



Presidents' Guidebook

For Incoming Club Officers
Updated 2020

District 23-B
Connecticut

The International Association of Lions Clubs

*****Pass this Guide on next year to your successor*****

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Preface

You've been elected President. Now what? Some of you began planning your year while still Vice President. Some of you are reading this and wondering how did this happen and how will you get through the coming year? Some of you think this is a piece of cake and are in for the surprises that every president encounters in their year. How will you meet these challenges? Well, to begin with you are reading this guide, so that puts you miles ahead of those who aren't!

We hope that this manual will serve as a handy reference guide. *Guide* is the key word. Every club runs differently and this manual is not meant to create cookie cutter clubs. It is this local autonomy that makes our organization the success that it is. Every club and every member has unique talents that need to be utilized. Customs and cultures are very important in strengthening the foundation that allows us to serve others.

It is not 1917 anymore and Lions Clubs International recognizes the need to step into the 21st Century with their approach to making clubs "Member Friendly." Many changes have occurred over the past few years and more are occurring all the time. Information is available to assist you in not only gaining members but also in retaining the Lions you already have.

This is where you come in. As the elected leader of your club, you will need the support of your club members and Board of Directors to accomplish the programs, projects and fundraisers planned for the upcoming year.

Leadership is the key to the success of any organization. Some people seem to have the innate talent to lead any group. Others couldn't get a group of five to follow them across the street. The difference – Training!

Our Multiple District offers numerous opportunities for quality training during the Lions Year. The "23B Lions Learning Day" is just the beginning. The Mid-Winter Conference, State Convention, Member Orientation to Lionism, USA/Canada Leadership Forum, International Conventions and Lions Leadership Institutes are just a few available to every Lion.

The Cabinet Chairs and your Zone Chairs are your greatest resource of District and Multiple District information. Lions International maintains a website, www.lionsclubs.org with a wealth of links and downloadable information.

We hope that this Guide is helpful during your year as the Chief Executive Officer of your club. With the manuals that your Secretary, Treasurer and Membership Chairperson will receive, you will have some of the resources needed for an excellent year.

Your comments and suggestions on the content and scope of this Guide are welcome at any time. Have a great year!

Guidelines for Discussion

Presidents

You have been elected President of your Lions Club. That office holds great responsibility. What you do and how you do it can influence your Club for more than just your tenure.

Your leadership will have a long-lasting effect on every member of your Club, its projects and your community.

This discussion outline is offered to you to help you understand and meet this challenge.

A. Leadership

1. Each Lion's personality and drive is different. You were elected President because of who you are. Don't try to change. Be relaxed, be yourself.
2. Try to understand the needs of each member as well as the needs of the Club. Learn where talents lie and utilize those talents to their best advantage.
3. Be innovative and don't be afraid of change.
4. Set realistic goals.
5. Administer with thought, delegating work and some responsibilities to others. None of us can do everything and do it well. If we try to do that, we lost our members. After all, if you can do everything, why do you need members?
6. Communicate with all your directors, chairmen and members frequently. Be clear in your communication. There are no secrets in a club. Communication is a two-way street. If you want to hear from your Lions, they need to hear from you.
7. Be willing to negotiate and compromise. Your spectacular new idea may have some pitfalls that will come up in discussion. Listen to those with experience – meet in the middle.
8. Reward with equality. Lions aren't paid in any currency other than the heartfelt thanks of others. They need to be recognized and appreciated in front of the membership, as often as events warrant. This recognition is often the motivation for another Lions to want to become involved. It certainly will encourage the recognized Lion to take on another project.
9. Be sincere and honest with your Club and yourself.
10. Lead by example but include all in giving credit



B. Duties of the President

1. Preparation for your year:

- a. Know your members (names, personalities, strengths and weaknesses, favorite projects, ability to work with others, etc.)
- b. Know your Club (history, trends, projects, budgets, customs, etc.)
- c. Know your District (how it works, its structure, its Officers, its projects, etc)
- d. Understand Lions protocol. It's just good manners.
- e. Read, review and understand your club's Constitution and Bylaws. If your club doesn't have a constitution and bylaws, consider creating one during your year. Refer to the Lions International Constitution and bylaws and the LCI Standard Form of Club Constitution and Bylaws as your guide.
- f. Have a copy of Robert's Rules of Order available at all meetings. Read and review it.

