



District Governor Team Manual

Effective April, 2016

English

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Foreword

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

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

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

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

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

Chapter 1

DISTRICT GOVERNOR TEAM

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

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

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

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

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

District Governor

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

- Oversee the Global Membership Team at the district level and administer and promote membership growth and new club development.

- Oversee the Global Leadership Team at the district level and administer and promote leadership development at the club and district levels.
- Promote the Lions Clubs International Foundation and all service activities of the association.
- Preside, when present, over cabinet, convention and other district meetings. During any period he/she is unable to so preside, the presiding officer at any such meeting shall be the first or second vice district governor, but if he/she is not available, the district officer chosen by the attending members shall preside.
- Promote harmony among the chartered Lions clubs.
- Exercise such supervision and authority over cabinet officers and district committee appointees as is provided in this district constitution.
- Ensure that each Lions club in the district be visited by the district governor or other district officer once every year to facilitate successful administration of the club, and that the visiting officer submit a visitation report to the International Headquarters for each visit.
- Submit a current itemized statement of total district receipts and expenditures to his/her district convention or annual meeting of his/her district at a multiple district convention.
- Deliver, in a timely manner, at the conclusion of his/her term in office, the general and/or financial accounts, funds and records of the district to his/her successor in office.
- Report to Lions Clubs International all known violations of the use of the association's name and emblem.
- Perform such other functions and acts as shall be required of him/her by the International Board of Directors through the District Governor's Manual and other directives.

First Vice District Governor

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

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

- Further the purposes of this association;
- Perform such administrative duties assigned by the district governor;
- Perform such other functions and acts required by the International Board of Directors;
- Participate in the cabinet meetings, and conduct meetings in the absence of the district governor, and participate in council meetings as appropriate;
- Assist the district governor in the review of the strengths and weaknesses of the clubs in the district, identifying the existing and potential weak clubs and establishing plans to strengthen them;

- Conduct club visitation as the representative of the district governor when requested by the district governor;
- Serve as the District Governor Team liaison between the District Global Membership Team, working as an active member of the District Global Membership Team along with the District Governor, Second Vice District Governor and other Global Membership Team members to establish and implement a district-wide plan for membership growth;
- Work with the District Governor, Second Vice District Governor, and the Global Leadership Team to develop and implement a district-wide plan for leadership development;
- Work with the District Convention Committee and assist the committee to plan and conduct the annual district convention and assist the district governor to organize and promote other events within the district;
- At the request of the district governor, supervise other district committees;
- Participate in the planning of the next year including the district budget;
- Familiarize himself/herself with the duties of the district governor so that, in the event of a vacancy in the office of the district governor, he/she would be better prepared to assume the duties and responsibilities of said office as the acting district governor until the vacancy is filled according to these by-laws and rules of procedure adopted by the International Board of Directors.

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

The first vice district governor is not reimbursed by the association for travel or per diem expenses unless he or she is making annual club visits on behalf and at the request of the district governor. Reimbursement is according to the existing rules of audit. The multiple district or district constitutions may allow for other reimbursements

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

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

Second Vice District Governor

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

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

Further the purposes of this association;

- Perform such administrative duties assigned by the district governor;
- Perform such other functions and acts required by the International Board of Directors;
- Participate in the cabinet meetings, and conduct meetings in the absence of the district governor, and the first vice district governor, and participate in council meetings as appropriate;
- Familiarize himself/herself with the health and status of the clubs in the district, review the monthly financial report and assist the district governor and the first vice district governor in identifying and strengthening the existing and potential weak clubs;
- Conduct club visitation, as the representative of the district governor, when requested by the district governor;
- Assist the district governor and first vice district governor in planning and conducting the annual district convention;
- Serve as the District Governor Team liaison between the District Global Leadership Team, working as an active member of the District Global Leadership Team along with the District Governor, First Vice District Governor and other Global Leadership Team members to establish and implement a district-wide leadership development plan;
- Work with the District Governor, First Vice District Governor, and the Global Membership Team to develop and implement a district-wide plan for membership growth;
- Work with the District LCIF Coordinator and assist the committee to achieve the goals of the year through regular distribution of LCIF information and materials to increase understanding and support of LCIF;
- Work with the District Information Technology Committee and assist the committee to promote the use of the association's website and the Internet among the clubs and members to obtain information, file reports, purchase club supplies, etc.;
- At the request of the district governor, supervise other district committees;
- Assist the district governor, first vice district governor, and the cabinet in planning of the next year, including the district budget;
- Familiarize himself/herself with the duties of the district governor so that, in the event of a vacancy in the offices of district governor and first vice district governor, he/she would be better prepared to assume the duties and

responsibilities of said offices as the acting district governor or acting vice district governor until the vacancies are filled according to these by-laws and rules of procedure adopted by the International Board of Directors.

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

Because the second vice district governor directly participates in the administration of the district as part of the district governor team, he or she better understands the roles and responsibilities of the governor and first vice district governor, allowing for a smoother succession of leadership.

Effective District Governor Teams

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

- **Shared Vision, Goals and Direction**
Everyone on the team is committed to the team's vision. They know exactly what that vision is because the team leader keeps them focused by reinforcing that vision in communications. The team leader helps each individual team member meet his or her own needs while supporting the overall vision of the team. The team leader ensures that everyone on the team has clearly defined goals, and each member is motivated to put forth the effort required to achieve those goals. Team members understand how their positions support the achievement of the defined goals, and, if possible, have the opportunity to develop individual goals and action plans that specify how they will contribute to the overall success of the team.
- **Commitment to Individual and Team Roles**
Team members have clearly defined expectations, but they also understand how each of their roles is linked to every other role. They recognize that they are dependent upon each other's efforts. The team leader insures that individual job responsibilities are fulfilled, while assisting team members as they develop processes and approaches that allow them to function as a team.
- **Multi-Directional Communication**
Team members solve problems, communicate with each other, and keep the team leader updated on current challenges or emerging issues. Genuine collaboration is only possible with regular, open communication. Team leaders focus on developing consistent, multi-directional communication.

- **Shared Authority**
Effective team leaders enable team members to perform by sharing authority for the team's outcomes with the team members. Team members know how and when to get approval for decisions, and are charged with making independent decisions as appropriate.
- **Appreciation of Diversity**
Effective team leaders encourage team members to understand their unique strengths, talents, and weaknesses. The best team leaders promote an appreciation for individual style differences and personal experience. Team leaders consciously select team members who bring complementary skill sets, unique experience, and diverse perspectives.
- **Mutual Support and Trust**
The high-performing team demonstrates mutual support and trust. Team members are encouraged to take risks and share their opinions and suggestions freely, and constructive feedback is provided often. Together, they meet challenges, overcome obstacles, and seize opportunities. Members of the team have earned each other's trust.

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

Chapter 2

INTERNATIONAL HEADQUARTERS

International Headquarters is an important resource for all Lions. All staff at International Headquarters is ready to offer you assistance and advice, whenever needed.

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

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

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

International Headquarters Tours

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

- Memorial Day (May)
- Independence Day (July 4)
- Labor Day (September)
- Thanksgiving Day (November)
- Friday after Thanksgiving
- Christmas & New Year's Holidays- four (4) days to be determined by the Executive Administrator

ADMINISTRATIVE OFFICERS AT INTERNATIONAL HEADQUARTERS

Executive Administrator

The executive administrator of Lions Clubs International oversees the administration and operation of International Headquarters. The executive administrator's primary responsibility is to implement policies and procedures through the association staff that sustain the vision and purposes of the association and foundation.

The executive administrator:

- Manages the activities of the International Headquarters groups and staff
- Works closely with the International President, the Executive Committee, and the International Board of Directors to assure that the worldwide activities and expansion of Lionism are in keeping with the philosophy and policies of the association

Secretary

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

Chief of Global Development

The chief of global development of Lions Clubs International leads the integration of the Global Development group which is comprised of Membership, Public Relations and Communications, Service Activities, Global Strategy and Global Partnerships and Government Relations within the association. The chief of global development's primary responsibility is to collaborate with the association staff in developing and implementing the association's ongoing strategies, programs and initiatives.

Treasurer

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

LCIF Executive Administrator

The executive administrator of Lions Clubs International Foundation is responsible for the administration of the foundation, which is a separate legal entity with charitable, tax-exempt status. The LCIF executive administrator works with LCIF Chairperson and LCIF Board of Trustees to implement the foundation's mission of supporting the efforts of Lions clubs around the world in serving their local communities and the world community as they carry out essential humanitarian service projects.

INTERNATIONAL HEADQUARTERS GROUPS

DISTRICT & CLUB SERVICE AND LEADERSHIP DEVELOPMENT GROUP

District and Club Administration

Email: 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. The English Language Department serves as an important communication resource for district governors.

Leadership Development

Email: 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](#)), 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.

GLOBAL DEVELOPMENT GROUP

Email: globaldevelopment@lionsclubs.org

Marketing

Email: marketing@lionsclubs.org

Directs, develops and implements marketing strategies to support key programs of the association including new club and membership initiatives, service initiatives, along with the marketing of all recognition programs and other key programs of Lions.

Membership Development

Email: membershipdev@lionsclubs.org

Directs and initiates efforts by members and member committees in establishing standards for membership. Manages programs for bringing new members into the association and supports the Global Membership Team (GMT).

Public Affairs

Email: pr@lionsclubs.org

Directs all public affairs activities and manages public and media relations. Provides leadership and creative input on audiovisual productions, high profile events and programs.

Communications

Email: communications@lionsclubs.org

Manages all internal and external communication, advertising, brand management and corporate messaging including all online communications and LION Magazine.

Service Activities

Email: programs@lionsclubs.org

Supports Lions and Leos in implementing meaningful service projects and activities including children, youth, health, environment, and international relations, as well as special initiatives such as the Centennial Service Challenge and the Reading Action Program. The division also collects data on Lions and Leos activities through the Service Activities Report allowing the association to demonstrate how members' local acts are making a positive contribution to global development priorities

Global Strategy

Email: globalstrategy@lionsclubs.org

Responsible for strategic planning, consulting on special membership initiatives, Centennial celebration planning and other special projects.

Global Partnerships

Email: governmentrelations@lionsclubs.org

Responsible for researching and leveraging partnerships (private/public) to increase Lions visibility and resources and advance the association's programs and initiatives.

TREASURY, FINANCIAL & BUSINESS OPERATIONS GROUP

Finance

Email: finance@lionsclubs.org

Manages the association's resources, both people and money. Directs the implementation of the association's financial policy, including banking, transfer of funds, general accounting functions, cost accounting and investments. Provides various financial services to members.

Information Technology

Email: informationtechnology@lionsclubs.org

Provides technology services that include technology infrastructure, membership and financial systems, a business intelligence system for reporting, member services websites including MyLCI, communication systems, document management system, club, officer and member data administration, district and international convention support and technical support for staff and members (website: www.lionsclubs.org or [MyLCI](#)).

Club Supplies and Distribution

Email: 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.

OTHER HEADQUARTERS GROUPS

Convention

Email: 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.

Legal

Email: legal@lionsclubs.org

Responsible for maintaining 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.

LIONS CLUBS INTERNATIONAL FOUNDATION

Website: www.lcif.org

Email: lcif@lionsclubs.org

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

Chapter 3

DISTRICT ADMINISTRATION

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

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

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

District Governor's Cabinet

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

Cabinet members include:

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

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

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

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

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

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

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

First and Second Vice District Governors

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

Cabinet Secretary-Treasurer

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

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

The duties of the treasurer are to:

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

Region Chairperson

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

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

The region chairperson must:

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

The duties of the region chairperson are to:

- Further the purposes of this association;
- Supervise the activities of the zone chairpersons in his/her region and such district committee chairpersons as may be assigned to him/her by the district governor;
- In coordination with the district GMT coordinator, play an active role in organizing new clubs and in strengthening weak clubs;

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

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

Zone Chairperson

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

The zone chairperson must:

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

The duties of the zone chairperson are to:

- Further the purposes of this association;

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

District Governor's Advisory Committee

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

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

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

- Assist the zone chairperson in making sure every club in the zone is operating efficiently and abides by the constitution and by-laws;
- Promote attendance from the clubs in the zone at the annual district, multiple district and international conventions;
- Assist the zone chairperson in promoting attendance during charter nights in the zone;
- Discuss ways of assisting clubs experiencing problems with club administration, membership development or finances, as well as status quo clubs;
- Cooperate with the zone chairperson in promoting various functions for the clubs in the zone, such as inter-club meetings, special functions observing district governor month, installation of club officers, induction of new members, and ceremonies honoring Key members and participating in sport tournaments, banquets and celebrations.

