

DISTRICT 14P
LIONS



ORIENTATION
HANDBOOK

Revised January 2016

PURPOSE The purpose of this booklet is to acquaint all Lions with the organizational structure, history, terminology and responsibilities that come with membership. Whether you are a new Lion or a member with many years of experience, there is something for everyone to learn from this document.

Objectives

To present the history of Lionism.

To illustrate how Lions Clubs International, Multiple District 14, District 14P, and individual clubs function.

To provide you with a Lions reference guide for terms and procedures.

Lions Clubs International History Timeline

- 1917 Association founded in Chicago, Illinois on June 7 by insurance salesman Melvin Jones. National convention held with 22 clubs from 9 states attending.
- 1919 Adopted the slogan: Liberty, Intelligence, Our Nations Safety. Adopted the emblem.
- 1920 Became International, clubs established in Windsor, Ontario, Canada, Mexico, China, and Cuba.
- 1925 Helen Keller addressed the Lions International Convention at Cedar Point, Ohio and challenged them to become the “Knights of the blind in the crusade against darkness”.
- 1927 Membership grew to 60,000 with 1,183 clubs.
- 1931 First club in Latin America chartered.
- 1945 Assisted the United Nations in forming the Non-Governmental Organizations Section.
- 1947 Through 1953. Clubs chartered in Australia, Europe, Asia, and Africa.
- 1954 Adopted the motto: “We Serve”.
- 1987 Lions became the first major service organization to enroll women as members.
- 1990 Lions launched their most aggressive sight preservation campaign {Sight First Program} raising more than \$140 million to rid the world of preventable and reversible blindness.
- 2007 Lions launched “Campaign Sight First II” to continue the fight against preventable blindness, over \$200 million was raised during this phase.
- 2015 By 2015, the Association has grown to 1.4 million men and women in 207 countries and geographical areas.

LIONS CLUBS INTERNATIONAL

The official name of the association is “The International Association of Lions Clubs”, or simply Lions Clubs International. The name Lions was chosen because of the symbolism of what a lion animal represents courage, strength, activity and fidelity. It was also the name of one of the invited organizing groups, the “Association of Lions Clubs”.

The Lions motto is “WE SERVE”. This was not adopted until 1954 after being selected from more than 6,000 suggestions from members worldwide.

The official colors for Lions are purple (or dark blue) and gold. The purple represents loyalty to country, friends, to one’s self and to the integrity of mind and heart. It is also the color of strength, courage and dedication to a cause. The gold symbolizes sincerity of purpose, liberality in judgment, purity in life and generosity in mind, heart, and commitment to mankind. These colors were selected in 1917, the same year the organization was founded.

MISSION STATEMENT

To create and foster a spirit of understanding among all people for humanitarian needs by providing voluntary services through community involvement and international cooperation

LIONS CLUBS INTERNATIONAL OBJECTIVES

The objectives of the Lions Clubs outline the aims and goals of Lions. It is up to the individual to use the general objectives for specific purposes:

- TO PROMOTE and foster a spirit of understanding among the peoples of the world.
- TO PROMOTE the principles of good government and good citizenship
- TO TAKE an active interest in the civic, cultural, social and moral welfare of the community.
- TO UNITE the clubs in the bonds of friendship, good fellowship and mutual understanding.
- TO PROVIDE a forum for the open discussion of all matters of public interest; provided, however, that partisan politics and sectarian religion shall not be debated by club members.
- TO ENCOURAGE service-minded people to serve their community without personal financial reward, and to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works and private endeavors,

Please visit the Lions International Web Site. It contains a wealth of information such as vision programs, youth programs, resource center, club locator, LCIF updates, newsletter online, calendar of events and member benefits. www.lionsclubs.org

LIONS CLUBS INTERNATIONAL

INTERNATIONAL HEADQUARTERS:

The International Headquarters, with a staff of approximately 250 full time employees, is located in Oak Brook, Illinois. Although branch offices exist worldwide, the International Headquarters serves as the association's central administrative information source.

Many services are provided to Lions through this office, including issuing charters to new clubs, providing brochures, activity guides and newsletters to members and maintaining all association records.

The staff is led by an administrator, who oversees all headquarters operations and works to carry out the policy decisions made by the International Board of Directors. Assisting the executive administrator is the association's treasurer.