2. To set up a complete program for the year.

- a. Try to incorporate the International President's and your District Governor's program into your program. Go onto the internet and read the International President's program for the Lions Year.
- b. Set specific goals for your year. Make them realistic and attainable. Don't be afraid to raise the bar – just not too high.
- c. Have methods ready and plans in place to achieve your goals prior to your first board meeting.
- d. Meet early with your Board and each of your Committee Chairpersons in order to define and explain your ideas and program.
- e. Make sure every Lion in your club understands the year's program and goals.
- f. Set up and maintain a realistic time table and calendar of events and activities.
- g. Be sure that every Lion gets a calendar of club activities. Consider creating a club directory.



3. Set up all Committees and name the Chairpersons:

- a. Have your committee structure in place by your first board meeting.
- b. Each Committee should be placed under the jurisdiction of specific Vice Presidents. I.e: 1st VP – Fundraising Committees, 2nd VP – Service Projects, 3rd VP – Administrative Committees. These can be divided any way that works well in your club.
- c. Make sure every member is a part of at least one active Committee.

- d. Make sure every Committee meets early and as often as needed. Request timeline reporting to club members on the progress of the project.
- e. Oversee club committee chairpersons, but don't micromanage.

4. Make sure the Club is, at all times, on a sound financial footing:

- a. Be apart of the budget making process. Have your budget ready for approval prior to your first board meeting.
- b. Check with the Treasurer frequently and have the Treasurer report to the Club on a regular basis.
- c. Countersign all checks, according to the policy of your club.
- d. Always have an audit at the end of your tenure.



5. Call and preside over all Regular and Board of Director meetings.

- a. Have a published schedule of meetings including time, day, frequency and location.
- b. Always have and stick to an agenda.
- c. Employ Robert's Rules of Order.

6. Attend, and take an active part in all of your Governor's Zone Advisory meetings.

Zone meetings:

- a. Provide a forum to meet the other clubs in your area.
- b. Provide updated information regarding events, resources, and policy changes to bring back to your club.
- c. As club president, you are an integral part of the District structure and as such, your input is needed for the successful operation of the entire association.

7. Represent your Club at District and International affairs.

8. See to it that your Club and its members abide by the Constitution and Bylaws, the Lions Code of Ethics, and Lions Protocol.

9. Oversee your Club Officers with regard to their responsibilities.

10. Review all Membership and separate Activity reports forwarded to the District and LCI by your Secretary.

11. Call and see to it that elections are held in accordance with the Constitution and Bylaws.

12. Communicate.

- a. Consider a regular club newsletter –either mailed or emailed.
- b. Consider a club website.
- c. Utilize a club "Cheer Committee".

C. First Board Meeting

1. General Information

- a. Prepare an agenda for the meeting. If possible, send it to your directors in advance. Include date, time and location of the meeting.
- b. Start the meeting on time.
- c. Stick to the agenda.
- d. Follow parliamentary procedure.
- e. Preside over and facilitate the smooth progression of the meeting.
- f. Include everyone in the discussions.

2. Typical first Board meeting agenda.

- a. Call to order
- b. Three- or four-point opening
- c. Roll call and excuses
- d. Ask for vote and discussion on the minutes that were sent out in advance.
- e. Treasurer's report – sent out in advance
- f. President's remarks
 - Program for the year
 - Goals and objectives
 - Methods
 - Calendar and time table
 - Committee assignments
 - Board responsibilities
- g. Remarks from Board members
- h. Old business
- i. New Business
- j. Date, time and place of next meeting
- k. Adjournment



3. Subsequent Board meeting will include more Committee reports, communications from Zone meetings, District and International activities, and problem solving.

D. First Regular Meeting

1. Typically, from the Standard Club Constitution and Bylaws:

Article VI, Section 3. Regular meetings of this club shall be held at times and places recommended by the board of directors, and approved by the club. Except as otherwise specifically provided in this constitution and by-laws, notice of regular meetings shall be given in such manner as the board of directors deems proper to effectively communicate the meeting and/or event to all club members and

encourage involvement. Regular club meetings may be replaced by service projects or other events as determined by the club members. (It is recommended that the club host a meeting, event or service activity at least once a month.)