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

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

- The first is held within ninety days after the international convention.
- The second meeting is held in November.
- The third meeting is held in February or March.
- The fourth meeting, which is optional, is held approximately thirty days prior to the district or multiple district convention. It can be an occasion to honor present or past district officers.

Cabinet Meetings

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

Agenda for Cabinet Meetings

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

Standard agenda items include:

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

Past District Governors

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

Some of the positions past district governors may serve are:

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

Region/Zone Chairperson Orientation

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

1. The duties of chairpersons;
2. The value of regular meetings between the region and zone chairpersons;
3. The importance of club visits by the region and zone chairpersons:
 - a. Ask the chairpersons to evaluate the administrative and financial practices of the club, its internal and external communication practices, attendance,

membership growth and orientation efforts and service projects. The results often indicate that the club needs assistance.

- b. Share tools the chairpersons can use to help clubs overcome problems.
4. Public speaking skills;
5. Inducting new members;
6. The District Governor's Advisory Committee;
7. The duties and responsibilities of each cabinet officer and committee chairperson;
8. The reorganization of declining and financial and non-financial status quo clubs and supporting new clubs;
9. The importance of region and zone chairpersons to the operation of the association in the region and zone, in the district.

Club Visitations

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

The purposes of a club visit are to:

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

Planning Your Club Visits

1. Give priority to clubs that need help immediately:
 - a. Clubs with reduced membership growth or leadership challenges
 - b. Financial and non-financial status quo clubs
 - c. Clubs with fewer than 20 members
 - d. Clubs identified by the immediate past district governor as ones needing help
2. Schedule your visits.
3. Notify clubs in advance of your visit. Publicize visitation dates in the district newsletter.
4. Prepare for your visit:

- a. Review the club's membership reporting activity.
 - b. Determine if the club has paid its district, multiple district and international dues, know the balances due, and be prepared to offer solutions for reducing any debts.
 - c. Talk to the zone and region chairpersons about the club's performance.
 - d. Become familiar with the club's community service projects.
 - e. Determine how you will converse with the club and offer guidance and inspiration.
 - f. Select the printed materials you wish to take along on your visit.
 - g. Prepare questions to ask the club, either at the club meeting or at the board of directors meeting (the Meeting/Club Visitation Report offers questions that could be included).
5. During your visit, attend the club's membership meeting and meet with the board of directors. Recognize the club's achievements, and address concerns of the members and officers. Encourage membership growth, orientation and retention.

District Governor's Meeting and Club Visitation Report

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

- Completed for each meeting and club visited for which you are seeking reimbursement.
- Sent with the monthly travel expense claim (C-30).

Redistricting

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

Redistricting includes:

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

The following policy shall apply with respect to each redistricting proposal submitted to the International Board of Directors pursuant to Article VIII, Section 3 of the International By-Laws:

All redistricting proposals must meet the requirements below, and be submitted and filed with District and Club Administration Division 60 days prior to the October board meeting for which they will be considered. No additional documentation submitted after this date will be accepted

1. REDISTRICTING OF DISTRICTS: Districts (single, -sub or multiple districts) seeking to redistrict must submit the following:
 - a. A list of clubs that would comprise each proposed sub-district containing each club's total membership. Each proposed sub-district must have the minimum of 35 clubs with 1,250 members in good standing 60 days prior to the board meeting for which it is considered and sustain membership strength through the time that the redistricting takes place.
 - b. A map clearly defining the proposed boundary lines or changes in boundary lines for each district. The proposed districts should be established in a way that allows for efficient district management and minimal travel and administrative costs.
 - c. Payment of US\$500 as a redistricting fee for each new district, sub-district or multiple district proposed.
 - d. Districts and multiple districts submitting a request must include the following from each voting body evidencing that the proposed redistricting plan obtained the necessary approval.
 - (1) A full copy of the minutes, certified with the signature of the District Governor, First Vice District Governor and Cabinet Secretary for single district or sub districts(s) minutes, the signature of the Council Chairperson and Council Secretary for multiple district minutes, who were in office during the convention or special convention in which the redistricting was approved.

The minutes must reflect that a majority of the registered and certified delegates approved the resolution by written and secret ballot and must include the ballot count. The minutes must also reflect that the results were announced to the delegates during the convention. It should be noted that only a majority vote and not a two-thirds vote, is required for consideration by the International Board of Directors.
 - (2) A copy of the published proposal, which must include a full and clear description of the proposed districts and/or multiple districts by clearly defining the territories for each proposed district and/or multiple district by official geographic boundary, a list of clubs to be allocated to each proposed area and a clearly marked map.
 - (3) Verification that the full proposal as noted in item 1.d (2), was circulated to each club in the single district, sub-district(s) and multiple district no later than 60 days prior to the convention for which the vote was taken

- (4) Explanation of how the multiple/sub-district(s) will be better served through redistricting, including a detailed plan that outlines goals and action plans to support membership growth, leadership development and club support initiatives.
2. **MERGER/REDUCTION OF DISTRICTS:** A multiple district that is consolidating one or more sub-districts that have fewer than 35 clubs and 1,250 members to increase the number of members per sub-district must also submit the documentation noted in item 1 above, but is not required to submit a payment. Approval is required from the convention of the multiple district. An explanation is required outlining the programs recently implemented by the sub-district(s) to increase membership and why redistricting is still needed. In these areas, if the plan results in a sub-district that does not meet the 35 club and 1,250 member minimum, the proposal may be considered if it helps strengthen or improve the management of a sub-district and support of clubs.
 3. **MULTIPLE DISTRICT REDISTRICTING:** A multiple district proposing to redistrict, but is not changing sub-district lines, must submit the items as outlined in item 1. above, but need only submit items noted under 1.d at the multiple district level. Minutes showing the approval of the proposal and subsequent district name changes by a two-thirds vote of the district cabinet members from two-thirds of the districts is required prior to the multiple district putting forth the resolution.
 4. The proposed name of the district and the multiple district must meet the naming criteria as established by Lions Clubs International. When a proposal divides an existing sub-district, the name of one of the new sub-districts should be the same as that of the original sub-district if circumstances so permit.
 5. All approved redistricting proposals shall take effect at the adjournment of the next international convention unless a later International Convention is specified.
 6. Any objections with regard to the procedure or process followed to gain approval of the resolution and the district (single, -sub or multiple) must be resolved utilizing the appropriate dispute resolution process.
 7. The election of the district governor, first vice district governor and second vice district governor must take place following the approval of the proposal by the International Board of Directors and prior to the International Convention for which the redistricting will follow. The election must take place during a properly called meeting of the delegates of the new district. It is suggested that the election take place during an existing district or multiple district convention for which the delegates would normally attend.

8. Proposals that do not meet the requirements above shall be rejected and returned to the applicant. If a new application is submitted within 12 months of the initial proposal rejection, the application fee of US\$500 is waived.

Redistricting proposals should be sent to:

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

Board Review

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

District Newsletter

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

The following suggestions may be helpful in producing a newsletter:

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

District Convention

District conventions are held to:

- Provide events important to the district;
- Conduct seminars of interest to general members and district leadership
- Develop friendship among Lions of the district.
- Conduct general district business;
- Take action on district matters in accordance with the constitution and by-laws of the association and the district;
- Adopt resolutions;
- Elect the district governor, first and second vice district governors and other district officers;
- Vote on convention sites;

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

Voting at the District Convention

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

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

Dates for the Convention

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

District Convention Report

After the date and location of the district convention is determined, report it to International Headquarters through the MyLCI site or submit the report by post mail or email the English Language Department- at englishlanguage@lionsclubs.org

District Convention Minutes

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

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

Multiple District Convention

The Standard Multiple District Constitution and By-Laws provides:

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

Request for Guest Speakers

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

District Wide Events

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

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

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

Club Level Events

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

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

If you have any questions, please contact:

Travel Department

Telephone: 630-468-6735

Fax: 630-706-9084

E-Mail: travel@lionsclubs.org

Chapter 4

DISTRICT COMMITTEES

District committees assist district officers in accomplishing district goals.

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

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

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

All one-year chairpersons may be reported through MyLCI, except for District Youth Camp and Exchange Chairpersons who are appointed via the YCE-510D form.

It is important to report to LCI the district chairpersons as early as possible to ensure these district leaders are included in important communications.

The LCIF District Coordinator serves as the LCIF ambassador in the district and can provide valuable information about opportunities to support LCIF, as well as information about grant programs for local service projects. The LCIF Coordinator should always be invited to attend cabinet meetings.

Committee Chairperson Selection

Appoint your committee chairpersons carefully. Committee chairpersons should possess:

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

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

Convention Chairperson

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

Chairperson Duties

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

Cultural and Community Activities Chairperson

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

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

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

Chairperson Duties

- Become familiar with the Information for Community and Culture Chairperson section on the association's website;
- Identify appropriate projects for your district;

- Visit clubs. Explain the importance of community projects that demonstrate the “We Serve” motto. Encourage clubs to appoint a cultural and community activities chairperson;
- Keep the governor and the international office informed of district activities. Provide a summary report to successor.

Diabetes Awareness and Action Chairperson

The Diabetes Awareness and Action Program was adopted in March 1984 to raise awareness about diabetes through community education, advocacy efforts, and direct service delivery.

Chairperson Duties

- Become familiar with the Information for Diabetes Chairpersons section on the association’s website;
- Connect with Lions diabetes chairs worldwide via the LCI Facebook Group for diabetes chairpersons;
- Utilize current resources from official diabetes associations to become knowledgeable about diabetes and diabetic retinopathy;
- Identify appropriate projects in your district;
- Develop partnerships with relevant organizations and professionals to leverage resources;
- Encourage and facilitate club or district level participation in:
 - Strides: Lions for Diabetes Awareness events (banner patch available for participating clubs)
 - LCIF Core 4 Diabetes grant program
 - Diabetes Awareness Month (November)
 - World Diabetes Day (November 14)
- Encourage clubs to appoint a club diabetes awareness chairperson;
- Promote club awareness of the opportunity to earn the annual “New Horizons: In Diabetes Education” award;
- Plan and facilitate diabetes awareness presentations for forums, zone meetings, district and multiple district conventions;
- Keep the district governor informed of district activities; encourage clubs to report their diabetes projects in the Service Activity Report within MyLCI;
- Provide a summary report to successor.

Environment Chairperson

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

Chairperson Duties

- Become familiar with the Information for Environment Chairpersons section on the association's website;
- Connect with Lions environment chairs worldwide via the LCI Facebook Group for environment chairpersons;
- Utilize current resources from official environmental agencies/organizations to become knowledgeable about the environmental priorities in your region;
- Identify appropriate Lions Green Team projects for the district;
- Develop partnerships with relevant organizations and professionals to leverage resources;
- Encourage and facilitate club or district level participation in:
 - Lions Environmental Photo Contest. Ensure that the selected district photo is submitted to the council chairperson by January 15;
 - Protecting Our Environment Centennial Service Challenge (April)
- Visit clubs to explain the importance of protecting our natural resources, provide information about activity planning resources, and solicit feedback and suggestions;
- Encourage clubs to appoint an environment chairperson;
- Keep the governor and the international office informed of district activities;
- Provide a summary report to successor.

Hearing Preservation, Awareness and Action Chairperson

Hearing Preservation, Awareness and Action became a major Lions activity in 1971.

Chairperson Duties

- Become familiar with the Information for Hearing Chairpersons section on the association's website;
- Connect with Lions hearing chairs worldwide via the LCI Facebook Group for hearing chairpersons;
- Utilize current resources from official hearing/deaf associations to become knowledgeable about hearing impairment and deafness;
- Identify appropriate projects in your district;
- Develop partnerships with relevant organizations and professionals to leverage resources;
- Encourage and facilitate club or district level participation in:
 - Lions Hearing Aid Recycling Program (HARP)
 - LCIF's Affordable Hearing Aid Program (AHAP)
- Encourage clubs to appoint a club hearing preservation, awareness and action chairperson;
- Plan and facilitate hearing preservation awareness presentations for forums, zone meetings, district and multiple district conventions;
- Keep the district governor informed of district activities; encourage clubs to report their diabetes projects in the Service Activity Report within MyLCI;
- Provide a summary report to successor.