Eleven operating divisions divide the administrative responsibilities of International Headquarters. They are Club Supplies and Distribution, Convention, Information Technology, District and Club Administration, Executive Services, Extension and Membership, Finance, International Activities and Program Development, Leadership, Legal, Public Relations and Production.

INTERNATIONAL CONVENTION

The annual International Convention is held in late June or early July. It constitutes the annual meeting of the members of the association. Some of the activities held during the convention include voting on constitutional amendments, electing new members to the board of directors, seminars of interest to all Lions, district-governors elect seminar, general business sessions and the parade of nations. Attending the International convention provides members with a wonderful opportunity to rekindle their dedication to those in need, meet Lions from all over the world, learn new tips and techniques for being the best Lion he/she can be, and obtain valuable resource materials.

LCIF LIONS CLUBS INTERNATIONAL FOUNDATION

This is the charitable arm of Lions Clubs International. The foundation was chartered in 1968 to support the efforts of Lions Clubs around the world in serving their local communities and the world community through humanitarian service, major disaster relief and vocational assistance programs. Grants provide both immediate assistance following natural disasters and long-term disaster relief for reconstruction efforts. Grants help preserve sight, combat disability, promote health or serve youth. Disasters such as floods, hurricanes, typhoons and earthquakes are but a few of the initiatives addressed by LCIF,

LIONS INTERNATIONAL PEACE POSTER CONTEST==

Each year more than 375,000 students, ages 11-13, from approximately 100 countries, express their ideas about world peace through artwork, which is judged at local, regional, national and international levels. One grand prize and 234 merit posters are awarded. In addition to these awards, many local clubs in District 14-P sponsor contests to reward local students for doing a great job of creating these posters. Students, teachers, administrators, Lions, newspapers, parents and family join together to participate in this event that occurs the fall of each year.

DISTRICT 14-P

Most Lions Clubs are part of a “district”, which is usually comprised of at least 35 clubs that have a combined total of at least 1,250 members. We are a part of District 14-P which in turn is part of “Multiple District” 14 (PA). Pennsylvania is designated as a “multiple-district” since it has so many large subdivisions. In Pennsylvania there are seventeen (17) sub-districts that each carry the number “14” but is further identified by a letter such as 14-P. Each district has its own constitution, based upon a standard form provided by Lions Clubs International. These constitutions may be amended by a vote of the delegates to the state (multiple district) convention, provided that such amendments do not run counter to the provisions of the International Constitution or policies of the International Board of Directors. Normally a district is divided into “regions”, (comprised of no more than 16 and no less than 10 clubs), each headed by a region chairperson. In turn, each region is broken down into “zones” (with usually no more than 8 clubs and no less than 4), presided over by a zone chairperson. Regional and Zone chairpersons work under the leadership of the District Governor.

Pennsylvania State Council of Lions Clubs is the official name of the Multiple District 14 organization. Their headquarters is in Harrisburg, Pa., and they have a web site available to all members. This site contains such items as the list of district governors, map of each district, PRIDE newsletter, state projects, state committees, state calendar and links to many Lions International and Pennsylvania sites. Be sure to check out the following web site:

www.palions.org

Our district is constantly up-dating items such as district programs, club data, fund raisers, cabinet information, calendar, M&A forms, district publications, district and state events and special announcements. The best way to stay up to date with these and other items is to check out our district website as seen below. Bookmark this site now and make it a point to view it often during the year.

www.e-district.org/site/14p

DESCRIPTION OF DISTRICT OFFICERS

DISTRICT GOVERNOR:

The District Governor serves as the chief administrative officer for the district. He/she is elected at the district convention to serve a one-year term. The new governor takes office at the close of the International Convention.

The District Governor’s responsibilities include representing the association in the district, supervising district officers, furthering the Objectives and Ethics of the association, promoting the goals of the International Program, supervising the organization of new Lions Clubs, and presiding over district meetings, perform such other functions and acts as shall be required of him/her by the International Board of Directors. Specific duties can be found in Policy Manual Document Serial #101

1ST VICE DISTRICT GOVERNOR

The 1st Vice District Governor, subject to the supervision and direction of the district governor, shall be the chief administrative assistant and representative of the District Governor. Duties include participation in district cabinet meetings, participating in district council meetings, conduct club visitation as a representative of the district governor when requested, work with GMT & GLT teams developing membership and leadership. Participate in the planning of the following year including the district budget. The 1st VDG is part of the district governor executive team. 1st VDG is chairman of the district convention. Specific duties of the 1st VDG can be found in Policy Manual-Document Serial #102.

