



# Region Chairperson Manual

2014-2015

English

## **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 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 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 to 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.



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# **INTRODUCTION**

In assuming the position of region chairperson, you have undertaken an important leadership role in your district. Your performance in this role can positively impact the success of your district and the clubs and members it represents.

The duties of the region chairperson vary with each country and often within a district. In some cases, the position of region chairperson may not be utilized at the discretion of the district governor.

This manual contains fundamental policies and guidelines that may apply to the position of region chairperson in a variety of settings.

# **POSITION OVERVIEW**

## **Qualifications to become a region chairperson**

Each region chairperson shall:

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

## **What to expect and how to prepare for it**

You have experienced several leadership positions as a Lion before being appointed region chairperson. Each position has prepared you for the next one, and more will be expected of you as region chairperson. Your responsibilities will extend into a larger geographic area, and the number of Lions you serve will increase.

Here are some questions to consider as you assume your office:

1. Have you talked to your predecessor to learn what tasks need completion or what region matters require your prompt attention?
2. Have you talked with the district governor team to get a general idea of what their plans will be and how you will fit into them?
3. Do you have a plan or list of projects that you would like to see accomplished before your term is up?
4. Have you taken the time to review the district constitution and by-laws?

## **You are a member of a worldwide team**

The region chairperson is important to your region and district. The success of Lions clubs in your district depends on the performance of each club president, zone chairperson, region chairperson, first and second vice district governors and district governor. You are the link between the district governor team and the zone chairpersons and club presidents.

Over 1.35 million Lions are bound together by a team spirit, and what each one says and does can affect all Lions. What you say and do at cabinet meetings, conventions, seminars, and in your personal visits with Lions impacts the entire district and may ultimately influence Lions throughout the world.

# **RESPONSIBILITIES OF YOUR OFFICE**

The region chairperson is subject to the supervision and direction of the district governor and shall be the chief administrative officer in the region, when the position is utilized during the district governor's term. Specific responsibilities of the region chairperson include:

1. Further the purposes of this association
2. Supervise the activities of the zone chairpersons in his/her region and any district committee chairpersons as assigned by the district governor
3. In coordination with the District GMT Coordinator, play an active role in organizing new clubs and strengthening weak clubs in the district
4. Visit a regular meeting of each club in the region at least once while in office and report findings to the district governor and to the district GMT and GLT coordinators
5. Visit a regular board of directors meeting of each club in the region at least once while in office and report findings to the district governor and to the district GMT and GLT coordinators
6. Endeavor to have every club in the region operating under a duly adopted club constitution and by-laws
7. Promote the Club Excellence Process and work with the District Governor Team and the district GMT and GLT coordinators to implement the program
8. In coordination with the District GLT Coordinator, play an active role in supporting leadership development opportunities
9. Promote representation at international and district (sub- and multiple) conventions by at least the full quota of delegates to which clubs in the region are entitled
10. Carry out such official visitations to club meetings and charter nights as assigned by the district governor
11. Perform such other functions and acts as may be required by the International Board of Directors through the Region Chairperson Manual and other directives or by the district governor

# **ADDITIONAL DUTIES OF THE REGION CHAIRPERSON**

## **Assist the district governor in all areas of district operations, especially in region matters**

The duties that a governor assigns region chairpersons will vary from district to district. However, the relationships between all governors and their region chairpersons have one common element: trust. The governor trusts you to faithfully carry out your assignment just as those Lions leaders above the governor trust that the governor will do his/her job.

Some of the tasks your governor may ask you to perform include:

- Motivate your zone chairpersons
- Make official club visits on the governor's behalf, if requested
- Give timely reports to the district governor team on situations in the region
- Give a brief, concise region report at the district cabinet meeting, allowing the zone chairpersons to give the specific club information
- Help supervise several district committees
- Report your club visitations on a timely basis
- Assist with the planning and implementation of the district convention and other district meetings

## **Participate as an active member of the Global Membership Team (GMT) and Global Leadership Team (GLT)**

### **Overview of the GMT and GLT**

The Global Membership Team (GMT) and Global Leadership Team (GLT) operate as interdependent, parallel structures to expand membership growth and enhance leadership development. The objective of the GMT is to expand membership and club growth and maximize club success. The objective of the GLT is to identify and cultivate effective leaders through active training and leadership development initiatives.