Honorary Chairperson

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

Chairperson Duties

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

Information Technology Chairperson

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

Chairperson Duties

- Create and maintain the district's home page;
- Establish communication system through e-mail between members and other clubs;
- Assist clubs in submitting their Monthly Membership Report, Service Activity Report and assigning current year and next year officers via the MyLCI website. Clubs that do not use MyLCI can submit their monthly membership report and their officer assignments, by sending the paper forms to the Member Service Center at international headquarters (MMR and Club Officer Reporting form) by post mail, email memberservicecenter@lionsclubs.org or fax 630-706-9295. **NOTE:** The MyLCI website does not apply to those multiple districts that are presently using their own database.
- Show clubs how to obtain the association's official publications, newsletters, directories, and many other Lions information materials through the Internet;
- Develop the district's record-keeping system on the computer;
- Work on other innovative projects;
- Monitor club websites and publications for use of official logos only;
- Remind clubs with websites that only members should have access to member information. Due to privacy policies, the general public should not have access to membership names and/or addresses. Club officer information is the only exception.
- Encourage and assist clubs with using the e-Clubhouse website;
- Work with the association's IT Division in gathering requirements for system improvement, participating in system testing and being involved in technology-related activities.

International Relations Chairperson

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

Chairperson Duties

- Become familiar with the Information for International Relations Chairpersons section on the association's website;
- Identify appropriate projects for the district;
- Encourage and facilitate participation in:
 - International club twinnings
 - Lions Day with the United Nations
 - Youth Camp & Exchange
- Meet with Lion leaders to develop a coordinated plan for the year.
- Visit clubs. Explain the importance of international programs;
- Keep the governor and the international office informed of district activities;
- Provide a summary report to successor.

Leo Club Chairperson

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

Chairperson Duties

- Provide encouragement, coaching and motivational aids for all Lions who are actively involved in Leo club extension and development activities;
- Become familiar with the fundamental principles and procedures for sponsoring a Leo club;
- Review the Leo Club Chairperson section on the association's website;
- Promote and publicize the Leo Club Program within the district;
- Encourage Lions clubs to sponsor Leo clubs;
- Become familiar with Leo resources and materials available from International Headquarters;
- Ensure Leo clubs within the district report annual officers, membership, and service activities via MyLCI;
- Contact advisors of new Leo clubs to offer encouragement;
- Maintain communication with advisors of existing clubs;
- Conduct two leadership development seminars at the beginning of the fiscal year – one for Leo advisors, the other for Leo club officers;

- Serve as non-voting member of the Leo district council (if one has been established);
- Serve as the official liaison between the Lions district cabinet and the Leo district council;
- Keep the district governor informed of the progress of the Leo Club Program in the district, and report to the Lions district cabinet all resolutions of the annual Leo district conference;
- Encourage graduating Leos to join an existing Lions club or form a new Lions club; work closely with Leos and Leo club advisors in the district to ensure that graduating Leos are aware of the many incentives and options available to former Leos who become Lions;
- Meet regularly with the multiple district Leo club chairperson, if one exists.

Lions ALERT Chairperson

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

Chairperson Duties

- Consider joint projects with the local chapter of the International Federation of Red Cross and Red Crescent Societies (IFRC);
- Visit clubs. Encourage clubs to develop a Lions ALERT plan and receive the Lions ALERT banner patch award. Offer to provide assistance;
- Keep the district governor and the international office informed of district activities;
- Provide a summary report to successor.

Lions Quest Chairperson

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

Chairperson Duties

- Become familiar with the Lions Quest programs (Skills for Growing, Skills for Adolescence, and Skills for Action) as described on the Lions Quest website www.lions-quest.org, and the Lions Quest program informational CD and DVD;
- Speak at Lions Club meetings, district cabinet meetings and other Lions gatherings and conferences about the Lions Quest programs. Know what resources are available from LCIF and provide information to lions clubs that request it;
- Network with educational institutions and other organizations involved in education in the district;

- Learn about the scope of Lions Quest activity currently occurring in the district/multiple district including the clubs that have sponsored the program in recent years and schools that utilize the program;
- Encourage clubs in the district to promote the program to school officials in their communities;
- Encourage clubs in the district to sponsor Lions Quest training or material purchases for local schools;
- Assist clubs involved with Lions Quest to identify local sources of funding to support and sustain the program;
- Generate publicity about Lions Quest activity in the district;
- Keep the district governor and the LCIF Lions Quest Department informed of the progress of Lions Quest activity in the district;
- Assist with coordination of Lions Quest training workshops in the district and the drafting of Lions Quest Core 4 grant proposals as appropriate.

Lions Services for Children Chairperson

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

Chairperson Duties

- Become familiar with the Information for Services for Children Chairpersons section on the association's website;
- Connect with children's chairpersons worldwide via the LCI Facebook Group for Lions Services for Children chairpersons;
- Network with educators, government agencies, health care organizations and other individuals involved with serving children in need to learn about the needs in your district;
- Identify appropriate projects for the district;
- Encourage and facilitate participation in:
 - Lions Services for Children Symposium Program
 - Lions Children First
- Keep the governor informed of district activities;
- Encourage clubs to report their diabetes projects in the Service Activity Report within MyLCI;
- Provide a summary report to successor

Peace Poster Contest Chairperson

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

Chairperson Duties

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

Public Relations and Lions Information Chairperson

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

Chairperson Duties

- As the district's chief advisor for public relations and publicity, conduct a basic training course for all club public relations chairpersons;
- Handle the public relations for the district, including news releases to all media, and edit or assist in the preparation of the district bulletin;
- Motivate clubs to promote continuous public relations programs in each community;
- Advise clubs about printed public relations material available from Lions Clubs International and promote its use for both internal and external communication;
- Encourage representation at district and international conventions;
- Assist club public relations chairpersons with presenting relevant information about association programs
- Provide advance notice to clubs of the governor's visit with biographical information and photographs;
- Arrange publicity for visits of international officers, directors and other dignitaries within the district;
- Store and account for district-owned property such as publications, audio/visual materials, etc.;
- Inform club public relations chairpersons that they are responsible for erecting and maintaining Lion highway signs at entrances to communities
- Encourage the use of website and social media by clubs.

Reading Action Program Chairpersons

The Reading Action Program began in 2012 as a 10-year commitment to increasing reading and literacy rates. It's a call to action for every Lions club around the world to organize service projects and activities that underscore the importance of reading and address specific needs related to illiteracy within their own communities.

Chairperson Duties

- Connect with Lions reading action program chairs worldwide via the LCI Facebook Group for reading action program chairpersons;
- Utilize current resources from official literacy and education organizations to become knowledgeable about potential needs in your region;
- Identify appropriate projects in your district;
- Develop goals and an overall district action plan;
- Develop partnerships with relevant organizations and professionals to leverage resources;
- Encourage and facilitate club or district level participation in:
 - World Literacy Day
- Encourage clubs to appoint a reading action program chairperson;
- Plan and facilitate literacy awareness presentations for forums, zone meetings, district and multiple district conventions;
- Keep the district governor informed of district activities; encourage clubs to report reading action program projects in the Service Activity Report within MyLCI;
- Provide a summary report to successor.

Sight Preservation, Awareness and Action Chairperson

The mission of the program is to provide programs and assistance to aid people who are blind or have low vision and eliminate preventable blindness.

Chairperson Duties

- Become familiar with the Information for Sight Chairpersons section on the association's website
- Connect with Lions sight chairs worldwide via the LCI Facebook Group for sight chairpersons;
- Utilize current resources from official blindness prevention organizations to become knowledgeable about preventable blindness;
- Identify appropriate projects in your district;
- Develop partnerships with relevant organizations and professionals to leverage resources;
- Encourage and facilitate club or district level participation in:
 - Lions Eye Health Program (LEHP)
 - Lions Eyeglass Recycling Centers (LERC)
 - Lions Eye Banks (LEB)

- LCIF SightFirst
- Sharing the Vision Centennial Service Challenge (October)
- World Sight Day (October 14)
- Lions Eye Bank Week
- International White Cane Day
- Helen Keller Day
- Encourage clubs to appoint a club sight preservation, awareness and action chairperson;
- Promote club awareness of the opportunity to earn the annual “Club Excellence in Effort” award;
- Plan and facilitate blindness prevention awareness presentations for forums, zone meetings, district and multiple district conventions;
- Keep the district governor informed of district activities; encourage clubs to report sight projects in the Service Activity Report within MyLCI;
- Provide a summary report to successor.

Youth Chairperson (Lions Opportunities for Youth)

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

Chairperson Duties

- Become familiar with the various youth programs in your district: Leo clubs, youth camps and exchange, Peace Poster Contest, etc. For additional information, visit the LCI website at www.lionsclubs.org and keyword search “youth development.”
- Provide a forum for youth activities chairpersons to exchange ideas and coordinate activities;
- Encourage Lions clubs in the district to support youth activities;
- Provide guidance to the club and district-level Lions Opportunities for Youth committees;
- Promote youth awards available from Lions Clubs International, including the Leos of the Year Award, Leo Club Excellence Award, District/Multiple District Leo Club Chairperson Award, 100% Leo District/Multiple District President Award, Top Ten Youth Camp and Exchange Chairperson Award, and the Lions Young Leaders in Service Award.

Youth Camp and Exchange (YCE) Chairperson

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

Chairperson Duties

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

Chapter 5

CLUB OPERATIONS

Successful club operations is key to membership growth and critical for the future of our association. There are several new tools to help clubs adapt to meet the ever-changing needs of our communities.

Club Success

[Your Club, Your Way](#)

This helpful guide will help you customize your club meetings to better suit the needs and lifestyles of your club members. It includes a simple, fun exercise to help determine which elements of your meeting to keep and what to change, as well as a process for phasing in change!

[Blueprint for a Stronger Club](#)

The most effective Lions clubs regularly identify ways to expand their service impact, develop leaders and meet club member's needs and expectations. This new tool helps clubs identify opportunities to expand service, improve club operations, increase membership and develop new leaders and then helps the club develop a "blueprint" to implement the changes. Small changes may make a big difference and this easy to use tool helps bring new ideas to light!

[The Club Quality Initiative \(CEP\)](#)

The Club Quality Initiative (CEP) helps clubs become more effective in service, communication, leadership and membership satisfaction. This four step process that can be delivered in one to four sessions at a club meeting, retreat, or other gathering.

There are two versions of CEP that clubs can choose from:

1. **Pro** is a facilitator-led workshop. It's designed for clubs that would like to have a trained Lion facilitator come in and guide members through the workshop.
2. **Lite** is a self-guided workshop. It's designed for clubs that would prefer to have a member of their club lead the workshop.

In either format, a participating club will examine its community's needs, analyze its membership experience, identify club and LCI resources, and develop action plans to support your club goals.

Club Membership Reporting

All Lions and Leo 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, click here [MyLCI Home Page](#), or follow the path below:

- Go to the LCI home page at [LCI Home Page](#)
- 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, club, district and multiple district officers and chairpersons. The current reporting month is open for submission of reports throughout the entire month – from the 1st 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).

Note: the MyLCI site only accepts the current calendar month's report. You may backdate transactions 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 need to submit a paper [MMR form \(c23a\)](#) to the Member Service Center at the address listed below.

Membership reports cannot be submitted, in advance, of upcoming months.

Lions club presidents and secretaries can also submit their monthly membership changes using the paper MMR form (c23a). Membership reporting forms received by the 20th calendar day of the month (for example, July 20, August 20) will be entered in that same month. The paper [MMR form](#) is available to download by searching MMR or c23a on the LCI association website at www.lionsclubs.org or can be obtained from the Member Service Center at the address listed below.

Paper MMR forms can be submitted by post mail, fax or email to the Member Service Center at the following address.

Lions Clubs International
Member Service Center
300 W. 22nd Street
Oak Brook Illinois, 60523 USA
Phone: 630-203-3830
Fax: 630-706-9295
Email: memberservicecenter@lionsclubs.org

Club Officer Reporting

Each year following the election of the new club officers, clubs are asked to report their new officers to International Headquarters. When the new officers are reported:

- Find A Club (the locator on the association's website) will reflect the new officers
- The new officers will be able to receive timely mailings from international headquarters and the district
- The new officers will be able to access and utilize the MyLCI site

For the same reasons, we ask that clubs also report any officer changes that occur during the year. We ask that each club report their newly elected or re-elected officers to International Headquarters by May 15 each year.