2ND VICE DISTRICT GOVERNOR

The 2nd Vice District Governor is subject to the supervision and direction of the District Governor. Duties include furthering the purposes of the district, work with the district governor, 1st vice district governor, and the GMT/GLT teams to further membership and leadership, perform such duties as assigned by the district governor, actively participate in all cabinet meetings. The 2nd VDG is part of the district governor's executive team. Specific duties of the 2nd VDG can be found in Policy Manual Document Serial #103.

CABINET SECRETARY

Official actions of the cabinet secretary are under the supervision of the District Governor. The specific duties are to:

- Keep an accurate and complete record of the proceedings of all meetings of the governor's cabinet.
- Forward copies of minutes promptly after each meeting to all members of the cabinet and Lions International.
- Collect the monthly membership report from the clubs in the district each month
- Perform such other duties as ordinarily pertain to the office of secretary and as are delegated from time to time by the district governor and the cabinet. Cabinet secretary is a member of the district governor executive team. Specific duties can be found in Policy Manual Document Serial #104.

CABINET TREASURER

Official actions of the cabinet treasurer are under the direction of the district governor. The specific duties are to

- Collect from the clubs in the district the stipulated per capita dues
- Deposit funds in such bank or banks as are designated by the cabinet
- Disburse those funds only on the authorization of the cabinet
- Obtain bond for the faithful discharge of the duties in an amount set by the cabinet
- Submit a financial report to the cabinet as called for
- Submit all the books and accounts for audit whenever required by the cabinet.
- Place in the hands of the successor all monies and records, financial or otherwise, that pertain to the office of cabinet treasurer, immediately following the end of the fiscal year.
- Perform such other duties as ordinarily pertain to the office of treasurer and as are delegated from time to time by the district governor and the cabinet.
- The cabinet treasurer is a member of the district governor executive team. Specific duties can be

found in Policy Manual Document Serial #107.

There may be years when the cabinet secretary and cabinet treasurer are held by the same person.

REGION CHAIRPERSON

According to Lions International, this position is optional but in District 14-P it is a very important position. The region chairperson's are members of the district governor's cabinet. They are usually appointed by the district governor. These chairpersons, subject to the supervision and direction of the district governor, are the chief administrative officers in each region. Duties include supervising the zone chairpersons in that region, supervising district committees as assigned by the district governor, organizing new clubs and strengthening weak clubs.

ZONE CHAIRPERSON

The zone chairperson is the chief administrative officer in the zone and is given direction and supervision by the district governor and/or the region chairperson. The zone chairperson is responsible for serving as chairperson of the district governor's zone advisory committee, taking an active role in organizing new clubs and reports on the activities and wellbeing on all clubs in their zone. He/she is a member of the governor's cabinet. Specific Duties can be found in Policy Manual Document Serial #116

IMMEDIATE PAST DISTRICT GOVERNOR

The specific responsibilities of the Immediate Past District Governor shall be:

The office carries with it voting rights on the District Governor's Cabinet

Serve as the chairperson of Honorary Committee, made up of Past District Governor's within the district.

Attend all cabinet meetings called by the district governor.

Disseminate any knowledge or information, which may be helpful in carrying out a smooth transition from one administration to another. Policy Manual Document Serial #110

DISTRICT COMMITTEES

Chaplain, Centennial, Constitution/Bylaws, Conventions, Environmental, Finance/Audit,

Honorary, Lioness Representative, Lion Eyes, Lions Information/Technology, Lions Alert

Long Range Planning, Pin Trading, Nominating, P/R & Communications, Reading Action Program

Stamps/Tabs/Caps, White Cane, USA/Canada Forum, Sergeant At Arms,

DISTRICT SERVICE PROJECTS

Beacon Lodge, Berks Deaf & Hard Of Hearing Diabetes,

Leader Dog, Eye Glass Collections, Hearing Aid Collections,

DISTRICT FOUNDATIONS

Bing Miller Foundation, District LCIF Coordinator, Lions Of Pa Foundation, Pa Lions Eye Research