Both the GMT and GLT work in coordination with the District Governor Team at the district level, and the Council Chairperson and Council of Governors at the multiple district level. The integrated efforts of the GMT, GLT and multiple district and district leaders focus on effectively addressing regional growth and development needs while building our membership base and improving club health, and enhancing the quality of our leadership at all levels of the association.

## Structure

The GMT and GLT structure consists of Lions leaders designated to serve specific constitutional or regional areas. GMT and GLT members are appointed for a three year term. All GMT and GLT members are subject to annual review and confirmation of appointment or removal based on performance.

- **International Level:** The GMT and GLT structures are connected and coordinated at the international level by an Executive Council. The GMT/GLT Executive Council is led by the LCI International President, with the First Vice President and Second Vice President overseeing and providing guidance to the GMT and GLT respectively. Both the GMT and GLT are further supported by an International Coordinator and International Family and Women Coordinator, appointed by the International President for a three year term subject to annual review and confirmation, and a Joint Operations Committee (one year term) comprised of the chairpersons of the Membership Development Committee, the Leadership Committee and the District and Club Service Committee of the International Board of Directors. The GMT/GLT Executive Council is completed by the Constitutional Area Leaders.
- **Constitutional Area Level:** Up to 11 Constitutional Area Leaders worldwide each for the GMT and GLT, including a minimum of one for each constitutional area. Up to two each for the United States of America, Its Affiliates, Bermuda and the Bahamas, up to three each for the Orient and Southeast Asia, and one each for the continent of Africa, may be appointed, given the large size and unique needs of these areas. The GMT and GLT have the same number of leaders with the same assigned geographic territories, allowing for coordination and collaboration for maximum impact. In specific areas, one qualified Lion may serve as both the GLT and GMT representative. GMT and GLT Constitutional Area Leaders are appointed by the International President, in consultation with the First Vice President and Second Vice President and area leadership for a three year term, subject to annual review and confirmation of appointment or removal based on performance.
- **Area Level:** Up to 41 Area Leaders worldwide each for the GMT and GLT. GMT and GLT have the same number of Area Leaders assigned to the same geographic territory structure. In specific areas, one qualified Lion may serve as both the GLT and GMT representative. Special Area Advisors may be added to support efforts in remote or unique geographic regions. The Area Leaders representing both the GMT and GLT interact continuously to effectively address area needs. GMT and GLT Area Leaders are appointed by the International President, in consultation with the First Vice President and the Second Vice President and GMT/GLT Constitutional Area Leaders for a three year term, subject to annual review and confirmation of appointment or removal based on performance.
- **Multiple District Level:** Each multiple district assigned to a GMT/GLT area or special area comprised of 2 or more multiple districts has a GMT (GMT-MD) and GLT (GLT-

MD), each comprised of a GMT-MD or GLT-MD Coordinator, the Council Chairperson, and up to three additional Lions with expertise in membership growth for the GMT or leadership development for the GLT. Multiple districts assigned to a GMT/GLT area or special area comprised of less than 2 multiple district do not have a multiple district GMT or GLT coordinator. In this case, the respective GMT or GLT area leader or GMT or GLT special area advisor will fulfill related responsibilities at the multiple district level. The GMT-MD and GLT-MD work in a cooperative manner.

- **District Level:** Each sub-district has a GMT (GMT-D) and GLT (GLT-D), each comprised of a GMT-D Coordinator or GLT-D Coordinator, and the District Governor Team, Region Chairpersons (where applicable) and Zone Chairpersons, with the First Vice District Governor serving as the primary GMT liaison to the District Governor Team, and the Second Vice District Governor serving as the primary GLT liaison to the District Governor Team. Other qualified Lions may be added as necessary. The GMT-D and the GLT-D work in a cooperative manner. Information related to the specific composition of the GMT-D is outlined in Chapter X (Extension), paragraph K. of the Board Policy Manual.