2. General Information

- a. Your first meeting sets the mood and direction for the year. BE PREPARED.
- b. Let members know well ahead of time the date, time and location and cost (ie: dinner) of the first meeting.
- c. Prepare an agenda
- d. Start the meeting on time
- e. Stick to the agenda
- f. Follow parliamentary procedure
- g. Preside over and facilitate the meetings
- h. Make sure fun and good fellowship are an integral part of every meeting.
- i. Encourage involvement and participation.

3. Typical first Regular meeting agenda

- a. Call to order
- b. Four-point opening
- c. President's remarks and welcome
- d. Read all correspondence – don't just pass it around or leave it in a pile to read later. The members have a right to hear the correspondence because it is written to them.
- e. Minutes of last Regular meeting
- f. Treasurer's report
- g. Budget report
- h. Committee reports
- i. Old business
- j. New business
- k. Date, time and place of next meeting
- l. Adjournment



E. How to Conduct a Meeting

One of the most challenging and important function of a Lion officer is to preside and facilitate over formal meetings. This will be one of the first tests of your leadership ability. Cheer up, you will improve with experience. The fundamentals set forth here if practiced can quicken that experience.

1. Always use parliamentary procedure

2. Follow protocol
3. Always use and follow an agenda
4. Always be prepared
5. Keep things moving. Avoid long explanations and speeches. The presiding Officer's job is to initiate and coordinate (not dominate). If you do have information to give, you should wait until others have spoken.
6. Draw in quiet members by asking their opinion.
7. Your Secretary keeps written notes, use them. Do not try to remember everything.
8. Keep your eyes open. Watch the members all the time to catch their nonverbal cues indicating their readiness to speak, their agreement or disagreement. It will give recognition and to keep things moving.
9. Use the authority of the presiding Officer to control, keep things moving and to move motions on the floor. Remember all action and discussion go through the chair.
10. Handle business by general consent where appropriate, but make sure it is recorded in the minutes.
11. If the subject is rather complex and more facts are needed to reach a high-quality decision, suggest a motion to postpone, or a motion to refer the matter to a Committee.

F. Committee Assignments

1. Make up your Committee structure prior to your first board meeting. Encourage each First Vice President to assign the co-chairmen for each committee. This will provide your club with experienced chairmen for next year.
2. Every member should be on at least one active committee. Use your roster to assist with distribution of assignments.
3. Assign Chairpersons by their ability – not friendship or habit.
4. Try to fit the members into committees and responsibilities you feel they are capable of doing and want to do (whenever possible)
5. Don't be afraid to give a newer member responsibility.
6. Mix experienced Lions with fledglings, so they can learn from each other.
7. Don't be afraid to give a newer member responsibility.
8. Every committee should be important and the members of that committee should be made to feel that way.
9. Once a committee is assigned, you should:
 - a. Define their responsibilities
 - b. Define their limitations
 - c. Define the expected end result or goal
 - d. Distribute the names and phone numbers of each committee member and the chairperson.

10. When a committee reports, make sure they know the following must be in the report:
- a. A complete description of the project at hand
 - b. Goals and expectations
 - c. Promotions
 - d. Level of assistance needed
 - e. Timelines
 - f. Conclusions, findings, project results, recommendations, solutions

G. District Structure and Activities

1. Structure of MD 23
 - a. MD 23 Council is comprised of:
 - The three sitting District Governors from 23A, 23B, and 23C.
 - Council Chairman – an immediate Past District Governor – assigned by rotation among the Districts.
 - Council Secretary-Treasurer – A 3-year appointment by the Council. Council meetings are open to all Lions. Meetings take place approximately every two months. Meeting dates are listed in the District Directory.
 - b. Responsibilities
 - The Multiple District Council is a working body that combines Lions from all three Districts to oversee state-wide projects, programs and events that are multiple district in nature. For example: The Mid-Winter Conference, State Conventions, the International Convention, USA Canada Forum, Cabinet training schools, and the Melvin Jones Dinner. In addition, there are numerous committees that combine efforts and talents to improve programs such as LCIF, CLERF, Global Leadership Team, Global Membership Team, and Global Service Team.
2. District 23 B – Cabinet – see appendix outlining the structure of the District Cabinet (page 17)
 - a. Some of the major projects promoted or supported by the District.
 - Connecticut Lions Eye Research Foundation
 - The Lions Low Vision Center
 - Lions Clubs International Foundation
 - Fidelco Guide Dog Foundation
 - CRIS Radio
 - Diabetes Awareness
 - American School for the Deaf
 - Information and Communications
 - Environmental projects
 - Leo Clubs

