional Lions Leadership Institute (RLLI). For more information, contact: [institutes@lionsclubs.org](mailto:institutes@lionsclubs.org)

The Lions Learning Center (LLC) offers all Lions and Leos the opportunity to learn and sharpen their knowledge of Lions fundamentals and leadership skills through online interactive courses. ([Accessing the LLC](#)) (LLC FAQs).

**Constitutional Area-wide Events - [Lions Clubs International Forums](#)** - All Lions in the constitutional area in which the forum is held are invited to participate.

## District Convention, Elections and Vacancy Filling

### District Conventions

- [How to Plan a District Convention](#) - This webpage contains a guide to key components for a successful district or multiple district convention.
- [Request for Guest Speakers](#) - Use this online form to request your international speaker.

### District Elections

- [District Election Procedures](#) - This document outlines the new election procedures in place as of July 1, 2016 and references supporting governing documents.
- [District Convention Report \(DA-20\)](#) - Use this writable form to confirm election results.
- [Election Complaint Procedures](#) - This provides the procedures for hearing constitutional complaints concerning district governor/first and second vice district governor election irregularities.

### Filling Vacancies

- **District Governor** - To fill a vacancy in the office of district governor, see the [Standard District Constitution and By-Laws](#), Exhibit B, and “Rules of Procedure for the Special Meeting to Recommend a Lion for Appointment as District Governor.”
- **First or Second Vice District Governor** - To fill a vacancy in the office of first or second vice district governor, see the [Standard District Constitution and By-Laws](#) in Exhibit C, “Rules of Procedure for the Special Meeting to Recommend a Lion for Appointment as First or Second Vice District Governor.”
- **Supremacy of Standard Forms** - See the Standard District Constitution and By-Laws in the [Board Policy Manual, Chapter VII](#), Page 1.

**Report concerns to LCI and support from LCI** - If you have questions or concerns about elections or filling vacancies in your district, please email [districtofficers@lionsclubs.org](mailto:districtofficers@lionsclubs.org).

## Club Visits

**Preparing for a Club Visit** - Here are useful reports to gain insight into key club health indicators.

- [The Team Approach to Club Visits](#) - Sharing the club visits between all three members of the District Governor Team offers many positive benefits to both district leaders and the clubs.
- [Club Health Assessment](#) - This key monthly report gives a quick analysis of the key indicators of club strength for all clubs in the district.
- [DG Recap](#) - This report helps the district governor keep track of clubs' outstanding balances due to LCI.
- [Club Account Statements/Dues](#) - District governors can quickly see the current balances of individual club accounts when logged into MyLCI under "My Lions Clubs/Statements/Dues." For further questions regarding statements please contact the Membership Billing Department at [membershipbilling@lionsclubs.org](mailto:membershipbilling@lionsclubs.org)
- [Ceremony for Installation of Officers](#) – This ceremony includes both a formal and informal script for the annual event of installing new club officers.

## What to Take to Each Club Visit

- [New Member Induction Ceremony](#) - Clubs consider it an honor when a district officer is able to conduct the installation of new members.
- [New Member Kits](#) - These kits help make a new member feel special with a Lions pin, Certificate of Membership and a membership card.

## Completing the Club Visit

- [Visitation Report](#) - Complete this online report required for each club visit for which reimbursement is requested. Add comments to this report to communicate and inform Club Support about potential problems or issues in a club.



## Club Support

### Club Quality Resources

- [Standard Club Structure](#) – This organizational chart shows the suggested structure for a club’s leadership, including the Board of Directors, Officers and Chairpersons.
- [Club Quality Initiative](#) - The Club Quality Initiative is a fun, interactive process that brings members together to look at what your club is today and what it will be tomorrow.
- [Your Club Your Way!](#) - This resource offers ideas for ways that clubs can customize their meetings for an enjoyable membership experience. Add ! to the title of the line here.
- [Blueprint for a Stronger Club](#) - This tool guides a club through the process of developing and implementing a plan of action.
- [Build A Vision For Your Club](#) – Success starts with a vision! Use this planning guide and PowerPoint to discover your clubs strengths, ways to improve and new opportunities that will help your club grow and thrive! Planning forms help develop a vision, assess your club’s needs and organize your plan for a successful implementation.