Club presidents and secretaries can report their new officer information and changes using the MyLCI website. Officers reported using MyLCI will be immediately available to view at LCI Headquarters and by the multiple district, district and club officers and chairpersons.

Club presidents and secretaries can also report their new officer information and/or changes using the paper [Club Officer Reporting form \(PU101\)](#). The paper form is available to download by searching Club Officer Reporting form, on the LCI association website at www.lionsclubs.org.

Paper Club Officer Reporting forms can be submitted by post mail, fax or email to the Member Service Center at the address listed below.

Lions Clubs International
Member Service Center
300 W. 22nd Street
Oak Brook Illinois, 60523 USA
Phone: 630-203-3830
Fax: 630-706-9295
Email: memberservicecenter@lionsclubs.org

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 the MyLCI Logon Page at [MyLCI](#). From the Support Center panel on the right side of the page, select Membership Reports.

Support for MyLCI

For more information or assistance with the MyLCI site, contact the Member Service Center at 630-468-6900 or by email at mylci@lionsclubs.org.

Club Service Activity Report

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

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

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

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

District leaders should encourage club secretaries to submit Lions Club Service Activity Reports via MyLCI on a monthly basis. However, when no service activities are

performed for a given month, it is not necessary to record any service activity information for that month. Club secretaries have until July 15 each year to report activities for the fiscal year.

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

For more information, contact programs@lionsclubs.org.

Club Accounts

Past Due Club Balance/Suspension

Each month governors receive a recap of accounts, which details the current and past due balances for all clubs in the district. The recap can be used as a tool to remind all clubs that dues and fees for club supplies should be paid timely and regularly.

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

Financial Suspension of Clubs

A club, which has an unpaid balance in excess of US\$20 per member or US\$1,000 per club, whichever is less, outstanding past 120 days will be suspended, including the suspension of the club's charter, and all the rights, privileges, and obligations of the Lions club.

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

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

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

Each month the association notifies all district governors of the clubs in the district in suspension, released from suspension or canceled. The district governor and other

district officers can avoid unnecessary charter cancellations by encouraging suspended clubs either to pay the outstanding balance or negotiating a payment plan with the Finance Division at International Headquarters.

Activation of a Club Placed on Financial Suspension

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

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

Charter Cancellation from Financial Suspension

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

The district governor is required to send the completed Club Reactivation Report form (DA-970) to the Accounts Receivable and Club Account Services Department at International Headquarters if reactivation is requested. This report is available on the association's website.

Status Quo and Priority Status

Status Quo and Priority Status

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:

- 1. Failure to comply with the purposes of the association:** When a club or its members are reported to have committed a serious action such as, but not limited to, the filing of litigation or failure to solve club disputes the club may be placed immediately in status quo.
 - 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. 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 and leadership changes if needed
 4. The recommendation to release a status quo club shall be made at any time of the year

- c. Cancellation: When the infraction is severe and club cancellation is in the best interest of the association, a charter may be cancelled at the request of the Executive Administrator or his designee in consultation with the Legal Division.

- 2. **Failure to fulfill any obligations of a chartered Lions club**, which may include, but not limited to, failure to hold club meetings regularly, failure to submit the Monthly Membership Report for three months or more; failure to pay district or multiple district dues or any other such obligation as noted in item A.1. of this chapter or as noted in the International Constitution and By-Laws.

Requests for placement into status quo for failure to fulfill the obligations of a Lions Club are made by the district governor with 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. When a Lions club is placed in status quo for failure to comply with the obligations of a club, the District Governor Team or the Coordinating Lion, shall 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.

3. Non-existing or fictitious club

- a. If a Lions club is suspected to be non-operating and fictitious, the club is required to be thoroughly investigated, which might include:
1. Review of the monthly membership report and variances or patterns in member gain or loss
 2. Gathering proof of club meetings and activities
 3. Verifying the payment of dues (district, multiple district, and international)
 4. Confirming the attendance at zone, region, and district functions
 5. Checking to see if multiple charter applications submitted at one time from one district
 6. Gathering reports from the district governor, first and second vice district governors, zone chairpersons, region chairpersons concerned GMT or GLT Coordinator, and any other district or multiple district leader.

7. Contacting the International Directors from the area to verify the existence of the club and to solicit their comments.
 8. Gathering other information that may be relevant
 9. At the same time, a written notification shall be sent to the club, by registered mail or some other means which can prove the dispatch of the notifications, with copies to the individuals mentioned above, to inform the club president that the status of the club is being reviewed by the association and to request a response. If no reply is received within two weeks, this process shall be repeated one more time.
- b. If no response to the second written notification is received from the club within two weeks, another written notification shall be sent to the district governor, first and second vice district governors, and district extension chairperson to inform them that the club will be placed in status quo and that the District and Club Service Committee will review the information gathered and recommend further action by the board, which may include:
 1. Cancellation of the club
 2. The district governors who approved the club may be disqualified for any and all awards issued by the association, lose status as a past district governor, and possibly required to resign from the association.
 3. The sponsoring club may be placed in status quo
 4. Other actions may be taken as deemed appropriate
 - c. Due to the length of time required for investigation, notifications of a club that is believed to be fictitious should be received by the District and Club Administration Division no later than 90 days prior to the district or multiple district convention.
 - d. The club will be placed in status quo upon receipt of sufficient documentation that the club does not exist.
 - e. Cancellation: Clubs that are believed to be fictitious 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.

4. Disbanding or club merger -- 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.

Recommending Status Quo for a Club

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

Lions Clubs International
English Language Department
300 W. 22nd Street
Oak Brook, Illinois 60523-8842, USA
Fax: 630-706-9273
Email: englishlanguage@lionsclubs.org

RESCINDING CANCELLATION

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.

PRIORITY CLUB DESIGNATION

Priority club designation allows members of the District Governor Team (the district governor, first vice district governor or second vice district governor) to make up to two additional club visits to the club funded by the existing district governor budget. This designation does not change the status of the club nor change the clubs rights or obligations and is designed to provide support to clubs that need additional attention.

Priority clubs automatically include all clubs that have been chartered over the previous 24 months, clubs in status quo or financial suspension and clubs that have been cancelled over the previous 12 months that could be reinstated.

The district governor may request priority designation for five additional clubs. To request priority designation for clubs that are not newly formed, recently cancelled, in status quo or financial suspension as noted above, the district governor must indicate why additional support is necessary, provide a plan outlining the needed activities and assign a Guiding Lion to the club. The plan 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. These clubs must continue to pay dues and fulfill the responsibilities of a Lions Club or may risk being placed in financial suspension and cancelled. If measurable progress is not made within six months, these clubs may lose their priority designation. A club is considered to have achieved success when it has reached the goals set by the club when priority designation was granted. More than five additional clubs may be given a priority designation with the approval of the District and Club Service Committee.

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 protective status 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 REBUILDING AWARD

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

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

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

Support for New Clubs

Guiding Lion and Certified Guiding Lion Program

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

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

Please note the following:

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

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

The Guiding Lions will:

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

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

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

Lions Clubs International

English Language Department
300 W. 22nd Street
Oak Brook, IL 60523-8842 USA
Fax: 630-706-9273
Email: districtadministration@lionsclubs.org

Club Mergers and Name Changes

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

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

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

Replacement charters with the new name are available for \$25.00.

Single Club Transfers

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

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

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

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

Lions Clubs International
English Language Department
300 W. 22nd Street
Oak Brook, Illinois 60523-8842, USA
Fax: 630-706-9273
Email: englishlanguage@lionsclubs.org

Club Bank Accounts

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

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

Monthly Club Account Statements

The monthly club account statement includes billings for ordered club supplies, membership dues, miscellaneous charges as well as club payments. Two Years of Club statements are available to club officers on-line through the MyLCI website. You may contact the Accounts Receivable and Club Account Services Department if you have questions regarding your statement at accountsreceivable@lionsclubs.org.

Membership Dues

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

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

- Entrance fee established by International Board of Directors
- Prorated dues in accordance with months remaining in billing period

Reinstated or Transfer Member

Any former Lion who later applies for reinstatement or transfer is considered a new member if his/her prior membership is greater than twelve months. The club will be billed accordingly.

Dropped Members

Full credit is automatically issued when dropped members are reported during July and January following the respective semi-annual dues billing provided the monthly membership drops are reported to headquarters by July 31 and January 31 of respective semi-annual periods. Credit for dropped members is not issued any other months of the year.

Confirmation of Membership Changes

Clubs are billed for new charter fees on the first of the month following the date on which the members were reported. The billing is issued on a prorated basis for the remaining months in the current semi-annual dues period.

Charter Members

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

Club Health Assessment Report

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

Distribution:

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

Report Design:

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

Club Specific Elements:

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

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

Membership – This section is based on the month-end cumulative report. Serious declines and low member total are reflected in red. A green number indicate significant positive growth. This section also indicates the club's membership one year ago and the average length of service for dropped members, which would indicate if the club is losing new or established members. Of course, the membership statistics are only accurate when they are reported regularly. The next section will help you determine if the membership report is up to date.

Reports – Healthy clubs report regularly. This section keeps you informed of the timeliness of the membership, officer and activity reports. Lack of membership reporting may indicate the listed membership figure may not be accurate. It also indicates the number of terms that the president has served. Attention should be given to clubs that keep the same president for several years or rotate the same people into officer

positions. To remain healthy, clubs need to be cultivating new leaders. Please note that areas that do not use the MyLCI website for reporting may find “NA” in the activity report column. If “NR” is noted, the country has access to the MyLCI website, but has never reported electronically.

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

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

Report Summary:

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

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



Club Health Assessment for District 1 A through August 2014

			Status	Membership						Reports					Finance	LCIF		
Club Number	Club Name	Charter Date	Current Status	Current Member Count	YTD Members Added	YTD Members Dropped	YTD Net Growth	YTD Net Growth%	Member Count 12 Months Ago	Avg. length of service for dropped members	Months Since Last MMR ***	Yrs. Since Last Officer Report	President Rotation	Vice President Reported ***	No Active Email **	Months Since Last Activity Report ***	Account Balance	Donations for current Fiscal Year
			Number of times on status quo within last two years in brackets	If below 15 members appears in red				If net loss is greater than 20% appears in red			If no report in 3 months appears in red	When more than one year appears in red	Number of repeat terms indicated		Notes the officers that do not have an active Email	If no report in 12 months appears in red		
Clubs less than two years old																		
119178	CHICAGO JOSE RIZAL	05/08/2013	Active	18	0	0	0	0.00%	28		6		3		M	N/R		
Clubs more than two years old																		
2	ARGO SUMMIT	10/20/1925	Active	24	0	0	0	0.00%	27		3			N	M	0		
3	BELLWOOD	03/12/1947	Active	18	1	0	1	5.88%	21		0			R	M	2		
30755	BRIDGEVIEW	05/06/1975	Active	17	0	0	0	0.00%	20		0			N		2		
6	BROCKFIELD LA ORANGE PARK	03/23/1948	Active	28	1	0	1	3.70%	30		0			N		0		
86	BURBANK	08/23/1955	Active	27	0	0	0	0.00%	25		2				T	2		
7	CALLUMET CITY	10/16/1939	Active(1)	42	1	0	1	2.44%	40		0			N		N/R	90+ Days	
107696	CHICAGO AFRICAN	03/03/2010	Active	8	0	0	0	0.00%	10		6		4			43		
9	CHICAGO ARRIRANG	07/31/1973	Active	28	0	0	0	0.00%	23		0				M	54		
12	CHICAGO AZTECA	07/12/1969	Active	24	1	0	1	4.35%	23		1		3	R		1		
39628	CHICAGO BAYANIHAN-SAMPAOLITA	04/26/1977	Active	15	0	0	0	0.00%	20		0			N	M	0		
40	CHICAGO BEVERLY RIDGE	12/24/1958	Active	46	0	0	0	0.00%	44		0			N		62		
58020	CHICAGO BRONZEVILLE	05/17/1996	Active	12	0	0	0	0.00%	12		0		12	N	M	2		
13	CHICAGO CENTRAL	08/02/1917	Active	32	0	0	0	0.00%	39		0			R		10		
14	CHICAGO CHATHAM	08/29/1929	Active(1)	13	0	0	0	0.00%	13		2		13	N	S,T	2		
17	CHICAGO EAST SIDE	08/30/1948	Active	34	0	0	0	0.00%	36		0		2	N	P,M	0	90+ Days	
48243	CHICAGO ECUADOREAN	03/09/1988	Active	15	0	0	0	0.00%	14		2		2			60		
18	CHICAGO EDGEBROOK	10/24/1952	Active	1	0	1	-1	-50.00%	2	47	0		None			24		
20	CHICAGO ENGLEWOOD	10/12/1934	Active	14	0	0	0	0.00%	14		3		4	N		N/R		
84071	CHICAGO FIL USA	08/27/2004	Active	35	0	2	-2	-5.41%	29	4	0			N	M	0		
84539	CHICAGO FILIPINO AMERICAN	12/16/2004	Active	33	0	0	0	0.00%	23		1		2	N		0		
22	CHICAGO HEGEWISCH	01/26/1982	Active	23	0	0	0	0.00%	25		2			N	P,M	52		
52	CHICAGO HEIGHTS	01/15/1948	Active	38	0	0	0	0.00%	33		2			R		2		\$200.00