- Lions Day at the United Nations
- Peace Poser Contest
- American Red Cross Blood Drives
- Lions Eye Health Program/retinal imaging/eye screenings

b. Training Programs offered by the District

- Lions training seminars
- Member orientations
- New England Leadership Seminar
- Club Officer Training
- Lions Leadership Institute
- Train- The-Trainer Program

c. Official Meetings:

- Zone Advisory Meetings – President and Secretary must attend
- Cabinet Meetings – four per year – open to all Lions
- Multiple District Council Meetings – open to all Lions

d. Conventions

- USA/Canada Forum
- New England Council Leadership Conference
- MD 23 Mid Winter Conference
- MD 23 State Convention
- International Convention

H. Membership

No matter how strong a club is, no matter how good their projects are, it will eventually fail without new members. Someone once said, “The only certainty in life is change.” Without retaining existing members and enlisting new members we will one day find ourselves without a club. Times change, community needs change, and we must be able to respond to those changes. New members bring in fresh ideas, enthusiasm and high energy.

1. Work closely with your membership committee.
 - a. Be sure that your club has a three-member committee with duties divided by Recruitment, Retention and Leadership.
2. Getting new members:
 - a. Have a plan of action
 - b. Involve every member of the club
 - c. Have great programs – give Lions a reason to join and stay.

- d. Enthusiasm is contagious – be enthusiastic when talking up your Lions Activities.
3. Orient new members before and after they join.
4. Involve their spouse if they have one.
5. Involve new members immediately.
6. Sponsors have a responsibility to that new member.
7. Retention programs are necessary to closing the back door.
8. Be proud to be a Lion.
9. Develop a club protocol for the membership process.
10. Utilize the wealth of resources available on the LCI website for membership and retention techniques and ideas. (NAMI resources too)
11. Types of Membership;
 - a. Regular
 - b. At Large
 - c. Associate
 - d. Life
 - e. Privileged
 - f. Student
 - g. Family Unit Program
 - h. Honorary
 - i. Club Life

Please refer to the Standard Form Lions Clubs Constitution and Bylaws (La-2) for a description of each membership category. No individual can simultaneously hold membership, other than Honorary or Associate in more than one Lions Club.

A Checklist for Membership Retention

1. Choose potential members who have the qualities found in dedicated Lions.
2. Fully inform prospective members (and their spouses) of the challenges, responsibilities, and rewards awaiting them in the service of others. Who knows? You might persuade the spouse to join at the same time.
3. Fully inform prospective members of the financial aspects of dues, dinners, etc.
4. Induct the new member in a significant and special ceremony.
5. Make the new member feel important to the club by involving them immediately in club activities and by committee appointment.
6. Make certain that Lions receive awards and recognition with appropriate dignity and ceremony.
7. Urge the sponsor to encourage the new members participation in club activities. Usually this will get the sponsor re-involved.
8. Be aware of and investigate signs of trouble that may indicated that a member is close to dropping out of a club.
9. Do not try to hold a member who wishes to leave for a valid reason. Be sure it is not something in the club that makes him or her want to leave.
10. Make sure that you are included in any decision concerning dropping a member from your club.

CLOSE THE BACK DOOR.

**MEMBERS LEAVING THE CLUB OFTEN THINK IT
DOESN'T MAKE A DIFFERENCE.**

ASSURE THEM IT DOES.

APPENDICES

DO'S AND DON'TS

START YOUR MEETINGS ON TIME – Even if only two members are present. If your meeting is scheduled to start at 7:00PM, start it then – not 5, 10 or 30 minutes later. Once this message gets through, your members will be there on time. Use your TAIL TWISTER.

OPEN YOUR MEETING PROPERLY – There is only one way to open a Lions meeting. That is the standard 4-point opening. Please do not omit any one of these points.