Pa Lions Hearing Research, Kidsight, Lions Eye Bank Delaware Valley, Vision Resource {Berks County}
Chester County Assoc. Blind, District Youth Services, Leo Representative, Peace Poster Contest
Services For Children

DISTRICT ORGANIZATIONAL CHART

District Governor

1st Vice District Governor 2nd Vice District Governor

Secretary Treasurer Immediate Past District Governor GMT Coordinator GLT Coordinator
Parliamentarian Protocol Region 1-2 Chair Region 3-4 Chair

Zone 1a Chr Zone 1b Chr Zone 2a Chr Zone 2b Chr Zone 3a Chr Zone 3b Chr
Zone 4a Chr Zone 4b Chr

DISTRICT CONVENTION

The annual district convention is the chief deliberative body of the district. District conventions are held to conduct general district business, take action on district matters, adopt resolutions, elect the district governor and other district elected officers, vote on convention sites, conduct seminars, sponsor events important to the district and develop fellowship among the Lions of the district. District 14-P usually conducts its convention prior to middle of April at a site to be named.

DISTRICT MEMORIAL SERVICE

On the day of the district convention, we gather to honor those Lions and Lionesses who have passed on from the previous year. This solemn ceremony recognizes each deceased member by announcing their name and club with the solemn tolling of the bell. The district secretary sends to deceased Lions family a sympathy card and bookmark upon the death of any Lion or Lioness from the district.

DISTRICT OFFICER APPRECIATION DAY

The district will hold an officer appreciation day near the end of the district governor's term to recognize the president, secretary, and treasurer from the clubs in the district. The governor will present to these officers a token of thank you for their efforts throughout the year.

DISTRICT 14-P LIONS CLUBS

Region 1 Zone 1A Frystown Hamburg Mt. Aetna Rehrersburg

Shartlesville Shoemakersville Strausstown

Region 1 Zone 1B Conrad Weiser Mohnton-Cumru Shillington

Spring Twp. Wernersville West Reading/Wyomissing

Region 2 Zone 2A Bowers Kempton Kutztown Fleetwood

Longswamp Topton

Region 2 Zone 2B Alvernia University Blandon Reading-Pagoda
Bern Twp. Central Berks Muhlenberg

Region 3 Zone 3A Amity Twp. Bally Birdsboro Exeter Twp.
Boyertown

Region 3 Zone 3B Eagle-Glenmoore Elverson-Morgantown Spring City
Honey Brook Kimberton Area

Region 4 Zone A Coatesville Area Lionville Coventry
Paoli-Berwyn-Malvern (PBM)

Region 4 Zone B Avon Grove Kennett Square Oxford Parkesburg
Kennett Square Morning Branch Club West Chester
Young Lions Of West Chester Branch Club West Chester Daybreak West Goshen

District 14-P Lioness Clubs

Amity Lioness Blandon Lioness Kutztown Lioness

District 14-P Leo Clubs

Avon Grove HS Daniel Boone HS Coatesville HS
Owen J. Roberts Middle School Governor Mifflin HS
Twin Valley Middle School Exeter HS Hamburg HS
Twin Valley HS Kutztown HS Muhlenberg HS
Octorara HS Tulpehocken HS Henderson HS East HS

MEMBERSHIP CATEGORIES

Active: A member entitled to all rights and privileges and subject to all obligations which membership in a Lions club implies

Member-At-Large: A member who has move out of the community and is unable to regularly attend meetings and desires to retain membership in the club. This member cannot hold office or vote at conventions and must pay dues.

Honorary An honor bestowed by a club to an individual who is not a member of the Lions club, to recognize outstanding community service or service to the club.

Privileged A member who has been a Lion for 15 or more years, who because of illness, infirmities or advanced age or other legitimate reason, must relinquish his/her active status. A privileged member may vote, but may not hold office.

Life member A member who has maintained active status for 20 or more years, or for 15 years and is at least 70 years of age can be granted Life Membership. Life Members pay a one time payment to the association in lieu of future dues. They have all the rights and privileges of membership.

Associate A member who holds his/her primary membership in another club, but maintains residence or is employed in the community of the club which he/she attends. Associate members can vote on club matters, but may not serve as a club delegate at district, multiple district or international conventions, and are not eligible to hold office.