As a member of the **Global Membership Team**, regions chairpersons should:

- Promote membership resources to clubs
- Promote and identify clubs to participate in the Club Excellence Process (CEP)
- Ensure that club membership chairpersons know their roles and responsibilities
- Identify communities for new club charters
- Emphasize engagement of members in new or existing service projects
- Encourage clubs to implement a membership growth plan and to promote their activities within the community
- Communicate membership development needs and successful strategies to fellow district GMT members

As a member of the **Global Leadership Team**, region chairpersons should:

- Identify potential leaders at the zone level
- Communicate the availability of and promote participation in training and leadership development opportunities
- Encourage the engagement of new leaders in leadership responsibilities
- Collaborate with the GLT-D to ensure that zone chairperson training is effectively conducted
- Communicate training and development needs to fellow GLT-D members

Detailed information on both teams can be accessed on the Lions Clubs International Web site, [www.lionsclubs.org](http://www.lionsclubs.org).

## **Coordinate activities of the zone chairpersons**

Zone chairpersons are important links that connect Lions clubs, you, and your district governor. When you are reporting to your district governor team on the status of clubs in your region, no one can give you more timely or complete information than your zone chairpersons. One of the greatest challenges of your job is coordinating the many duties of your zone chairpersons. This must be done in a way that:

- Guides and supports zone chairpersons rather than “bosses” them
- Is aligned with your district governor team’s overall objectives
- Prevents unnecessary duplication of service to the same people

Effective communication with your zone chairpersons is key to the success of your region. Frequent contact by email, telephone, or in person should include the following:

- A progress review of goals you and the district governor team have set for the zone chairpersons
- A discussion of club and/or district challenges and opportunities
- A report from each zone chairperson on his or her current and future activities

If you attend zone meetings, please remember to:

- Let the zone chairperson be in charge
- Use it as an opportunity to learn more about the individual clubs
- Assess the effectiveness of the zone chairperson

For more information related to the activities of the zone chairpersons, refer to the Zone Chairperson Manual and the Zone Chairperson Training available on the LCI Web site.

## **Support weak, suspended, and status quo clubs**

An important aspect of your position is to strengthen declining clubs and reactivate suspended and status quo clubs under the direction of the district governor team and with the help of the zone chairpersons. A cancelled club, though most likely not the fault of any one Lion, is nevertheless a concern that must be shared by Lions leaders - among them the region chairperson. Your part in preventing club cancellation is staying alert to signs of vulnerability. If you notice a club in need of support, immediately advise the zone chairperson and assist in strengthening that club. The sooner you act, the easier it will be to strengthen or reactivate the club!

Here are some signs that indicate a club may need special attention:

- Low attendance and declining membership
- No service or community activities are conducted by the club
- A general lack of enthusiasm or pride for club activities
- New members are not being recruited
- Failure to pay dues on time
- Monthly Membership Reports are not submitted for three consecutive months

Only by having up-to-date knowledge of clubs in your region, can you recognize these signs of fragility. You can acquire this knowledge by:

- Personally visiting the clubs
- Attending zone meetings and talking to the zone chairpersons
- Reading copies of club newsletters
- Receiving clubs' Monthly Membership Reports or reviewing club status using MyLCI
- Asking the governor to share the information in the monthly Club Account Recap report and Club Health Assessment
- Checking clubs' membership increase/decrease

Here are the most widely used steps taken by region chairpersons to help a declining club; each of them must be taken tactfully:

1. Investigate the problem area to determine its cause
2. Candidly discuss your findings with the club's officers
3. Offer solutions for correcting the problem. You may want to confer with the zone chairperson, the district GMT and GLT coordinators, and the district governor team

## **Support strong clubs**

A Lions leader, such as a region chairperson, can never assume that just because a club is very strong today that it will not need help tomorrow. It became strong and maintained its strength not only because of the constant efforts of club leaders, but also because of constant vigilance and care by district officers. Remember that no club is ever so strong that it does not need encouragement. Also, keep in mind that a strong club can be your best resource for helping a declining club.

When you visit clubs, look for these elements of success:

- A major service activity that the community needs and supports
- A major fund-raising project in which the community will participate and to which the community will contribute
- Good public relations within the club and in the community
- Effective meetings to be held regularly with good programming and a well-organized board of directors and committees
- Team spirit
- A membership growth and development program that includes a meaningful induction ceremony and immediate orientation and involvement of new members
- Active promotion of leadership development opportunities to members

## **Support all clubs: Promote the *Blueprint for a Stronger Club***

The most effective Lions clubs regularly identify ways to expand their humanitarian service impact, develop leaders, and meet club members' needs and expectations. They take care to ensure they are continually bringing value to the community and club members.