STAND WHEN YOU ARE SPEAKING – Please extend enough courtesy to your fellow members and guests to rise when you are speaking to your Club, regardless of how trivial it may seem to you. Likewise, you should require your Secretary, Treasurer, or any other Lion to stand while giving reports or speaking.

VISITORS AND GUESTS – Please make it a point to know the correct names and titles of any District Officers that may be present. Insure that the Official Greeter of your Club is doing his/her job, making visiting Lions and guests feel that they are welcome and are seated properly.

DON'T BE A DICTATOR – You are the Leader of your Club but remember that the Club belongs to all members – they have the final vote. There is no faster way to lose control of your Club than to stand up and say “I am going to do this” or to rule arbitrarily on something without first giving the membership an opportunity to voice and opinion. Please don't start assuming what other members would like to do without first asking them.

CONSTITUTION AND BYLAWS – Read and thoroughly understand the Constitution and Bylaws of Lions Clubs International, Multiple District 23 and your own Club (if your own Club has a Constitution and Bylaws). If you don't understand something don't be afraid to ask your Zone Chairman, Vice District Governor, District Governor or a Past District Governor.

MEMBERSHIP AND ACTIVITIES REPORT – Each month read the Membership and Activities Report that your Secretary submitted. Vital information that could have an important bearing on the Club could have been inadvertently omitted.

ZONE, DISTRICT, STATE AND INTERNATIONAL MEETINGS – Your presence, along with your Secretary, at all Zone and District Advisory Meetings is mandatory. You will also be

expected to attend the Mid-Winter Conference and the Annual State Convention. If possible, you should represent your Club at the International Convention.

KEEP IN MIND THE PUPOSE OF YOUR LIONS CLUB – Any group can inadvertently lose sight of its objective or drift into side issues. Don't let this happen in your Club.

SHOW A PERSONAL INTEREST –Work in you Club can become quite cold and impersonal unless you go out of your way to inject a warm, personal note to everything you do. For instance:

- Be cordial instead of distant or hostile
- Blend gentleness with firmness when you must take a stand.
- Keep lines of communication open. Disagree without becoming disagreeable.
- Give assurance to those who are frustrated.
- Respect the feelings of others.

THINK FOR YOURSELF – It takes effort to be a thinker rather than a perennial “YES” man. Study the various aspects of the issues so that you can make judgment on your own. Base your views on reason, not emotions, on principle, not personalities, and on common good, not narrow partisanship.

DEVELOP YOUR ABILITY TO COMMUNICATE – Know what you are talking about in the first place. Then if you want to share your good ideas, you will work hard to develop the skills of speaking to a group – present proposals clearly – give concrete examples – make concise summaries and master the basic principles of parliamentary procedure. Unlock your own powers of leadership and everyone will profit.

BE A PEACEMAKER –A sign hangs on the wall of one dedicated official who is often caught in the middle of various opposing groups. It reads, “BLESSED ARE THE PEACEMAKERS – FOR THEY SHALL CATCH HELL FROM BOTH SIDES.” When misunderstandings, disputes and clashes arise, you can help clear the air by trying to reach a peaceful accord.