Chapter 6

CLUB SUPPLIES

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

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

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

Club: Club President, Club Secretary or Club Treasurer

District: District Governor, Cabinet Secretary, Cabinet Treasurer or Cabinet Secretary/Treasurer

Multiple District: Council Chairperson, Council Secretary, Council, Treasurer or Council Secretary/Treasurer

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

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

Leo Club Supplies

Leo supplies may be ordered directly from the online [Lions Store](#). We accept Visa, MasterCard or Discover as method of payment. Leo club supplies orders may also be placed through the sponsoring Lions club and must be authorized by the Lions club president, secretary and/or treasurer. Requests for Leo New Member Kits and associated components may be ordered directly through Club Supplies, while the Leo Club Program Department handles the distribution of Leo district and multiple district

officer lapel emblems and requests for general Leo Club Program promotional materials through the [Publications Order Form \(Leo-4\)](#).

It should be noted that now when a Lions club sponsors a new Leo club, the Leo Club Program Department sends Leo lapel pins to the sponsor but no longer provides Leo new member kits. If the club wants Leo new member kits, they must be purchased through Club Supplies.

New Lions Club Member Induction Kits

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

Club Visitation Suggestions

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

Chapter 7

INFORMATION TECHNOLOGY

General Information

The Information Technology Division is primarily a service/production division. Its objectives are to provide technology services to make LCI more effective in supporting, districts, clubs, members and staff; to maintain association records and to provide business intelligence and reports essential to general operations. The division services districts and clubs, and other divisions and departments at headquarters. There are five departments: Application Services, Enterprise Data Services, Member Service Center, Network Services and PMO. The division handles all monthly membership and service activity reports and is responsible for maintaining all club records. It also maintains club officer records. The association's membership management website (MyLCI) is used by Lions to manage the daily operations of clubs including submitting monthly membership and service activity reports, assigning officers, printing rosters, various reports and membership cards, accessing member information, view and pay club statements online and performing other functions.

Internet Usage

The association's website at www.lionsclubs.org is the gateway to access many association resources via the internet. The **LCI Store** link located at the top of the association's website home page can be used to purchase Club supplies such as pins, shirts and vests.

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

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

The Directory, which is a listing of members of the international board of directors, past international presidents, past international directors, council chairpersons, district governors as well as headquarters staff is also available from the association's website. Access to the Directory is password protected and is available to members of the international board of directors, past international presidents, past international directors, council officers and district officers. Additionally, speaker information for district and multiple district conventions, a listing of board committees, and copies of the Minutes of International Board of Directors meetings is available to members of the

international board of directors, past international presidents, past international directors, council chairpersons and district governors via the Directory.

The **MyLCI** website can be used by club secretaries to submit club monthly membership reporting, club service activity reports and view monthly statements. The MyLCI site also allows club secretaries to access and print membership rosters, membership cards, various reports and other membership information. Club secretaries can also edit current year and report the club's next year officers via MyLCI. Club secretaries who report monthly membership activity and next year officers via MyLCI should not be required to submit the same to their district office as this information once entered in MyLCI, is immediately available to the district officers. It is recommended that all clubs use the MyLCI site for club management and reporting. To access the MyLCI page click, [MyLCI](#)

Clubs without Internet access, can use the paper monthly membership report (MMR) (form c23a) to submit membership reporting information and the paper club officer reporting form (PU-101) to report the club's next year officers. Paper forms can be requested and sent to:

Lions Clubs International
Member Service Center
300 W. 22nd Street
Oak Brook Illinois 60523 USA
PHONE: 630.203.3830
FAX: 630.706.9295
EMAIL: memberservicecenter@lionsclub.org

Club treasurers can also use the MyLCI website to view monthly statements and semi-annual invoices. Club treasurers can also pay their current balance through the MyLCI website. Officers of clubs placed on Status Quo can view club information and the club treasurer can pay current balances, but do not have access to other features on the MyLCI website.

At the district level, district governors, vice district governors, cabinet secretary-treasurers and district GLT & GMT coordinators can view club data within their district. District officers can also generate club and district directories (data download), rosters and reports.

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

To safeguard the privacy of membership data, passwords are required to use the membership site (MyLCI). Club and district officers use their LCI membership ID number to create and maintain their own user name and password. This process is called "Registration".

Multiple district, district and club officers in multiple districts/districts that are presently using their own databases have view access to all MyLCI functions and view and update access to some MyLCI functions.

With the website registration process, the user's password remains the same from year to year but is disabled if they no longer continue their term of office. After registration, the user name and password provide access to all of the requisite MyLCI functions even if the officer holds several positions at the club, district or multiple district level. The MyLCI functions that are available to each officer depend on their current roles within the association.

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

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.

Leo Clubs

Leo club officers, Leo club advisors and sponsoring Lions club officers have access to MyLCI which allows Leo clubs to report officers, members and service activities, as well as access free resources such as downloadable Leo certificates, membership cards, and new member guides.

District leaders can also view Leo club information in MyLCI, including Leo membership totals, charter dates, and reported Leo club advisors. Views are also available to search canceled Leo clubs for the current year, Leo clubs that have not reported an advisor for the current year, and Leo clubs with an inactive sponsoring Lions club. Please see the [Frequently Asked Questions](#) for instructions on how to view Leo clubs within a district.

Leo clubs without Internet access can use the annual Leo club officer reporting form (Leo-72) to report incoming officers. Paper forms can be sent to:

Lions Clubs International
Leo Club Program Department
300 W. 22nd Street
Oak Brook Illinois 60523 USA
FAX: 630.517.1692
EMAIL: leo@lionsclubs.org

When a Leo club submits its annual club officer information via the Leo-72 form, a MyLCI welcome email is automatically sent to the Leo club president and Leo club advisor. It is then the responsibility of the Leo club president and Leo club advisor to register with MyLCI and input the remaining club officer information. After a Leo club begins using MyLCI, they can submit all annual officer reports online and no longer need to submit the Leo-72 form.

For more information about reporting Leo club officer and membership information, contact the Leo Club Program Department at leo@lionsclubs.org.

Membership Information

In keeping with board policy and recent changes implemented by the international board of directors that will affect requests for club/member/officer information moving forward.

We will no longer provide labels or files on diskette. The only supported format is an electronic file (Excel) sent by email.

You have two options of obtaining this information.

- Member and officer information can be downloaded, by multiple district council chairpersons, district governors, vice district governors or cabinet secretaries, using the data download feature on the MyLCI website. If you access the website and use the data download feature, to create a customized spreadsheet, there would be no cost to your multiple district/district.

- You can contact the Member Service Center at mylci@lionsclubs.org or call 630.468.6900 for assistance with using the data download feature on the MyLCI website.
- Otherwise, if you choose to have international headquarters prepare and provide the electronic file, please review the [Contact Information Request](#) page for guidelines and procedures for requesting club/member/officer contact information.

Club officers can access their club's membership roster report, which contains names, addresses, membership information, etc. from the MyLCI website, or by contacting the Member Service Center, at 630.203.3830 (phone), or email memberservicecenter@lionsclubs.org .

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

- From the home page of the association's website at www.lionsclubs.org , choose the preferred language.
- From the top of the page select the **MyLCI** link
From the MyLCI Logon page, click Membership Reports link from the Resource Banner.
- From the Select a Report Category page, click the Register Reports or Missing Club Officers or Summary of Membership Statistics link.
- Click the fiscal year folder to select the reporting year.
- Within that fiscal year folder, click the month subfolder (YYYY-MM) to select the reporting month.
- From the list of district pdf files, scroll to the district name and double-click on the filename to open the report. If you do not have Adobe Acrobat Reader on your PC, go back to the MyLCI Logon page where you can click on the Adobe icon and download it to your PC.

IMPORTANT NOTE: These three monthly reports are updated on the 5th business day of each month.

Life Membership

Life membership may be granted to a Lion who has maintained active membership as a Lion for 20 years of service, or 15 years and reached the age of 70, or is critically ill. Also, effective July 1, 2006, former Lioness members, who are now active members of their Lions club or who become active members of a Lions club on or before June 30, 2007, may apply all of their prior Lioness service toward life membership eligibility.

Lioness members who become active members of a Lions club after June 30, 2007, will not be eligible for Lioness service credit for the purposes of life membership eligibility.

The cost of Life membership is US\$650. This is a one-time application fee and does not cover club, district or multiple district dues. It is at the discretion of the club's board of directors to decide whether or not to charge club dues and/or pay their district or multiple district dues.

Life Membership Applications are available online at [Life Member Application](#).

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

Deceased Members

As part of the duties of the Member Service Center, a list of all deceased members is maintained and used in the necrology ceremony at the international convention where deceased Lion members for that year are honored. A list of deceased members is also sent with the certified list prior to a district or multiple district convention. Deceased members must be reported via MyLCI or the paper Monthly Membership Report (MMR). A deceased member's list/report, by club, is also available through the MyLCI website.

Changes of Address

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

- District officers should report to the English Language Department at englishlanguage@lionsclubs.org
- District chairperson, club officer and member contact information can be updated by the member's club secretary via MyLCI. Alternatively, these changes can be reported to the Member Service Center at 630.203.3830 (phone), or email memberservicecenter@lionsclubs.org

If you have any further questions, please contact the Information Technology Division at International Headquarters at informationtechnology@lionsclubs.org or 630-203-3844 (phone) or the Member Service Center at memberservicecenter@lionsclubs.org or 630-203-3830.

Member Reports by District

District Governors can obtain a list of new members, dropped members, life members and deceased members by district through the MyLCI website.

Chapter 8

INTERNATIONAL CONVENTION

International Convention

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

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

- **Fellowship:** Meet and exchange ideas with fellow Lions. Partner with other Lions in an international project or share ideas and cultural experiences.
- **Vote:** Participating in the election gives local clubs a voice in their international leadership as well as voting on constitution and by-law changes.
- **Training and Seminars:** Attend special workshops to learn new strategies for increasing membership and revitalizing clubs, effective functioning of districts and multiple districts, new service activities, effective public relations tools, proven leadership practices and much more.
- **Exhibit Hall:** Each division of our association is represented inside the hall where Lions can visit with members of the headquarters team and find out how they can help you fully enjoy membership in the association. Lions can stay connected at the complimentary Internet Café/Social Media Lounge; learn from the highlighted service projects, programs and other key items throughout the hall. Lions can visit our exhibitor's area and take home some new fundraising ideas, purchase items from official licensees and more.
- **Lions Clubs International Foundation (LCIF):** Learn about LCIF initiatives and how the foundation can help your district further its humanitarian service goals.
- **Fun:** Plan a memorable family vacation around the convention. Special local tour programs and pre-/post-convention tours are available for Lions to make the most of their convention experience.