Affiliate An individual who is currently unable to fully participate in the club, but wishes to support the club. He/she may not hold office and may not represent the club at district, multiple district or international conventions, but may vote on club matters.

(Members cannot simultaneously hold membership (other than Honorary or Associate) in more than one Lions Club. Since late 2003, Lions are now allowed to carry a dual membership in other service organizations of like character)

Club Officer Descriptions

The club is governed by a board of directors consisting of:

President---He/she presides over all meetings, plans the agenda, ensures that the status of all committees is reported, must see that regular elections are held and attends to any issues that may arise

Immediate Past President---He/she serves as an advisor to the president

Vice Presidents---They will in order of rank, preside at any meeting, if the president is not able to attend and each is responsible as an overseer of select committees assigned by the president. Clubs may have 2 or 3 Vice President's.

Secretary---He/she acts as liaison officer between the club, district, and International Headquarters, and is responsible to submit reports and maintain club records.

Treasurer---He/she is responsible for all club financial records, receives all monies and pays all bills.

Lion Tamer---He/she is the custodian for all club property (flags, banners, gavel, bell, etc.)

Tail Twister---He/she serves to promote harmony and fellowship through story telling, pranks and may impose fines on members for not maintaining the recognized order.

Membership Director---He/she serves as chairman of the membership committee and is responsible for membership growth programs and retention.

Directors---These (four or more) are members of the governing board.

Other officers may be utilized to further divide the duties of some positions---for example financial secretary, assistant secretary, etc.

IMPORTANT ITEMS FOR LOCAL CLUBS

ATTENDANCE---Active members are strongly encouraged to attend meetings regularly. Members who maintain perfect attendance will be given a 100% perfect attendance award. The following "make-up" meetings/events may be attended when members can not attend regular club meetings:

****Board Meeting****Region Meeting****Zone Meeting****Cabinet Meeting****Special Committee Meeting****Club Projects

Dues---Each club assesses an entrance fee when a new member joins the club. All members of the club must pay dues which go to the club, district, state and international organizations. Each club utilizes its portion of the dues for administrative purposes which will be explained in the next section.

Club budgets:

Lions clubs divide their budget into two (2) categories....Administrative & Activities

*****ADMINISTRATIVE FUND---Funds that are raised mostly from club dues, tail twister fines, or internally generated. Money in this fund may be expended for such areas as attendance, newsletter, Constitution & By-Laws, convention, finance, greeter, information technology, leadership development, membership, program and public relations.

*****activities (general) fund---Funds that are raised from the public (via club projects) may be used for public needs. Money in this fund may be expended for programs involving but not limited to diabetes awareness, environmental services, hearing and speech action, work with the deaf, international relations, Leo club program, Lioness club program, sight conservation and work with the blind, youth camps and exchange program, other youth opportunities plus additional committees that may be appointed which serve public needs.

*****committees:---Club committees are appointed by the presidents and he/she is also an ex-officio member of all committees. In order to assist the in-coming president with this task, the president-elect should circulate a sign-up list of committees in March, April, May of the year prior to his/her presidency. In this manner, many committees are staffed by Lions who are truly committed to this area. The president will then fill in the committee list prior to July 1. Club chairpersons will call periodic meetings of their members and will frequently be asked to report their progress to the officers and directors of the board. Some clubs have the vice presidents monitor these committees. The club president will make these assignments.

Elections---All officers are elected annually at an April meeting. Directors may have a one(1), two(2), or in some clubs a three(3) year term. The nominating committee should be comprised of past presidents/board members to create a slate of officers prior to April.

Term of office---All elected positions begin their terms on July 1 and end June 30.

Club newsletter---The club newsletter is a vital communications tool. Some clubs may have web-sites but most clubs issue their newsletter by mail or e-mail. Members are encouraged to read each issue of this periodical and visit web sites of District 14-P, district 14-P e-house sites, PA Lions and Lions International to regularly keep abreast of news

Social media---In this day and age, many clubs have found it useful to have a presence of Facebook, and other such sites. The IMPORTANT THING about having a web-site or social media presence is to "KEEP IT UP TO DATE" There is nothing worse than to have a prospective member look at a club site and seeing the 1st posting was from 2 or 3 years ago. This is worse than not having a web site at all.