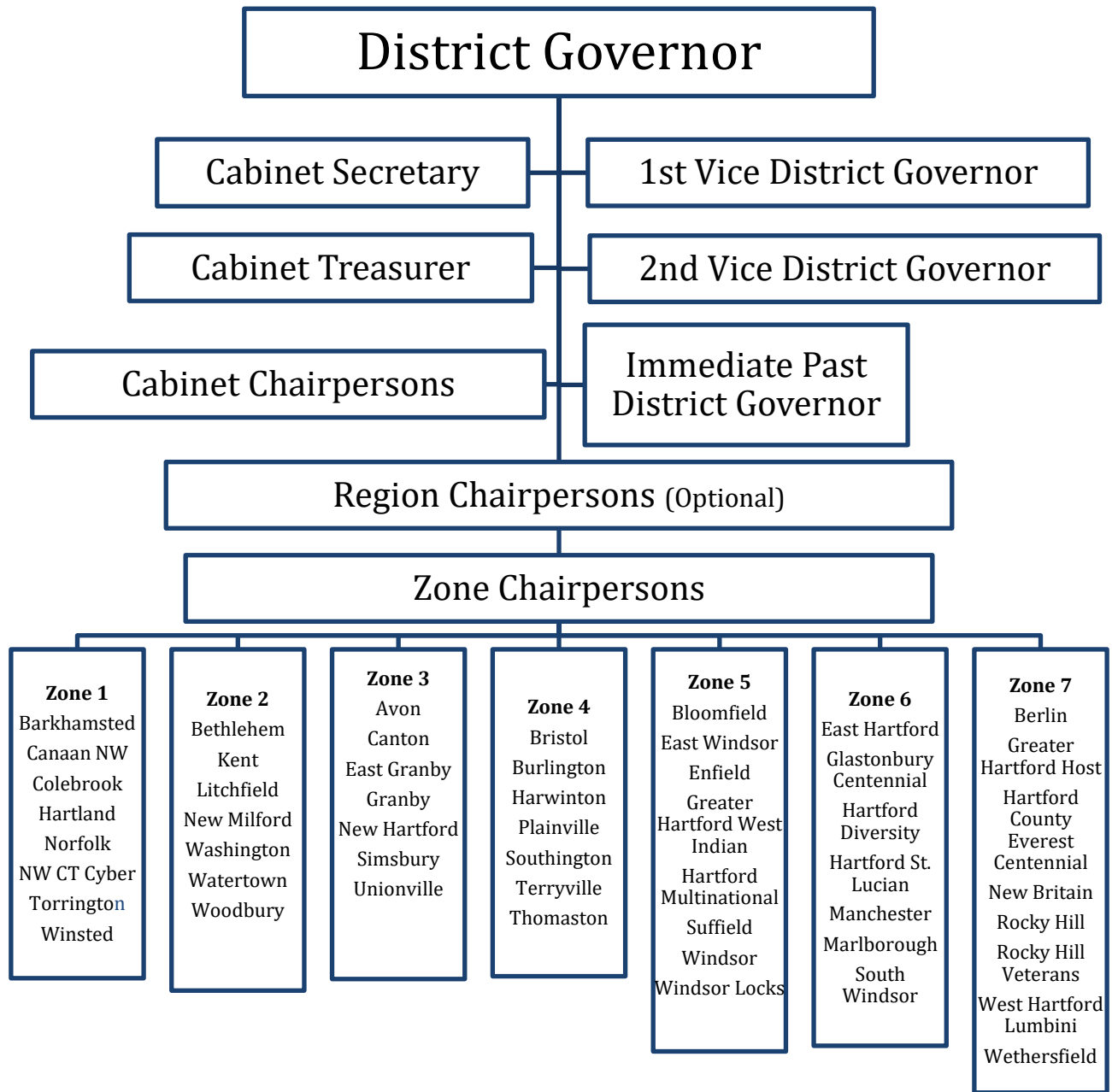
DON'T LOSE YOUR SENSE OF HUMOR –People who take themselves too seriously and others not seriously enough, throw sand into the gears of any organization. By keeping your sense of humor in the midst of vexing situations, you lighten the burden for everyone, including yourself.

GIVE CREDIT WHERE CREDIT IS DUE – Don't hesitate to praise a fellow member for a job well done. Your continuing effort to be balanced in evaluating the contributions of others makes organizational work that much smoother.

KEEP EXPENSES UNDER CONTROL –Bankruptcy faces many organizations because some have been living “TOO HIGH ON THE HOG”. Those who pay the dues have a right to a strict accounting for the use of the money. It is your job to insure that this information is furnished.

PERSERVERE AMIDST SHORTCOMINGS AND DIFFICULTIES –If you are working for high goals, then they are worth suffering for. Stay in the thick of things until the very end. Expect frequent frustration and difficulty. You will not be disappointed. Be ready to start – and restart again. Your willingness to keep going will gratify both you and your Club.