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

Housing/Registration Information

- Convention registration is required to attend any session or event, and to ride the shuttle buses.
- Each delegation is assigned a headquarters hotel.
- LCI negotiates special discounts at each hotel available exclusively to Lions members.
- There are an ample number of rooms available to all delegations. One adult convention registration is required for each hotel room reservation.
- Delegation hotel assignments are available one year in advance.
- Online registration is available through the association's website.
- The official housing/registration form is available in the *LION* Magazine, on the association's website www.lionsclubs.org, or from the Convention Division at International Headquarters. Email registration@lionsclubs.org.
- Confirmations are e-mailed or mailed directly to each registrant.
- Rooms are held in delegation hotels until the second Friday in January of the convention year (January 13, 2017). After this date, unassigned rooms become available to other Lions.
- Hotel reservations and convention registrations are not transferable.
- Refunds of convention registration will be issued if the Convention Division receives written notice of cancellation by May 1, 2017.

District Governors

Current district governors must submit an official housing/registration form, hotel deposit and registration fees. Rooms are held at their District/Multiple District headquarters hotel until the January 13 cutoff date.

District Governors-elect

- All documents required for registration and travel are posted on the LCI website approximately 6 months prior to the District Governors-elect Seminar.
- District Governors-elect are notified via email when these documents are posted.
- These documents include the DGE registration packet, containing registration, hotel and travel information. The packet also contains country specific instructions regarding airline tickets and booking procedures. The procedures will vary based upon the geographical location.
- LCI will pay up to US\$500, if applicable, for one DGE adult companion's travel to the DGE Seminar and the International Convention. LCI will not pay/reimburse travel for the adult companion of an established district which has been transitional for 24 consecutive months or a provisional district. The DG may be reimbursed based on current policy if their transitional/provisional district meets the required minimum of 35 clubs and 1250 members or shows a net membership increase of one or more. Adult companion travel payment is non-transferable.
- LCI will register the DGE and one adult companion for the DGE Seminar and International Convention.

- The International President can deny expenses for the International Convention if the District Governors-Elect does not attend the full District Governor-Elect Seminar.
- Lions Clubs International automatically reserves hotel accommodations for the District Governors-elect.

Other Convention Information

Delegation Events

Hotel function space for delegation events (breakfast, hospitality/reception, caucuses) must be reserved through the Convention Division by March 3, 2017. Space is assigned in delegation headquarters hotels on a first-come, first-served basis, based on availability. Please note that there is no room rental fee, however the delegation is responsible for the payment for any catering, AV, and/or other charges incurred for the event.

Election Credentials

Delegate/Alternate Delegate forms are available on LCI's website.

- The authorized club officer may certify one delegate and one alternate delegate for every 25 members or major fraction thereof;
- Allowable club delegate table is available on the LCI website;
- The completed form should be signed by the authorized club officer and returned to LCI by May 1 each year;
- **All club delegates and alternate delegates should keep a copy of the Delegate/Alternate Delegate form and present it at the Credentials Certification counters;**
- Club delegates and Alternate delegates must be registered for the convention;
- We ask that delegate forms be submitted, to the Member Service Center at International Headquarters, no later than May 1 each year; otherwise you will be required to hand-carry your form with you to the Convention. If the form was not completed and signed by an authorized club officer before arrival at the convention, you will be required to bring a club officer to the Certification area with you, present their government issued ID, to sign the form in the presence of a credentials committee member. If no such club officer is present at the convention then, you will need to bring a district officer (**district governor, district governor elect or second vice district governor**) with you.
- Blank delegate forms are available on the LCI website and also printed in the February and April issues of the LION magazine.

Voting

Each certified delegate who is registered for the convention is entitled to vote in the election of international officers and directors as well as on proposed amendments to the International Constitution and By-Laws. **NOTE:** In order to vote on Tuesday (Day 5) of convention week, the Credentials Committee must certify all delegates by 17:00 on Monday (Day 4).

Parade

Official parade rules/application and order of march is e-mailed to each district in January of the convention year. It is also available on LCI's website www.lionsclubs.org, and at the convention.

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

Chapter 9

FINANCE

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

Accounting Department

This department is responsible for the financial processing of the governor's travel expense claims under District Governor Reimbursement Policy established by the International Board of Directors. Please be sure to read the policy thoroughly.

District Governor Expense Reimbursement Claims

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

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

Lions Clubs International pays only the expenses of the district governor.

District Governor Budget

The District Governor budget will be sent via email after July 1. The budget calculation is detailed under the District Governor Reimbursement Policy. If, for any reason, you feel the budget is not adequate, consider using zone level club visits (more than one club attends a single meeting and counts as your official visit) or your first or second vice-governors to make visits to decrease costs. Budget increases will only be allowed based on your location in the district, substantial club growth or redistricting. Requests for review of a possible budget increase must be submitted **prior to March 31**.

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

Claims Deadline

Claims are due by the 20th of the month following the actual expense month. Thus, your expenses for July will be due August 20. If claims are received 60 days after this deadline they will not be reimbursed.

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

Lions Clubs International
English Language Department
300 W. 22nd Street
Oak Brook, Illinois 60523-8842, USA
Via email to: EnglishLanguage@lionsclubs.org
Fax: 630-706-9090 or 630-706-9163

Meals

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

Hotel

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

District Governor Expense Reimbursement Policy

District governors may request reimbursement for the following activities. All travel must be made by the most economical means.

1. REIMBURSABLE EVENTS

a. CLUB VISITATION

To successfully manage the district, the district governor is expected to personally contact each club president during his or her term in office. It is also encouraged that each club (and when appropriate recently cancelled clubs) be visited by the district governor, first vice district governor or second vice district governor once every year to facilitate successful administration of the club.

The district governor or approved first vice district governor or second vice district governor may be reimbursed for the expenses related to one official annual visit

to each club in the district and two additional visits to clubs given priority designation . Reimbursement for any visit to clubs other than clubs given priority designation that have already been visited during the fiscal year requires the authorization of the District and Club Administration Division. Visits cannot exceed one day's duration.

The purposes of a club visitation are to:

1. Promote membership growth, leadership development and service activities within the club.
2. Explore, together with club members, the future membership and leadership growth plans.
3. Discuss challenges and possible opportunities for improvement.
4. Encourage clubs to function within the rules and policies of the association and conduct meaningful humanitarian service.
5. Convey the messages from the international president, the board of directors, and the district.
6. Encourage and assist with the reinstatement of clubs that are in financial suspension, status quo or have been cancelled within the previous 12 months.

Organizational Visits – In addition to the annual visit, expenses will also be reimbursed for visits to clubs in the process of organization, but not yet chartered, not to exceed two visits per prospective club.

b. MEETINGS TO SUPPORT DISTRICT ADMINISTRATION

District Governors may also be reimbursed for the following events:

District Meetings – Up to six meetings which may include club officer orientation (held within 60 days prior to or after June 30th) , cabinet meetings, the district convention and/or district membership and/or leadership development meetings. These meetings should not exceed two days and two nights each.

Multiple District Meetings – Up to three multiple district functions which may include council meeting, multiple district conferences, multiple district conventions, or multiple district GMT, GLT, and club quality program meetings. These meetings should not exceed three days and three nights each.

Expenses related to the planning, organization or promotion of district and multiple district functions cannot be submitted for reimbursement.

Trips to district meetings outside the district or trips to multiple district meetings outside the multiple district require the authorization of the District and Club Administration Division.

c. HOSTING AN INTERNATIONAL PRESIDENT OR VICE PRESIDENT

The district governor may submit his or her expenses for an additional club visit or district meeting for which an International President or Vice President is attending. The expenses are limited to the expenses allowed for the said club visit or district meeting as noted above.

2. BUDGET CALCULATION

The district governor will be provided a budget annually to subsidize the costs for annual club visits, new club organization and meetings for the purpose of district and multiple district administration. District governors may request an increase in the allowable budget by submitting the "*District Governor Request for Budget Increase Worksheet*". All budget increase requests must be received by March 31st to be considered.

The reimbursement is limited to the allocated amount. To maximize the budget allocated, district governors are encouraged to utilize technology to communicate with club officers, meet with club officers during multiple club events, visit multiple clubs in any one day when possible and combine district and multiple district meetings. The district governor may also delegate club visits to his/her vice governors who may be located closer to the club.

3. SUBMISSION OF CLAIMS

a. Official Form

Expense claims must include a District Governor's Meeting/Club Visitation Report for each meeting and be submitted on official forms, properly itemized, columns totaled. All claims must be accompanied by the appropriate documentation such as original receipts, and canceled tickets where required. Note facsimile and electronic copies may be acceptable unless otherwise instructed.

b. Governor's Representative Claim

Expense claims by a district officer other than the district governor must be signed by the district governor and representative. The claims must comply with a. above. Reimbursement will be on the same basis as the governor's and payment forwarded to the district governor for mailing to the representative.

c. Deadline

Claims must be submitted monthly, by the 20th of the following month (i.e. July claims are due by August 20th). If claims are received more than 60 days or later after the deadline, they will not be considered or allowed.

Month	Claim due	Deadline for submission
July	August 20th	October 20th
August	September 20th	November 20th
September	October 20th	December 20th
October	November 20th	January 20th
November	December 20th	February 20th
December	January 20th	March 20th
January	February 20th	April 20th
February	March 20th	May 20th
March	April 20th	June 20th
April	May 20th	July 20th
May	June 20th	August 20th
June	July 20th	September 20th

4. REIMBURSABLE EXPENSES

a. Automobile

The allowance for automobile is US\$.50 per mile (US\$.31 per kilometer), all inclusive. If a car rental is used, reimbursement would be the US\$.50 per mile or US\$.31 per kilometer, all inclusive.

b. Railroad

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

c. Transportation by Air

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

Airfares will be reimbursed based on actual costs, including service charges, booking fees and credit card fees. The district governor must obtain approval from the Travel Department prior to ticketing any fare in excess of US\$1,000.

Airfare less than US\$1,000 should be booked at the lowest logical standard or discounted fare by the most direct route for the authorized class of service and period of travel. Fees for one bag will be reimbursed within the airline's guideline for size and weight with paid receipt.

Request for reimbursement must be accompanied by the following:

- i. Canceled airline tickets or detailed E-ticket/itinerary
- ii. Proof of payment – canceled check, paid travel agency receipt or credit card bill statement (with any information other than the relevant transaction marked out). The receipt must include traveler's name, flight itinerary with class of service, airfare details, price of ticket and form of payment.
- iii. A boarding pass or travel agent itinerary is not valid for reimbursement.

(2) Charter air travel may be authorized in advance by the Finance and Headquarters Operation Committee where travel by commercial air is not feasible and significant cost savings may be realized

d. Other travel related expenses

Taxi fare, shuttle buses, tolls, ferry, parking and other travel related expenses will be reimbursed with proof of payment.

e. Lodging

Reimbursement will be made for actual costs only, not to exceed US\$75.00 per night. The district governor should enter itemized hotel charges *by date*, and attach the original itemized bill to the Travel Expense Claim. The itemized bill must show payment and/or balance due of zero. Note that facsimile and electronic copies may be acceptable and may be considered as original.

f. Meals

Reimbursement will be made for actual costs only, not to exceed US\$25.00 per meal. Such costs must be itemized on the expense report form and original itemized receipts must be attached to the Travel Expense Claim. Note that facsimile and electronic copies may be acceptable and may be considered as original. No charges for alcoholic beverages will be reimbursed.

Chapter 10

LEADERSHIP DEVELOPMENT

General Information

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

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

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

Global Leadership Team

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

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

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

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

Responsibilities of the GLT District Coordinator include:

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

For additional information related to the GLT, please visit our [Global Leadership Team](#) page on our LCI website at www.lionsclubs.org. You can also contact us via [email](#).

Leadership Development Initiatives

Club Officers Orientation

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

program. The Leadership Development Division provides a suggested curriculum and the materials for this program.

The Leadership Resource Center on the LCI website includes three self-study modules for incoming club officers (president, secretary, and treasurer). These modules focus on the administrative aspects of these positions, and can be used independently or in conjunction with instructor-led club officer orientation.

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

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

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

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

Zone Chairperson Training Program

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

There are three main components of the program:

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

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

Second Vice District Governor Training Program

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

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

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

Lions Leadership Institutes

Lions Leadership Institutes provide an opportunity for Lions to develop their leadership skills in an interactive setting. Faculty includes qualified, experienced Lions leaders recommended by GLT Area Leaders and approved by the International President.