### Resources to Strengthen Struggling Clubs

- [Rebuilding, Reactivation Clubs](#) - There are multiple levels of support to help strengthen weak clubs and reactivate clubs that have been canceled or placed in status quo.
- **Club Rebuilding:** Club Rebuilding allows more flexibility for District Governors to focus efforts to support weak clubs by eliminating the limitations of visits. Club Rebuilding focus on the areas of rebuilding, recruiting new members, training officers and providing meaningful community service. For clubs needing assistance, please fill out the [Club Rebuilding Application](#) and obtain the appropriate signatures.
- [Status Quo Recommendation Form](#) - This form is used to recommend that a club be placed in Status Quo for failing to fulfill any of the Obligations of a Club. See Board Policy Manual, Chapter V.
- [Club Reactivation Report](#) - This form is required for both clubs wishing to return from Status Quo or to rescind a charter cancellation (within a twelve-month period).
- [Financial Suspension Policy](#) - This is a type of Status Quo tied specifically to non-payment of international dues.
- [Protective Status](#) - See the Board Policy Manual, Chapter V, Paragraph F. A district governor may request this status for a club in an area of civil or political unrest or catastrophic natural disasters.

- [Guiding Lion and Certified Guiding Lion Program](#) - This program is designed to support the success of new clubs, but is also available to support older clubs to renew and re-focus their club

**Report concerns to LCI and support from LCI** - If you have questions or concerns about a club in your district, please email [clubstatus@lionsclubs.org](mailto:clubstatus@lionsclubs.org).

#### **Club Recognition/Awards**

- [Club Excellence Award](#) - Clubs and districts that excel in community service, membership growth, communication and organizational management may qualify for the prestigious Excellence Awards.
- [Leo Awards and Recognition](#) - Lions Clubs International offers various rewards to recognize Leos and Lions active in the Leo Club Program. There are more than 20 award programs to acknowledge their accomplishments.

## Promoting Harmony among Chartered Clubs

### Preventing and Resolving Disputes

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.

- [Dispute Resolution Guidelines](#) - The 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.
- [Club Dispute Resolution Procedure](#) - This procedure is designed for use to resolve issues within a club.
- [District Dispute Resolution Procedure](#) - This procedure is designed for issues between clubs or between club(s) and the district administration in relation to the district's constitution, by-laws and policies.
- [Multiple District Resolution Procedure](#) - This procedure is designed for disputes relative to issues between any clubs or sub-districts in the multiple district, or any club(s) or sub-district(s) and the multiple district administration.
- [District Governor/Vice District Governor Election Complaints Procedure](#) - This document contains the rules of procedure for hearing constitutional complaints concerning district governor, first and second vice district governor elections irregularities.

## DG Budget and Travel Expense Reimbursement

The District Governor is reimbursed for events related to district administration and fulfillment of administrative duties as provided by board policy.

District Governor Expense Reimbursement Policy - [Board Policy Manual, Chapter IX, Paragraph B](#). This defines reimbursable events, proper event coding and parameters of maximum allowable payments for expenses related to travel in fulfilling administrative tasks tied to district management.

- [District Governor Travel Expense Claim Form Excel](#) - This form may be completed online and saved to your hard drive. It features formulas to complete all mathematical computations and provides an easy conversion of currencies where needed.
- [District Governor Travel Expense Claim Form PDF](#) - Use this form only when completing hand-written expenses.
- [District Governor's Meeting/Club Visitation Report](#) - This form may be saved to the hard drive. This form must be completed for all district or multiple district meeting or events and all club visits for which reimbursement is being requested.
- [District Governor Travel Expense Claim Form Instruction Tips](#) – Provides in detail how the expense claim reporting should be completed.
- [Allowed/Disallowed District Governor Expenses](#) – Describes which type of events are allowed to be reimbursed and which are not.
- [Expense Claim Training](#) – This is a three-module training course that is offered in the Lions Learning Center within the MyLion, to make the process of filing travel expense claims easier.

## Membership Development

The main focus of membership development programs is to provide strategies and tools our clubs can use to attract and engage new members, and retain our existing members.