Like any worthwhile project, it is important for each club to develop and implement a plan, or a "blueprint," to guide their actions. The plan may change over time as new needs arise and opportunities are identified, but following a detailed plan is critical to club success.

The *Blueprint for a Stronger Club* provides a simple process for clubs to develop and implement a plan that emphasizes four core dimensions: club operations, service, leadership development and membership. Clubs may choose to include additional aspects, but these four are essential.

The *Blueprint for a Stronger Club* provides a road map to achieving greater levels of value in terms of the community and in terms of member satisfaction. The three simple steps provide a practical approach to enhance what is working, to phase out what no longer works, and to implement new initiatives. When clubs create a well-founded *Blueprint for a Stronger Club*, commit themselves to its implementation, regularly revisit the plan, and assess needs and refine action steps, they will achieve both short- and long-term goals.

As a region chairperson, you have the opportunity to work with zone chairpersons in promoting this tool to the club level. Familiarize yourself with the *Blueprint for a Stronger Club*, and make yourself available to serve as a resource in supporting Lions throughout this process. For more information, visit the LCI Web site.

## **Your role in starting new clubs**

Locating communities in your region that could benefit greatly by having a new Lions club is a giant step in helping with the growth of Lions clubs. Once you have done this, here are the steps you can take to help create a new club:

1. Meet with your Global Membership Team and Global Leadership Team district coordinators and learn more about how you can work with them to support new club development and club leadership
2. Secure information and materials, such as the New Club Extension Kit, from the Membership and New Club Operations Department at International Headquarters
3. Discuss the list you have made of communities in your region that could benefit from a Lions club with the zone chairpersons and district GMT coordinator
4. Encourage clubs in your region to sponsor new clubs, and offer your assistance
5. Once a club has been chartered, you will also share a responsibility in caring for the new club. Make sure the following actions are taken:
  - All members are fully oriented in Lionism and club officers are trained to fulfill the responsibilities of their positions
  - The club is frequently visited by experienced Lions
  - The club receives advice and guidance when needed

Your district governor may call on you to conduct an orientation seminar for new members or officers in your region. If the governor makes this request, you can obtain excellent guidelines for organizing and conducting these orientation sessions from the Extension and Membership Division, as well as the Leadership Division at International Headquarters.

# **ADDITIONAL INFORMATION**

## **Status quo clubs**

Monitoring the general health of Lions clubs in the zone, providing assistance to clubs to prevent clubs from going into status quo, and reactivating clubs in status quo are important responsibilities of the region chairperson.

Status quo is a temporary suspension of the charter, rights, privileges, and obligations of a Lions club. The Executive Administrator and divisions as designated by the Executive Administrator, acting on behalf of the International Board of Directors, has authority to place a Lions club in status quo or release it from status quo. The objective of status quo is to stop the activity of the club that is not fulfilling the obligations of a chartered club until the reason for placement into status quo is resolved or the club is cancelled.

Lions clubs may be placed in the following categories of status quo:

- Failure to comply with the purposes of the association, or conduct unbecoming a Lions club, such as, but not limited to, failure to solve club disputes or involvement in litigation
- Failure to fulfill any obligations of a chartered Lions club, such as, but not limited to, failure to hold club meetings regularly, or failure to submit the Monthly Membership Report for three or more consecutive months;
- The club is non-existing or fictitious
- The club has asked to disband or participate in a club merger.

While clubs may be placed in status quo for the reasons mentioned, District Governors may also request that a club be placed in status quo for failure to fulfill the obligations of a Lions Club. These requests require the approval of the first vice district governor and the zone chairperson. Sufficient documentation demonstrating that the club is not in compliance with the International Constitution and By-laws or Board Policy and the actions taken by the DG Team to encourage compliance is required to be submitted along with the request. Requests must be received 90 days or more prior to the district and/or multiple district conventions. The club will be placed in status quo once there is significant documentation that the club is not complying with the International Constitution and By-Laws.