The GLT determines the types of institutes best suited for their respective Constitutional Area. Not all institute types (Advanced Lions Leadership Institute, Emerging Lions Leadership Institute and Faculty Development Institute) are conducted annually in every Constitutional Area. Please see the respective institute sections of the LCI website to learn which institutes are being held in your Constitutional Area.

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

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

An overview of the qualifications and procedures for the Emerging Lions Leadership Institute, Advanced Lions Leadership Institute, Regional Lions Leadership Institute, Faculty Development Institute and Faculty Development Excellence Series is available on the association's website www.lionsclubs.org.

Emerging Lions Leadership Institute

The Emerging Lions Leadership Institute focuses on building the skills of Lions members for leadership opportunities at the club level, including the position of club president. Dates and locations are posted on the association's website at [Emerging Lions Leadership Institute](#).

Participant Qualifications: Emerging Lions Leadership Institute

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

Cost of the Institute

Lions Clubs International will pay for each participant's meals and lodging during the actual days of the institute. Additionally, upon approval to attend the institute, a non-refundable participation fee of US\$125.00 will be required to offset these costs. Participants are responsible to pay for their own transportation and related travel expenses to and from the institute. All participants must stay at the designated institute facility and must attend all institute sessions and organized meals.

Selection Process

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

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

Application Procedure

Qualified candidates must complete a two-page application and submit it for consideration. Applications are considered only when all forms are complete and are received by the Leadership Development Division no later than the stated application deadline date. The application is made available at least four months prior to the start of the institute and is due approximately 2½ months in advance of the institute. Please check the association's website for the current schedule of institutes in your constitutional area and application submission deadlines. [Emerging Lions Leadership Institute](#)

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

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

For further information regarding the Emerging Lions Leadership Institute program contact:

Lions Clubs International

Leadership Development Division
Institutes & Seminars Department
300 W. 22nd Street
Oak Brook, IL 60523-8842 USA
Fax: 630-706-9010
E-mail: institutes@lionsclubs.org

Advanced Lions Leadership Institute

The Advanced Lions Leadership Institute (previously known as the Senior Lions Leadership Institute) focuses on developing the skills of Lions leaders to prepare them for leadership responsibilities at zone, region and district levels and locations are posted on the association's website: [Advanced Lions Leadership Institute](#)

Participant Qualifications: Advanced Lions Leadership Institute

1. Candidates must be Lions who have served successfully as club president, but have not yet attained the position of first vice district governor. Candidates do not have to hold a position currently. Lions members who are currently serving as club presidents will be considered on a space-available basis.
2. Candidates must be willing to commit to a three-day institute including group mealtime activities.
3. Graduates of this institute are expected to pursue higher levels of leadership responsibilities at the zone, region and district levels.

Cost of the Institute

Lions Clubs International will pay for each participant's meals and lodging during the actual days of the institute. Additionally, upon approval to attend the institute, a non-refundable participation fee of US\$125.00 will be required to offset these costs. Participants are responsible to pay for their own transportation and related travel expenses to and from the institute. All participants must stay at the designated institute facility and must attend all institute sessions and organized meals.

Selection Process

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

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

Application Procedure

Qualified candidates must prepare a 2-page application and submit it for consideration. Applications are considered only when all forms are complete and are received by the Leadership Development Division no later than the stated application deadline date. The application is made available at least four months prior to the start of the institute and is due approximately 2½ months in advance of the institute. Please check the association's website for the current schedule of institutes in your constitutional area and application submission deadlines. [Advanced Lions Leadership Institute](#)

To apply, candidates must complete the application, which includes the following documents, and submit it to the Institutes & Seminars Department, with all required signatures, prior to the submission deadline date. The district leadership team, including the district governor, first vice district governor, second vice district governor, zone chairperson and GLT district coordinator should screen all applications prior to submission to LCI:

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

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

Lions Clubs International
Leadership Development Division
Institutes & Seminars Department
300 W. 22nd Street
Oak Brook, IL 60523-8842 USA
Fax: 630-706-9010
E-mail: institutes@lionsclubs.org

Faculty Development Institute

The Faculty Development Institute is dedicated to the development and expansion of skilled Lions faculty. The curriculum focuses not only on presentation skills, but encompasses the skills and concepts that impact the quality of training delivery and effectiveness of Lions Clubs International's leadership development programs. Lions participating in this four-day course will be required to facilitate a training event within 6 (six) months of the institute, in order to be considered a graduate of the FDI program. Instructors are Lions with finely tuned instructional skills and extensive experience as Lions facilitators. Dates and locations are posted with the applications on the association's website at: [Faculty Development Institute](#)

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

Participant Qualifications: Faculty Development Institute

Candidates are those Lions who have some experience serving as faculty at Lions training events, and who would benefit from this instructional skill refinement course (Lions with extensive experience as Lions faculty or as professional trainers are not recommended for this institute, but are welcome to apply). Candidates must have demonstrated basic instructional skills at training seminars along with a keen interest to further develop those skills. Qualified district governors will be considered for participation in a Faculty Development Institute on a space available basis only.

Cost of the Institute

Lions Clubs International will pay for each participant's meals and lodging during the actual days of the institute. Additionally, upon approval to attend the institute, a non-refundable participation fee of US\$150.00 will be required to offset these costs. Participants are responsible to pay for their own transportation and related travel expenses to and from the institute. All participants must stay at the designated institute facility and must attend all institute sessions and organized meals.

Selection Process

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

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

Application Procedure

Qualified candidates must prepare a 2-page application and submit it for consideration. Applications are considered only when all forms are complete and are received by the Leadership Development Division no later than the stated application deadline date. The application is made available at least four months prior to the start of the institute and is due approximately 2½ months in advance of the institute. Please check the

association's website for the current schedule of institutes in your constitutional area and application with submission deadlines: [Faculty Development Institute](#).

To apply, candidates must complete the application, submit it to the Institutes and Seminars Department, with all required signatures, prior to the submission deadline date. The district leadership team, including the district governor, first vice district governor, second vice district governor, zone chairperson and the GLT district coordinator, should screen all applications prior to submission to LCI:

- A. Completed Application Form
- B. Candidate's Nomination Form signed by the district governor and Council Chairperson who will serve during the time the institute is held and the GLT multiple district coordinator. Candidates from single districts should obtain the signature of their district governor and GLT area leader.

For further information regarding the Faculty Development Institute program contact:

Lions Clubs International
Leadership Development Division
Institutes & Seminars Department
300 W. 22nd Street
Oak Brook, IL 60523-8842 USA
Fax: 630-706-9010
E-mail: institutes@lionsclubs.org

Faculty Development Excellence Series

The Faculty Development Excellence Series is a Web-based program designed to reenergize and support the continued development of Faculty Development Institute graduates. The format of the program consists of four webinar sessions to take place on two established dates, two weeks apart, with two consecutive online sessions of approximately 75 minutes each occurring on each date. Topics include a discussion of training successes, challenges, and resources; methods to enhance and maximize one's presentations and facilitation skills; and webinar facilitation. Instructors for this program are Lions with finely tuned instructional skills and experience as Faculty Development Institute facilitators.

Participant Qualifications: Faculty Development Excellence Series

Candidates are those Lions who have successfully completed an LCI-sponsored Faculty Development Institute. Candidates must be able to participate in English, and will be asked to commit to two scheduled dates and times for the four online sessions. Participation in all four webinars and completion of the pre-assignments is required to be considered a graduate of the program.

Participation will be limited to 25 Lions who meet the requirements, and who would benefit from this instructional skill refinement course (Lions with extensive experience

as Lions faculty or as professional trainers are not recommended for this institute, but are welcome to apply). As this is a live, web-based program, participants must also have access to a computer with a high-speed internet connection and audio capabilities with a microphone.

Cost of the Program

There is no fee to participate in this program.

Selection Process

Due to the high number of applications received by the association, acceptance into the program is not guaranteed. A concerted effort is made to have as many geographic areas as possible represented in this program. Due to capacity limitations (25 participants), all recommended candidates may not be accepted. After screening the applications, the association will notify applicants of the results and proceed with the registration process.

The Leadership Development Division reserves the right to cancel this program due to an insufficient number of applications submitted at the stated application deadline date.

Application Procedure

Qualified candidates must prepare specific items and submit them for consideration. Applications are considered only when all forms are complete and are received by the Leadership Development Division no later than the stated application deadline. The application is sent to graduates of the Faculty Development Institute approximately four months prior to the start of the program and is due approximately two months in advance of the program.

To apply, candidates must complete the application, submit it to the Institutes and Seminars Department, with all required signatures, prior to the submission deadline date:

- A. Completed Application Form
- B. Candidate's Nomination Form signed by the district governor, the council chairperson who will serve during the time the program is held, and the GLT multiple district coordinator. Candidates from single districts should obtain the signature of their district governor and GLT area leader.

For further information regarding the Faculty Development Excellence Series program contact:

Lions Clubs International
Leadership Development Division
Institutes & Seminars Department

300 W. 22nd Street
Oak Brook, IL 60523-8842 USA
Fax: 630-706-9010
E-mail: institutes@lionsclubs.org

Regional Lions Leadership Institute

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

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

An email with links to the funding procedures and application is sent to each GLT-MD Coordinator and GLT-Single District Coordinator by the first week in February of the previous fiscal year. The procedures include information regarding the Regional Lions Leadership Institute program, planning guidelines, a sample schedule and a reimbursement Claim Summary Form.

Regional Lions Leadership Institute Funding Request applications must be submitted to the Leadership Development Division of Lions Clubs International for consideration no later than April 30 of the previous fiscal year. Applications received after this date will be considered in order of date received, pending fund availability. Please visit the [Regional Lions Leadership Institute](#) for more information on the program.

GLT District Funding Support

The Leadership Development Division budget offers limited funding to support the delivery of Zone Chairperson Training which is critical to the development and support of clubs. Eligible expenses will be reimbursed on a matching funds basis, in an amount up to US\$500 per district per year. Funding must be applied for by the GLT District Coordinator with the approval of the District Governor. Funding must be approved by LCI in advance of the training to secure funds. To apply for funding, application forms must be completed and submitted by the GLT District Coordinator in advance of the training. Please visit the [GLT District Funding Support Program](#) for specific details and training program eligibility.

Multiple District Training Support

The Leadership Development Division budget includes limited funding for training conducted at the multiple district level. This program allows GLT-MD Coordinators to apply for funding reimbursements for two leadership seminars per fiscal year; one for first vice district governors and one for training of second vice district governors. GLT-MD Coordinators must apply for and be pre-approved to receive this funding, which allows for US\$100 per participating first vice district governor or US\$75 per participating second vice district governor. For program details, please visit [Multiple District Leadership Development Funding](#).

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

District Governors-Elect Seminar

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

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

Specific information related to this annual training program can be located on the LCI website: [District Governors-Elect](#).

Additional Leadership Seminars

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

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

Leadership Resource Center

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

Global Leadership Team

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

Lions Learning Center

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

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

Training Materials/Resources

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

Development Programs

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

Leadership Communications

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

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

Chapter 11

LEGAL

General Information

The Legal Division is responsible for maintaining the association's worldwide trademark registrations, global insurance program and risk management and litigation. In addition, the Legal Division provides guidance and advice to Lions on the association's constitution and by-laws and board policy, including district elections, international director endorsement inquiries, dispute resolutions and constitutional complaints. If you have any questions regarding trademark, insurance, constitutional or other legal matters, please contact the Legal Division at legal@lionsclubs.org or 630-203-3847.

The Association has a legal obligation to protect the registered trademarks of Lions Clubs International. 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. Following is a broad overview of the Trademark Policies for use of the Lions name and logo in district and club activities. For more detailed information regarding the association's Trademark Policies, please see the Trademark Policies located at www.lionsclubs.org or [Legal Resources](#).

- **Trademarks Defined:** Any existing and future association names, emblems, logos, seals, registered trademarks and other trademark interests, including but not limited to Lions, Lioness, Leo, Lions Clubs, Lions International or Lions Clubs International.
- **Emblem of Association:** The emblem of this association and each chartered club shall be of a design as set forth below. Each club shall only use the official emblem of the association without alteration.



- **General Standards of Use:** In order to maintain general quality and content standards in the use of the association trademarks, said trademarks shall not be used in connection with pornography, nudity, alcohol and other content, which may be offensive in the relevant Lions community.