We all know that retention is important, we spend a lot of effort each year to add nearly 200,000 members to our family. The problem is that we also lose nearly 200,000 members each year. Along with the loss of the membership is also the loss of the training, knowledge and skill that each of those members have. Out of the 200,000 people that we lose every year, nearly 50% of them are new members – members within their first three years of tenure with Lions. If someone went through the time and effort to recruit this new member, then they are certainly worth the time and effort to keep them in our family!

As a response, we have enhanced our efforts to provide value to these new members. That starts with the new member kit, which was redesigned and launched in 17/18. The kit now has additional information, as well as additional value-added pieces for the new member. In addition to an improved kit, the new member will also be receiving a series of communications specific to educating a new member on the organization they have joined. This will enhance the orientation that is already provided by the club, to help them understand they contribute to the global impact of great works worldwide.

## Membership Board Policies

- [Board Policy Manual, Chapter X: Extension](#)
- [Board Policy Manual, Chapter XVII: Membership](#)

## New Club Development

- [Start a New Club](#) - This webpage highlights the different charter types designed to fit the needs of the members.
  - [Traditional](#) - Traditional community-based Lions clubs continue to be our largest source of new club development. This club option offers flexibility to reach new groups of people and serve a variety of communities.
  - [Special Interest](#) - Launched in August 2017, the Specialty Club program was designed to create clubs in which members share a common interest or passion, allowing them to connect with one another on a deeper level. For example, they may share a hobby, profession, culture, common cause or life experience.
  - [Leo Lions](#) - Leo Lions clubs provide an easy transition for graduating Leos by offering a charter/entrance fee waiver and half international dues to qualifying Leos and peers, through age of 30.

- [Campus](#) - A Campus club can make an impact on both your local campus community and communities around the world while connecting students, faculty members and business leaders.
- [New Club Development Guide](#) - This guide helps you complete the process of extending a new club.
- [New Club Development Workshops](#) - The District Governor Team or District Global Membership Team (GMT) can submit a request to have a new club development consultant come to their district to train and assist in the formation of new clubs.
- [Club Branch](#) - Club branches enable a small group of at least 5 people to form a Lions club and start making a difference in their community sooner.
- [Leo Clubs](#) - Introduces the next generation to the services that Lions provide.

### **Membership Categories and Programs**

[Membership Categories](#) - LCI offers several membership categories to fit the needs of prospective members who may not be able to meet the obligations of active membership. In addition to regular membership, LCI offers special programs. Visit our [Invite Members](#) page for additional information.

### **New Members**

- [Club Membership Chairperson](#) - This guide will explain responsibilities, provide tips and introduce available resources to assist this chairperson with club membership growth.
- [New Member Application](#) - This writable PDF file is a great tool for a club secretary to keep ready to email to new prospective club members.
- [New Member Kit](#) - This kit is for new members in already existing clubs. Each district governor receives 25 at the beginning of the fiscal year. New member kits for newly chartering clubs are not available through Club Supplies.
- [New Member Orientation](#) - This webpage contains materials to help conduct Lions New Member Orientation.
- [Lions Worldwide Induction Day](#) - This is a worldwide event that welcomes new members and gives Lions the opportunity to stimulate membership growth and increase public awareness.

### **Grants and Symposiums**

- [Membership Development Grants](#) - Membership Development Grants are available on a competitive basis to help regions capture these new markets and test new marketing strategies, particularly where membership has been declining.

## The Service Journey

The Service Journey is an approach to living and serving well. It encompasses four simple phases: Learn, Discover, Act, and Celebrate.

- [Learn](#) – Review each of the Global Causes listed below.
- [Discover](#) – Unpack the Toolkit. The Service Toolkit features resources designed to help you assess, position, and activate your club for greater impact.
  - [Club Quality Initiative](#) - Identifying, implementing and sustaining improvements to keep clubs performing at the highest level.
  - [Club and Community Needs Assessment](#) - This tool is a great place to start, helping clubs apply their unique strengths and motivation to the needs and opportunities within their local community.
  - [Developing Local Partnerships](#) - connect with like-minded organizations in the community for potential partnerships.
  - [Fundraising Guide](#) - This guide helps clubs plan two common types of fundraising campaigns: online fundraisers and event fundraisers.
  - [Why Service Reporting Matters](#) - Reporting helps us innovate our service and share our impact with the world. This document outlines these and other practical benefits for you and your club.
- [Act](#) - Through action we fulfill our mission. Complete the Project Questionnaire to get started!
- [Celebrate](#) – Get inspired with Impact Stories of other successful service projects from around the world.