- a. While in status quo, the club can not
  1. Conduct service activities;
  2. Conduct fund-raising activities;
  3. Participate in district, multiple district, or international functions or seminars;

4. Participate in any voting procedures outside of the club;
  5. Endorse or nominate a candidate for district, multiple district and international office;
  6. Submit the Monthly Membership Report and other report forms;
  7. Sponsor a Lions club, or organize a Leo club or a Lioness club.
- b. Every effort should be made to assist status quo clubs before charter cancellation. The following procedures are to be followed to give assistance and support to status quo clubs:
1. The District Governor Team or the Coordinating Lion, should start working with the club immediately toward its release from status quo. The District Governor Team must keep the district governor informed about the progress of the status quo clubs in the zone.
  2. If helpful, the district governor may assign a Certified Guiding Lion to help bring the club back into good standing. The Certified Guiding Lion must have the approval of both the club and the DG Team.
  3. The district governor or the Coordinating Lion must review the progress and inform LCI headquarters in writing of the progress made or the recommendation of cancellation.
- c. In order for a status quo club to regain the status of good standing, the club must:
1. Correct the reason for which the club was placed in status quo;
  2. Pay all outstanding balances in the district, multiple district and international accounts;
  3. Submit a completed Reactivation Report to report membership or leadership changes if needed;
  4. The recommendation to release a status quo club shall be made at any time of the year;
  5. Once reinstated, the club will have the ability to revise the club membership roster and officer records.
- d. Cancellation: Clubs that do not show improvement or make an adequate attempt to comply with the International Constitution and By-Laws or Board Policy within the specified time will be placed before the International Board of Directors to determine

if the club should be cancelled, remain in status quo or regain good standing or active status.

## Priority club status

Priority status clubs are clubs that need special attention but remain in active status with all of the rights and responsibilities of an active Lions club. To place the club in priority status, the DG Team must indicate why rebuilding is necessary and provide a plan outlining the rebuilding activities.

Each district can place up to five Lions clubs in priority status. Additional clubs may be placed in priority status with the approval of the District and Club Service Committee.

The plan submitted in support of placing a club on priority status must be approved by the club, the district governor, and the first vice district governor and then submitted to the District and Club Administration Division. Measurable progress is required for a club to remain in priority status. If measurable progress or a net increase in membership is not achieved within six months, the club may lose its priority status.

Priority status allows members of the District Governor Team to make up to two additional club visits (by the district governor or an approved member of the DG Team) to the club which are funded by the existing district governor budget.

A priority club is considered an active club with all the rights and responsibilities of a chartered Lions club and shall:

- a. Assign a Guiding Lion to the club for two years and work closely with the district leadership toward rebuilding the club. The Guiding Lion must have the approval of both the club and the DG Team.
- b. Hold meetings to discuss ways to improve club management, develop leadership and increase membership.
- c. Report the progress toward regaining the status of good standing to the district leadership and the District and Club Administration Division.
- d. Conduct service activities and fund-raising activities;
- e. Participate in district, multiple district, or international functions or seminars, including voting and endorsing or nominating a candidate for district, multiple district and international office, sponsor a Lions club, or organize a Leo club.
- f. Submit the Monthly Membership Report and other report forms;

Clubs in priority status must continue to pay dues and fulfill their responsibilities of a Lions Club or may risk being placed in status quo and cancelled. A club is considered to have achieved success when it has reached the goals set by the club when priority status was granted.

## **Protective Status**

1. A Lions club may be placed in protective status when requested by the district governor and the country or the area of the Lions club is experiencing:
  - a. War or civil insurgency;
  - b. Political unrest;
  - c. Natural disasters;
  - d. Any other special circumstances which prevent a Lions club from functioning normally.
2. A Lions club shall stay in protective status for the initial period of 90 days, plus additional days if warranted.
3. A protective status club shall be allowed to function normally, based on the definition of Lions club's functions defined in the Board Policy Manual, but exempted from:
  - a. Payment of district, multiple district, and international dues;
  - b. Submission of Monthly Membership Report and other report forms.

The club is released from protective status when the club is able to fully function, pay outstanding district, multiple district and international accounts and submit a reactivation report. The recommendation to release a status quo club shall be made at any time of the year; in cases of extreme hardship, the International Board of Directors, at the request of the District and Club Service Committee, may provide partial dues relief.