Guests at meetings---Meals for guests at meetings are generally paid for by the club. In some clubs, this obligation may be paid by the Lion who extends the invitation. It is appropriate for the Lion member to introduce the guest and present a few background facts about the guest. The guest should also be given an opportunity (usually at the end of the meeting) to say a few words.

Elements of a successful Lions Club

- `Provide a major service activity that the community needs and wants
- `Provide a major fund-raising project in which the community will participate and to which the community will contribute
- `Provide good public relations both inside and outside the club
- `Provide good meetings. This means having a comfortable meeting place, good meals, effective greeters and interesting programs.
- `Exhibit team spirit
- `Provide a membership growth and development program that includes a meaningful induction ceremony and immediate orientation and involvement of the new member
- `Take advantage of training seminars on membership and leadership that is offered by the district and state and Lions International. Clubs need to utilize the district GMT and GLT teams to maximize their growth and leadership opportunities.
- `Just like the clubs need new leadership, so does the district. Become involved in the workings of District 14-P. Attend a zone meeting or a cabinet meeting. There is more to the world of Lionism than just being a member of a Lions club.

Responsibilities of each lion

- `Sponsor a new member to help promote/extend Lionism
- `Attend as many meetings as possible clubs flourish by involvement of members
- `Participate in as many fund raisers as possible
- `Share the workload
- `Assume leadership roles
- `Use your talents
- `Share your ideas for the betterment of the club and your community

Glossary

DG---District Governor He/she is the leader of a District who serves a one (1) year term.

ID---International Director with Lions International

IPDG---Immediate Past District Governor. He/she serves as an advisor to the current District Governor.

PDG---Past District Governor. The term given to all those men/women who have served as a District Governor

GMT / GLT---Global Membership Team---Global Leadership Team

Beacon Lodge---The Lions camp for the blind/visually impaired. Located in Mt. Union, Pa.

www.beaconlodge.org

Cabinet---The Governor's Cabinet consists of the Vice District Governor's, District Secretary, District Treasurer, Region and Zone Chairpersons, and each district committee chairperson.

DCS/DCT/DCST District cabinet secretary or treasurer, and in some instances these positions are served by one person.

Leader Dog---This program provides dog guides for the blind and visually impaired. This organization trains the dogs and also provides programs for the new dog owners to make them more independent in their daily lives

LCIF---Lions Club International Foundation This is the charitable arm of our organization. Funding for international disasters comes from this organization. People who were involved in hurricanes, floods, earthquakes and other disasters have been given millions of dollars through this fund.

Leo---The Leo's are the student version of the Lions. Many middle and high schools have formed Leo Clubs to serve as a service organization for the people in its area. Many Lions go on to become Lions after graduating from high school.

Pride---This is the state (multiple district 14) newsletter that is published quarterly. Lions, Leos, and Lioness articles appear in this publication. Clubs are encouraged to send in articles and photos to the PRIDE

Region---In Lions, a region is a group of zones (a collection of clubs). Our district has 2 Regions Region 1 covers zones 1A-1B-2A-2B Region 2 covers zones 3A-3B-4A-4B.

Zone---A zone is a Lion term to indicate a collection of clubs.

"Bing" Miller Foundation---A foundation established in district 14-P to honor PID "Bing's" memory by distributing a grant to those we believe he would have chosen from applications from sponsoring clubs. Grants are applied for by individual clubs.

Melvin Jones Fellowship Is an honor bestowed up an individual for humanitarian work. A donation to LCIF in the amount of \$1000 is required for a MJF award

Kidsight A signature program where technicians and volunteers conduct vision screenings on children to identify the most common causes of childhood vision loss, free of charge.

APPROVED DISTRICT 14-P CHARITIES

Pa. Lions Beacon Lodge Camp
Vision Resource (Berks County)
Berks Deaf & Hard Of Hearing Services
Bing Miller Foundation
Leader Dog For The Blind
Chester County Blind Association
Diabetes Awareness
Kidsight
Lions Clubs International Foundation
Lions Eye Bank Of Delaware Valley
Lions Of Pa Foundation
Lions Quest
Pa Lions For Guide Dogs
Pa Hearing Research Foundation
Pa Sight Conservation & Research
Canine Partners For Life