**Our Global Causes** - Each of the pages below walks through the Service Journey of Our Global Causes.

- [Diabetes](#)
- [Environment](#)
- [Hunger Relief](#)
- [Childhood Cancer](#)
- [Vision](#)

## Other Service Programs

- [Literacy](#) – this web page provides links to Reading Action program partners, ideas and resources.
- [Youth Programs](#) - Service projects that help our most vulnerable.

## Marketing Communications

- [E-District house](#) - If you're looking for a free and easy way to create a website for your District or Multiple District, the e-District House is for you!
- [E-Clubhouse](#) - If you're looking for a free and easy way to create a website for your Lions Club, the e-Clubhouse is for you!
- [E-LeoClubhouse](#) - If you're looking for a free and easy way to create a website for your Leo club, the e-LeoClubhouse is for you!
- [Social Media Review](#) - Popular social media channels, such as Facebook and Twitter, allow Lions to share and connect with their communities and fellow Lions around the world. More and more Lions are using social media to make a bigger impact
- [Public Relations Guide](#) - Public relations (PR) involves all forms of communication – from writing press releases and distributing promotional flyers to talking to friends, family and coworkers.
- [Brand Guidelines and Logos](#) - Logos are available for download and reproduction. Please review the association's guidelines governing usage before downloading.
- [Lion Magazine](#) - This webpage contains the latest online version of Lions Magazine as well as important information about this monthly publication.
- [Peace Poster Contest](#) - This art contest for kids encourages young people worldwide to express their visions of peace. For more than 25 years, millions of children from nearly 100 countries have participated in the contest.
- [International Peace Essay Contest](#) - This essay contest was created to offer an opportunity to visually impaired young people to express their feelings of peace.



## Resources and References

### Governing Documents

- [International Constitution and By-Laws](#) – This is the association’s governing document.
- [Standard Multiple District Constitution and By-Laws](#) - This pdf file is also available as a [Word document](#) to serve as a template from which the council may update its own governing document.
- [Standard District Constitution and By-Laws](#) - This pdf file is also available as a [Word document](#) to serve as a template from which the cabinet may update its own governing document. [Start link here](#)
- [Standard Form Club Constitution and By-Laws](#) - This pdf file is also available as a [Word document](#) to serve as a template from which the club may update its own governing document.
- [Board Policy Manual](#) – This landing page provides hyperlinks to each Chapter individually containing important policies that you will often reference and abide by.
- [Executive Summaries](#) – Refer to these after each meeting of the International Board of Directors for policy updates that may affect district or club operations. Search executive summary in the Resource Center.

### District Officer e-Books and Manuals

- Council Chairperson e-Book – This is under development. Until then, the [Council Chairperson Manual](#) is still available.
- Cabinet Secretary & Treasurer e-Book – This is under development. Until then, the [Cabinet Secretary & Treasurer Manual](#) is still available.
- [Zone and Region Chairperson e-Book](#): This useful to guide zone and region chairpersons through the year as they support the clubs in their zones. It provides quick access to resources, policies and tools needed to have a successful year in this critical position within the district, including the Model District Governor Advisory Committee Meeting Guide.

### Club Officer e-Books

- [Club President & First Vice President e-Book](#)
- [Club Secretary e-Book](#)
- [Club Treasurer e-Book](#)
- [Club Membership Chairperson e-Book](#)
- [Club Marketing Communications Chairperson Guide](#)
- [Club Service Chairperson e-Book](#)
- [Club LCIF Coordinator](#)

## Lions Clubs International Foundation

Lions around the world are united by a great spirit of giving and dedication to helping others. As the official charitable organization of Lions Clubs International, a leading humanitarian organization, Lions Clubs International Foundation (LCIF) supports Lions' compassionate works by providing grant funding for their local and global humanitarian efforts. At this time LCIF is conducting its most ambitious capital campaign to date, *Campaign 100: LCIF Empowering Service*, with the goal of increasing Lions service impact and expanding Lions global cause areas. Through Campaign 100 we will serve hundreds of millions of lives.