## **Club Cancellation**

When a Lions club notifies International Headquarters it is disbanding or merging with another club and the district governor supports the action and no other options seem viable, the club charter will be automatically cancelled.

The cancellation of a club may be rescinded within 12 months from the date of cancellation if the reasons for canceling the club are resolved. All previous dues must be paid. The district governor or the coordinating Lion must submit a Reactivation Report to rescind the charter cancellation. Requests for reactivation that are received less than 90 days prior to a district or multiple district convention may be held until the close of the convention.

## **Financial suspension**

The most common reason clubs have their charters suspended is for lack of timely payments to the association. This is known as “financial suspension”, although many Lions still refer to it erroneously as status quo.

A club which has an unpaid balance in excess of US\$20 per member or US\$1,000 per club, whichever is less, outstanding past 120 days will automatically be placed on Financial Suspension. Clubs placed on suspension are considered Inactive, including the club’s charter, and all the rights, privileges, and obligations of the Lions club. Payment for the full club balance can remedy this past due condition.

Any club approved for a payment plan by the Finance Division will not be suspended as long as it remains in compliance with the terms of the plan. In the event the club does not acquire an active status, as defined by board policy, on or before the 28<sup>th</sup> day of the month following suspension, the club’s charter will be automatically cancelled. Receipt of partial payments may prevent cancellation if the full club balance is received prior to the end of the term.

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

- a. Conducting service activities and fund-raising activities
- b. Participating in district and multiple district functions and seminars
- c. Endorsing or nominating a candidate for district, multiple district and international office
- d. Submitting the Monthly Membership Report
- e. Sponsoring new clubs, including Leo and Lioness clubs

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

## **Club Membership Reporting**

All Lions clubs are asked to report any membership changes on a monthly basis. Even when there are no changes in membership, clubs should report "No changes for the Month." Monthly reporting ensures accurate statement billing, magazine and miscellaneous mailings, award(s) criteria and other benefits.

To access the MyLCI Website, follow this path below or click <http://mylci.lionsclubs.org/>

- Go to the LCI home page at [www.lionsclubs.org](http://www.lionsclubs.org) or <http://www.lionsclubs.org/EN/index.php>
- Click the **MyLCI** link in the top, center of the page

Club presidents and secretaries can submit their monthly membership changes using the MyLCI website. Membership changes reported using MyLCI are recorded immediately and available to view by LCI headquarters, district and multiple district officers and chairpersons. The current reporting month is open for submission of reports throughout the entire month – from the 1<sup>st</sup> through the last current day of each month. When "No Changes for the Month" has been selected, subsequent reporting entries are permitted for that month. Related reports will be updated accordingly. The reporting month closes on the last calendar day of each month at 12:00am (midnight) Central Standard Time (CST).

If you are reporting your monthly membership online, the MyLCI site only accepts current calendar month's report. You may backdate transactions only up to two (2) months, but they will be displayed in the detail section of the current calendar month's report. For reports dating back further than two (2) months, you will be required to submit a paper MMR form (C23A) to the Club & Officer Record Administration Department at LCI Headquarters, 300 W. 22<sup>nd</sup> Street Oak Brook Illinois, 60523 USA / Fax 630-706-9295 / Email [stats@lionsclubs.org](mailto:stats@lionsclubs.org). Membership reports cannot be submitted in advance of upcoming months.

Club presidents and secretaries can also submit their monthly membership changes using the paper MMR form (C23A). Membership reporting forms received by the 20<sup>th</sup> calendar day of the month (for example, July 20, August 20) will be entered in that same month. Club secretaries who report by paper form will receive a supply of blank MMR forms (C23A) by bulk mail. The paper MMR form is also available to download by searching MMR or C23A on the LCI association website at [www.lionsclubs.org](http://www.lionsclubs.org).

Paper MMR forms can be submitted by mail, fax or email to the Club & Officer Record Administration Department at LCI Headquarters, 300 W. 22<sup>nd</sup> Street Oak Brook Illinois, 60523 USA / Fax 630-706-9295 / Email [stats@lionsclubs.org](mailto:stats@lionsclubs.org).