District 23B Organization Chart



District 23B Projects and Cabinet Positions

ALERT
American School for the Deaf
Blood Drives
Chaplain
Childhood Cancer
Communication and Marketing
Connecticut Lions Eye Research Foundation (CLERF)
Constitution and Bylaws
CRIS Radio
Diabetes
District Spirit
Environment
Global Leadership Team
Global Membership Team
Global Service Team
Hearing Preservation
Hunger
Information Technology
Leo Clubs
Lions Clubs International Foundation (LCIF)
Lions Around Connecticut (Radio and TV)
Lions Day at the United Nations
Lions Eye Health Program (LEHP)
Lions International Convention
Lions Low Vision Centers
Lions North American Membership Initiative (NAMI)
MD23 Lions Mid-Winter Conference
New Voices
Opening Eyes (in partnership with Special Olympics)
Orientation
Peace Poster Contest
Specialty Clubs
USA/Canada Lions Leadership Forum
Veterans Stand Down
Visually Impaired Persons (VIP) Fishing

The 23B Past District Governor's Association advises and assists the District Governor.

DUES STRUCTURE

- International Dues \$ 43.00 per year
- Multiple District 23 Dues
 - Administration
 - Convention Fund
 - Outgoing Governors Fund
 - Promote Connecticut Fund
 - Subtotal 4.00 per year
- District 23 B Dues 9.00 per year
- Total District Dues 13.00 per year

- Total International and District Dues \$56.00 per year

- **Plus club dues that vary from club to club.**

**International dues are billed by Lions clubs International semi-annually.
Multiple District and District dues are billed by the
District Cabinet Treasurer to the clubs semi-annually.**

Resources

There is an abundance of information, materials and people ready to assist you as you serve your term in office. You may take advantage of these resources as needed.

International Headquarters:

International Headquarters is accessible to all clubs. The staff at headquarters is ready to assist Lions with their quest for information, supplies or answers to their questions. Clubs can visit the Lions Clubs International Web site, www.lionsclubs.org.

The Web site is an essential tool for club and district officers. There are hundreds of pages of information on the site, organized in an easy-to-follow format. New items are added monthly, and innovations are continually pursued. The following description of each division within International Headquarters can also enable clubs and members to contact the correct division. The general phone number for International Headquarters is (630) 571- 5466.

Lions Clubs International Web Site:

The association's official Web site, located at www.lionsclubs.org, is an essential tool for club officers. There are hundreds of pages of information on the site. The Club Resource Center includes many documents that are useful to club officers. Club officers can visit the site at <http://www.lionsclubs.org/EN/membercenter/resources/club-resource-center.php>

On the LCI Web site, you will find basic information about the association's programs, contact information and e-mail links to International Headquarters, various directories and an online Club Supplies section. Many publications can be downloaded, which saves both time and money. The Web site also offers a unique membership reporting area enabling club officers to view and update their club membership records. Adding a new member, dropping a member, transferring a member from another club and reinstating a member, as well as updating a member's address, telephone number, fax number, e-mail address, etc., can be accomplished through this area. In addition, club officer information can be updated and information related to a club branch affiliated with their club can be viewed and updated. Club presidents, secretaries and treasurers are annually issued passwords to access this information. For more information regarding online report filing or passwords, visit the LCI Web site, or contact the Information Technology Division at International Headquarters. The e-mail address is wmmr@lionsclubs.org.

Standard Form Lions Club Constitution and By-Laws (LA-2):

This publication, available on the Web site, is another important item for club officers. The Club Constitution and By-Laws outlines the structure, duties and responsibilities of Lions clubs and club officers, and is the ultimate guide for club management. Information contained within this constitution is the club's primary governing guidelines. If your club has its own constitution and by-laws, it must conform to the Standard Form Lions Club Constitution and By-Laws.

Periodicals:

Each Lions club member receives the LION Magazine. *Lions Newswire*, the monthly newsletter 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 events and activities. Encourage your members to visit *Lions Newswire* each month at <http://www.lionsclubs.org/EN/member-center/online-community/newsnewsonline.php>

International Theme:

This theme, which explains the international president's focus for the year, is available on the association's Web site and in the LION Magazine. It is suggested that clubs choose some activities that are highlighted.

District Officers:

Club officers are encouraged to work with district officers to achieve shared objectives. Your district governor, first vice district governor, second vice district governor and region and zone chairpersons can help you with questions and problems that may arise during your year. Many districts also have materials for clubs, such as a video lending library, that may be helpful. Often, past officers can offer advice based on their experiences.