- [Campaign 100](#) – There are a number of ways for clubs to participate in and support Campaign 100. All clubs are encouraged to learn about LCIF's global cause areas and set a fundraising goal to support LCIF's mission to increase Lions service impact and expand our global causes.
- [Melvin Jones Fellowship](#) - The Melvin Jones Fellowship (MJF) recognizes donations of US\$1,000. Contributions can be made by individuals (including non-Lions), clubs or districts.
- [Melvin Jones Fellowship Application](#) - This form should only be used if sufficient funds have been previously donated to Lions Clubs International Foundation and the confirmed credits are available before submitting this application.
- [LCIF Grants](#) - This webpage contains LCIF Grants descriptions, criteria, deadlines and applications.
- [District and Club Community Impact Grant](#) – LCIF has a new grant program to empower service at the club and district level. Through the District & Club Community Impact Grants program, 15 percent of unrestricted contributions to LCIF are transformed into grants that fund local projects on a club and/or district level. The following [video](#) provides further information on this new grant type.

## Legalities and Technicalities

- [Hosting International Visitors and Protocol](#) - this guide provides tips for making your guests' visit a pleasant stay and guidance regarding the association's official protocol for appropriately recognizing Lions dignitaries.
- [Use of Funds Guidelines](#) - This provides guidance on the appropriate use of public funds or administrative funds for clubs and districts.
- [General Liability Insurance Program](#) - Association of Lions Clubs has a program of commercial general liability insurance that covers Lions on a worldwide basis. All Clubs and Districts are automatically insured.
- [Certificates of Insurance](#) - In order to expedite the certificate issuance process, you now have the ability to create certificates of insurance on your own online.
- [Supplemental Insurance](#) - In addition to the automatic coverage mentioned above, Lions Clubs International now offers Supplemental Insurance Coverage for Clubs and Districts in the United States including Directors & Officers Liability, Crime / Fidelity, Additional Liability Insurance and Accident Insurance.
- [Lions Trademark Overview](#) - This guideline is to help you understand the appropriate use of the Lions emblem and trademarks, and when approval is required.
- [Lions Clubs International and Lions Clubs International Foundation Privacy Policy](#) - Lions Clubs International (LCI) and LCIF recognize the importance of protecting the private information of our members.

## Amendments to Your Constitution and By-Laws

From time to time, your district may choose to make amendments to its constitution and by-laws. As district governor, you will lead and manage this process. Check your own constitution and by-laws for the provisions regarding amendments to ensure that the process is completed according to policy. Your cabinet secretary will assist you in making necessary draft amendments, communicating with the clubs in your district regarding the proposed changes and implementing the required processes to complete the amendments.

- [Redistricting](#) - See this webpage for policy guidelines, required processes and supporting documents to complete a proposal for single, sub or multiple district redistricting proposals.
- [Guide For Consolidating Districts](#) – this guide offers a step-by-step process to assist a multiple district reconfigure sub-districts for a more effective and efficient operation of the districts and the clubs.

- [Ethical Standards – District Governor](#) - Your responsibilities begin with understanding of the core values and Ethical Standards of Lions Clubs International.
- [Ethical Standards – Club](#) – The club’s role in the association demands an ongoing vigilance to maintain these standards of honest and ethical conduct.

### **International Headquarters**

[Contact Us](#) - This webpage contains contact information, e-mail addresses and phone numbers as well as descriptions of main support functions for each division.



## Lions Clubs International

District and Club Administration Division  
300 W. 22<sup>nd</sup> Street  
Oak Brook, IL 60523-8842, USA  
[www.lionsclubs.org](http://www.lionsclubs.org)  
Email: [districtofficers@lionsclubs.org](mailto:districtofficers@lionsclubs.org)  
Fax: (630) 468-6776