## **Region and Zone Officer Reporting**

Each year the newly elected district governor has the opportunity to organize the district clubs into zones and (optionally) to organize the zones into regions. After the clubs have been assigned to their zones and the zones to their regions, the next step is to appoint the zone and

region chairpersons. Once the zone and region chairpersons have been appointed and reported by the district governor (elect), the new chairpersons will begin to receive paper and/or email correspondence, receive recognition for their service and have appropriate access to MyLCI and other resources.

The district governor uses MyLCI to assign clubs to zones and zones to regions and also to assign zone and region chairpersons. This feature of MyLCI is available to the district governor elect, beginning the May 16 preceding his/her term.

When the region and zone chairpersons have been assigned and reported by the district governor (elect) the chairpersons will be able to access MyLCI functions from a region-wide or zone-wide perspective.

## Valuable Online Reports

There are 4 valuable reports available online that do not require logon or registration. These reports are:

- **Membership Register:** Sorted by club name within the district name, this report lists the number of members added, dropped or transferred since the beginning of the fiscal year for each club in the district
- **Missing Club Officer Report:** Sorted by district name, this report lists clubs that have not reported their officers
- **Summary of Membership Types and Gender by Club:** Sorted by club name within the district name, this report lists the number of members by gender and the number of discounted memberships (Family Unit, Leo Lion, Student, Young Adult)
- **Cumulative Membership Report :** Sorted by district name, this report lists the number of clubs in the district and the cumulative number of members added, dropped or transferred since the beginning of the fiscal year

To access these reports navigate to MyLCI Logon Page at <http://mylci.lionsclubs.org/>. From the Support Center panel on the right side of the page, select Membership Reports.

## Support for MyLCI

For more information about MyLCI, or assistance with submitting paper forms for club-level reporting, contact the MyLCI Support Center at 630-468-6900 or by email at [mylci@lionsclubs.org](mailto:mylci@lionsclubs.org) .

## **New member induction ceremony**

You may be called upon to induct new members. The induction of new members into a local Lions club may vary with the customs and activities of the club and district. Nevertheless, all inductions should bring dignity and importance to the ceremony and be performed by a well-respected Lion.

The following is a suggested agenda for an induction ceremony:

- Begin by inviting each new member and their sponsor individually by name to the front of the room
- Welcome all the participants to the ceremony and share your joy for their attendance
- Give a brief history of the distinguished history of Lions Clubs International
- Present a short history about your club and its current activities
- Administer the pledge
- Present the pin
- Close the ceremony with a welcoming statement on behalf of your club and district, the presentation of a new member kit and an explanation of the sponsor's responsibilities.

### **Suggested Pledge 1**

“Since you have expressed a desire to affiliate with this club, and with Lions Clubs International, I now ask you to repeat after me the Obligation of Membership:

I do hereby accept membership in the \_\_\_\_\_ Lions Club knowing that such membership encourages me to participate in functions of the club. To the best of my ability I will abide by the Lions Code of Ethics, and contribute my share to the programs of my club, district and Lions Clubs International.

You are now officially a member of the \_\_\_\_\_ Lions Club. Your sponsor will now present to you the Lions emblem pin, which signifies membership.”

(Sponsor(s) pin buttons on lapels of new member(s).)

## **Suggested Pledge 2**

“Since you have expressed a desire to affiliate with this club and with Lions Clubs International, I now ask that you respond to my words with a simple “I do” or “I will.”

“Do you hereby accept membership in the \_\_\_\_\_ Lions Club knowing that you are encouraged to participate in functions of the club?”

—I do—

“To the best of your ability will you abide by the Lions Code of Ethics, attend meetings whenever possible and contribute your share to the programs of your club, district and Lions Clubs International?”

—I will—

“You are now officially a member of the \_\_\_\_\_ Lions Club. Your sponsor(s) will now place upon your lapel(s) the Lions emblem which signifies this membership.”

(Sponsor(s) pin buttons on lapels of new member(s).)

## **CLOSING STATEMENT**

“Fellow Lion \_\_\_\_\_ (insert new member name), wear this emblem with pride, for it represents your membership in the world’s largest service club organization; an association that has a distinguished legacy of meeting needs worldwide.

Let me congratulate you and welcome you to the greatest of all service club organizations ... The International Association of Lions Clubs.

On behalf of the club, I now present you with your official Certificate of Membership and a New Member Kit, which will help you get off to a good start in your life as a Lion. We are all extremely proud and happy to have you as a member of the \_\_\_\_\_ Lions Club.”