Lions Clubs International Foundation:

Located at International Headquarters, Lions Clubs International Foundation (LCIF) accepts donations from Lions and others, and uses those funds to provide grants to help meet crucial humanitarian needs of communities worldwide. It disburses grants in several categories for humanitarian projects, such as SightFirst, Standard, International Assistance, Core-4 and Disaster Relief. Please contact LCIF or visit the foundation's section of the association's Web site www.lionsclubs.org to learn more about the foundation's programs and how your club can become involved.

Lions Clubs International Trademark Policies

Lions Clubs International has a legal obligation to protect its registered trademarks. To address this need, the Board of Directors adopted the Lions Clubs International Trademark Policies. These policies define the association's trademarks and provide members, clubs and districts (single, sub and multiple) with guidelines on how and when they can use the association trademarks.

Under these policies, Lions members, clubs and districts are automatically granted permission and license to use the association trademarks in the promotion and furtherance of Lions Clubs internationals' 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 by the International Board of Directors, and the trademarks are not used on any item to be sold or otherwise available from the Club Supplies and Distribution Division and official licensees.

For a complete copy of the association's trademark policies, please refer to the Lions Clubs International Web site, www.lionsclubs.org or contact the Legal Division at legal@lionsclubs.org or 630-571-5466, ext.3847. For any questions on licensing, approval for specific use on products, goods, etc, please contact the Club Supplies and Distribution Division at clubsupplies@lionsclubs.org or 800-710-7822.

When a Lion Dies

Losing a Lion in any club is very difficult and it is especially important that the leadership of the club conduct a dignified ceremony, no matter the emotional difficulty of the situation. ***Always check with the family to seek permission for the Lions to do a brief ceremony.*** Always follow the telephone tree to notify members in the district that a Lion has been lost. If a ceremony is to be conducted be sure that the club banner, bell and gavel are brought to the memorial. Order purple and gold flowers to lay on the casket. Some clubs just bring the symbolic two. Many others provide a flower for each Lion present to place. Contact the District Chaplain immediately for help and participation.

Memorial Service for Deceased Lion

With club banner in place, Lions members file in and when settled, the club President rings the bell softly, three times.

PRESIDENT: "I now call this special meeting of the _____ Lions Club to order. Lion Secretary _____, please begin the Lions roll call.

SECRETARY: *Calls out the name of each Lion member present and rings the bell softly after calling each one. He/she then calls out the name of the deceased Lion three times, then addresses the Club President. "Lion President _____, our brother/sister lion is no longer able to answer the call at our meeting".*

PRESIDENT: "Our hearts are saddened by the loss of our brother/sister Lion, but we are grateful to him/her and his/her family for sharing his/her great compassion and energy with us. Lion _____ displayed a concern for his/her fellow man that is the essences of Lionism. He/she worked long and hard to create the atmosphere of service and fellowship that makes us all proud to be a part of this great international organization. Lion _____ served as _____ (*list offices held if any at the club and district level*).

I now place two carnations in the casket. The Lions colors purple and gold are symbolic of the fact that in our heart he/she is a Lion forever. I now declare this meeting adjourned."

President now rings the bell 3 times softly and proceeds to pay his/her respects to the deceased Lion and moves on to meet the family. Other members of the club follow the President's example in groups of two, laying a flower on the casket as they go by.

In the case of a situation where Lions may want to say something in honor of the deceased, it is important to keep these eulogies as brief as possible. Often there are several close Lions who wish to expound on important memories.

Lions Clubs International Purposes

To Organize, charter and supervise service clubs to be known as Lions clubs.

To Coordinate the activities and standardize the administration of Lions clubs.

To Create and foster a spirit of understanding among the peoples of the world.

To Promote the principles of good government and good citizenship.

To Take an active interest in the civic, cultural, social and moral welfare of the community.

To Unite the clubs in the bonds of friendship, good fellowship and mutual understanding.

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

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

Lions Clubs International Vision Statement

To be the global leader in community and humanitarian service.

Lions Clubs International Code of Ethics

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

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

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

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

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

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

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

To Be Careful with my criticism and liberal with my praise; to build up and not destroy.

Lions Clubs International Mission Statement

TO EMPOWER VOLUNTEERS to serve their communities, meet humanitarian needs, encourage peace and promote international understanding through Lions clubs.