## **District Governor Team Excellence Award**

In appreciation of the special efforts made by district governor teams, the association presents this award to members of governor teams who meet the requirements set by the International Board of Directors after completion of the term of office.

The district governor may submit the names of members of the district governor team who put forth exceptional effort to achieve excellence, which can include the district governor, vice district governors and zone and region chairpersons. Awards will be sent to the district governor to recognize these Lions with the District Governor Team Excellence Award as well.

The application form for the District Governor Team Excellence Award is available in the District Resource Center on the LCI Web site. Completed applications must be submitted to the English Language Department by September 30.

## **Club Excellence Award**

In appreciation of the achievements of clubs which have excelled during the year, the association presents this award to club presidents whose club meets the requirements set by the International Board of Directors after completion of the fiscal year.

This award recognizes that excellence does not depend on one individual but reflects the efforts of the whole club. Clubs which achieve this award will receive a club banner patch and their president will receive a special pin.

The application form is available online in the Club Resource Center or you can type “Club Excellence Award” into the search box on the LCI Web site. Completed applications must be submitted to the English Language Department by September 30.

## **Club Rebuilding Award**

The Club Rebuilding Award recognizes Lions who were instrumental in rebuilding an existing or bringing a cancelled or status quo club back to active and viable status. It is offered on the recommendation of the district governor or district governor team member with the approval of the district governor.

The Lion nominated to receive the award must have played a key role in recruiting new members, helping the club develop new activities, and in ensuring that the club is guided and motivated as it rebuilds.

Information and an application forms are available in the Club Rebuilding and Reactivation section of the LCI Web site.

## **Presidential Zone and Region Chairperson Awards**

Zone and Region Chairpersons can truly make a difference by helping clubs advance their service, grow their membership and achieve their goals. This Quarterly Presidential Award for Zone and Region Chairpersons is more than an award, it is a quarterly plan for success for the zone and region chairpersons and the clubs they support! Each quarter there is a new opportunity to achieve an award pin featuring the presidential theme. Zone and Region Chairpersons who achieve the award for all four quarters will also be recognized with a prestigious International Leadership Award Medal.

# **Organization of 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](http://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.

## **Club Supplies and Distribution Division**

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

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

## **Convention Division**

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

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

## **District and Club Administration Division**

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

Assists the administration of districts and clubs worldwide. Provides language services in the association's official languages. Issues District Governor Team and Club Excellence Awards and supports club development by providing clubs with the Guiding Lions program and Club Rebuilding Awards.

## **Extension and Membership Division**

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

Drives club and membership growth through the development, implementation and execution of strategies to promote new club formation, membership growth and retention initiatives.

## **Finance Division**

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

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

## **Information Technology Division**

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

Plans, organizes and controls the overall activities of technical services throughout the entire organization. This includes technical infrastructure, database, applications, process improvement, membership data administration, business intelligence and reports generation for membership, service activity, donations and financials. The division handles all membership reports and is responsible for maintaining all club and officer records.

## **Leadership Division**

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

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

## **Legal Division**

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

Maintains the association's worldwide trademark registrations, global insurance program and risk management and litigation. Provides guidance and advice to Lions on the association's constitution and by-laws and board policy, including district elections, international director endorsement inquiries, dispute resolutions and constitutional complaints.

## **Public Relations and Communications Division**

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

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

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

## **Service Activities Division**

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

Develops resources and helps Lions implement service activities and projects in the following key areas: Community Services, Disaster Preparedness and Relief, Environmental Services, Health and Wellness (includes Sight, Hearing and Diabetes), International Relations, Lions Opportunities for Youth (includes Leo clubs), and Lions Services for Children. Provides tools for Lion participation in the Global Service Action Campaigns, the Reading Action Program, Medical and Humanitarian Aid Missions and special service initiatives. Uses data received through the online Lions Service Activity Report to assess the impact of Lions' work and monitor global service trends to further enhance LCI programs and resources. The division's Government and Partnership Relations Department manages and supports LCI's relations with U.S. and international governmental and non-governmental entities/agencies in an effort to establish and strengthen alliances and increase visibility among key policy makers and governmental agencies worldwide.



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## We Serve

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**The International Association of Lions Clubs**

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