- **Duty to Enforce and Report Unauthorized Use:** All Lions have a responsibility to comply with the trademark policies adopted by the International Board of Directors, including notifying the Legal Division of any unauthorized or misuse of any Lions trademark.
- **Automatic Authorization to Use the Association Trademarks:** Lions Members, Clubs and Districts are automatically authorized to use the Lions trademarks for the promotion and furtherance of the association's purposes and general club operations, including the promotion of a club or district sponsored programs, projects, community service and other events. Such authorizations may include: use of Lions trademarks on club or district websites, business cards, sponsored programs and in limited circumstances apparel (excluding vests). For a specific list of automatic authorizations, please see the Trademark Policies located at www.lionsclubs.org or [Legal Resources](#).
- **Prior Authorization Required.** Lions Members, Clubs and Districts must seek approval when using the Lions trademarks in certain activities, such as the sale of Lions merchandise, non-dues revenue programs, certain sponsorship requiring participation of Lions Clubs International and forming Lions entities such as Lions foundations, charities or societies.
- **Official Licensees.** The Club Supplies and Distribution Division may initiate agreements with manufacturers or other vendors throughout the world to provide Lions members, Lions clubs and districts with items bearing the association trademarks. The terms under such license agreements shall be determined by the Club Supplies and Distribution Division and shall include license fees and/or royalty payments on all items sold.

Questions about policy interpretation, forming Lions entities or enforcement, please contact:

Legal Division
legal@lionsclubs.org
 630-203-3847

Questions about licensing, approval for specific use on products, goods, etc., contact:

Club Supplies & Distribution Division
trademarkuse@lionsclubs.org
 630-571-6921

Membership Benefit Program

Lions Clubs International (LCI) has developed a successful relationship with CT, the industry leader in legal services. CT currently provides Registered Agent and other services for LCI and LCIF. Through this relationship we have created a member service that will assist your Lions club, district or foundation ("Lions Organization") with incorporation filings, the formation of new Lions foundations and the completion of any other necessary filings at your Secretary of State office at substantial savings. For

more information regarding services available in the United States, call CT at **1-866-331-2303**. For Lions clubs, districts and/or foundations outside of the United States, CT also offers similar services where available. For more information regarding International Services, call the CT International Team at **1-800-428-4685**.

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

Insurance

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

The current policy covers the clubs, members or volunteer workers for sums they may become legally obligated to pay for damages incurred while participating in Lions activities. The insurance is automatic, with the premium paid from association dues. Coverage is US\$1,000,000 per occurrence with a general club and district aggregate limit of US\$2,000,000 and covers typical Lion functions such as fundraisers, shows and product sales. Medical expense payment benefits, which will pay up to US\$1,000 of medical expenses per person regardless of liability, are afforded by the policy. The policy does not provide coverage for any liability arising out of operation, use or maintenance of cars, trucks, buses, aircraft, watercraft or trailers owned by a Lions organization. Coverage also does not extend to the owner of any vehicle or physical damage to any vehicle used in connection with Lions activities. The policy also excludes liability resulting from the sale and distribution of alcoholic beverages.

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

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

USA Tax Reporting Obligations

Under the Pension Protection Act of 2006, most small tax-exempt organizations whose gross receipts are normally \$25,000 or less (\$50,000 or less for tax years 2010 and later) must file Form 990-N, *Electronic Notice (e-Postcard) for Tax-Exempt Organizations not required to file Form 990 or 990-EZ*. Before this law was enacted, these small organizations were not required to file annually with the IRS. This means that ALL clubs and districts must annually file a 990-N, 990-EZ or 990.

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

- A legal name and mailing address, any other names used
- A Web address if one exists
- The name and address of a principal officer, and
- A statement confirming the organization's annual gross receipts are normally \$50,000 or less

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

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

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

Past Club, District and International Officer Organizations

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

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

Funds Raised from Activities

1. **General Policy on Funds Raised from Lions Clubs Activities.** Funds raised from the public must be used for the benefit of the public and community in which the Lions Clubs serve. The International Constitution and By-Laws and Articles of Incorporation (the "governing documents") provide that chartered Lions clubs shall be not-for-profit of the individual club or its individual members. Consequently, no

part of the net earnings of funds raised from the public shall benefit any individual Lions member, or other private individual or entity. These policies are intended to provide guidance for clubs to meet the purposes of the International Association of Lions Clubs. Key in determining the proper use of funds is considering transparency to the public and developing trust from the community in which the Lions operate. How Lions use funds must meet the legal and tax requirements for the local jurisdiction in which they operate.

- a. **Definition of Public/Activity Funds.** Funds raised from the public are the net earnings of income raised from activities open to the public, public contributions, bequests and money accumulated from invested public funds.
 - b. **Definition of Administrative Funds.** Administrative funds are contributions from Lions through dues, fines, advertisement revenue, rental fees and other individual Lions contributions. These funds may be used for either public projects or for internal Lions use such as meeting and convention expenses, incorporation fees, audit fees, newsletters, bulletins and other club and/or district operating and administrative expenses.
2. **Direct Expenses of Fundraiser.** Direct Expenses of a public fundraiser may be deducted from the proceeds of the fundraiser to replenish the administrative funds used to hold the fundraiser.
3. **Lions Property.** A percentage of the net proceeds from funds raised through the use of property owned by Lions clubs and districts may be used toward the operating and maintenance expenses of the property under the following guidelines.
 - a. Property Used for Public Purposes. Expenses for operating and maintaining the property may be paid from public funds to support the use of the property for the public.
 - b. Property Used for Administrative Purposes. Expenses for operating and maintaining the property must be paid from administrative funds if the use is for the benefit of the Lions.
 - c. Mixed Use of Property. When Lions property is used for both public and administrative purposes, then a pro-rata percentage of the expenses may be paid from public funds related to the percentage of use of the property by the public. For example, a Lions Club House that is used 20% of the time for the public may use public funds to offset 20 % of the expenses of maintaining and operating the property.
4. **Political Activity.** As a non-partisan charitable organization, Lions Clubs and Districts (single, sub- or multiple) cannot contribute public or administrative funds to support or endorse an elected official or candidate for local, state, federal or foreign office.

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

Financial Aid to Candidates

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

Ethical Standards and Conduct Policy

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

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

Lions Clubs International Privacy Policy

Collection and Use of Personal Membership Data by Lions Clubs International

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

- Dues and other billings
- Distribution of The Lion magazine and membership/officer information and updates
- Compilation of membership profiles and trends to support membership growth, extension and retention programs
- Convention and meeting planning
- Contact information for Lion/Leo leaders, including past and present International Officers, Directors, and Board Appointees, Multiple District Council Chairpersons and Council of Governors, District and Vice District Governors, and Club Officers
- Furtherance of Public Relations activities and Cooperative Alliances
- Support of Lions Clubs International Foundation and other adopted service programs
- Special advertising, non-dues revenue programs or other purposes in accordance with the Purposes and Objects as determined by the International Board of Directors
- Disclosure of information as required by law or that is pertinent to judicial or governmental investigations

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

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

The official directory is not available on the Internet without a password. Individuals, who are granted access to the official directory or any documents that contain personal information of members, may only use the information to further the purposes of LCI and must agree to delete all such records after use. A club locator with club officer contact information is also available. The club locator is designed so that it cannot be used as a commercial mailing list and Lions/Leo Club members should ensure it is not used for that purpose.

WEBSITE

In order to use certain features of our website, you may be asked to share personal information. Registration is voluntary. However, you must register to participate in these portions of the website. While registration requires the disclosure of personal information, you can control how we use your information by updating your electronic communications preference profile.

By providing your email address, you are consenting (opting in) to receive information from Lions Clubs International and its family of programs. You may opt out (unsubscribe), change your email notification setting or adjust preferences in your subscription profile.

You should be aware that when you are on the website, you could be directed to other websites beyond our control. If you visit a website that is linked to our website, you should consult that privacy policy before providing any personal information.

IF YOU DO NOT AGREE WITH OUR POLICIES AND PRACTICES, YOU SHOULD NOT USE OUR WEBSITE.

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

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

If you have any concerns or questions about these policies, please contact Lions Clubs International at (630) 571-5466, ext. 3847 or legal@lionsclubs.org.

District Governor / First & Second VDG Election Complaints Procedure

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

Document Distribution Guidelines: The party/parties to the complaint shall deliver all documents and related copies to the Legal Division at the International Office for distribution to the members of the Constitution and By-Laws Committee and the

International Board of Directors. The party/parties to the complaint process shall not distribute documents directly to individual directors or executive officers.

A. Complaint

1. A complaint may be filed by the unsuccessful candidate seeking election to the office of district governor/first or second vice district governor at the district election being contested. The complaint filed by the unsuccessful candidate must be accompanied by a resolution of support for filing the complaint by the Lions club of the unsuccessful candidate. Alternatively, a complaint may be filed by a majority of the Lions clubs in good standing in the district. The complaint must be accompanied by a resolution of support for filing the complaint by each of the clubs filing in the district.
2. The initial notice of complaint, stating the reasons for the protest, must be received by fax, e-mail or other writing at the International Office within five (5) business days of said election. PROVIDED, however, that formal complaint documents shall be submitted, in original form which shall conform to the format provided in Part E within five (5) business days of the filing of the initial notice of complaint.
 1. Must conform to the format in Part E.
 2. District governor election complaints must be accompanied by US\$1,000.00 filing fee, or its equivalent in the respective national currency. In the event the complaint is withdrawn prior to the meeting at which the complaint is reviewed by Constitution and By-Laws Committee of the International Board of Directors, US\$200.00 shall be retained by the International Office as an administrative fee and US\$400.00 shall be refunded to the complainant and US\$400.00 shall be paid to the respondent (which shall be shared on an equal basis if there is more than one respondent). In the event the International Board of Directors finds the complaint to have merit and the complainant is upheld, US\$350.00 shall be retained by the International Office as an administrative fee and US\$650.00 shall be refunded to the complainant. In the event the International Board of Directors denies the complaint, the filing fee will not be refunded.
 3. First or second vice district governor election complaints must be accompanied by US\$1,000.00 filing fee, or its equivalent in the respective national currency. In the event the complaint is withdrawn prior to the consideration of the complaint by the International Board of Directors, US\$200.00 shall be retained by the International Office as an administrative fee and US\$400.00 shall be refunded to the complainant and US\$400.00 shall be paid to the respondent (which shall be shared on an equal basis if there is more than one respondent). In the event the International Board of Directors finds the complaint to have merit and the complainant is upheld, US\$350.00 shall be retained by the International Office as an administrative fee and US\$650.00 shall be refunded to the complainant. In the event the International Board of Directors denies the complaint, the filing fee will not be refunded

4. Copy of the complaint and any supporting documentation must be forwarded by complainant at the same time and by the same method of communication to the party/parties complained of. Upon receipt of any such complaint, the Legal Division, where feasible, may furnish a copy of the complaint to said party/parties. In no event shall this relieve the complainant of his/her responsibility. Verification of forwarding the complaint to the party/parties complained of shall be produced with the filing of the complaint. Failure to provide verification may result in the complaint being returned as non-compliant or being denied.

B. Response

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

C. Reply to Response

1. A reply to the response may be filed by the complaining party and must be received by the International Office within five (5) business days after receipt of the response. A reply shall be limited to five (5) pages in accordance with the format requirements provided in Part E herein. No additional documents will be accepted. The reply should address issues raised, if any, in the response and must not repeat allegations already contained in the complaint.

2. Copy of the reply must be forwarded by complainant at the same time and by the same method of communication to the party/parties complained of. Upon receipt of any such reply, the Legal Division, where feasible, may furnish a copy of the reply to said party/parties. In no event shall this relieve the complainant of his/her responsibility. Verification of forwarding the reply to the party/parties complained of shall be produced with the filing of the reply. Failure to provide verification may result in the reply being returned as non-compliant or being denied.

D. Response from Non-Party

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

E. Format of Complaint, Response and Reply

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

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

F. District Governor-Elect Seminar

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

Lions Clubs International Dispute Resolution Guidelines

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

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

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

Section 1: General Dispute Resolution Principles

Purpose of Dispute Resolution

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

Definitions

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

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

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

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

DRP: Dispute Resolution Procedure

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

Parties are the claimants and respondents to the dispute

Respondents are the responding parties

Section 2: When Dispute Resolution is appropriate

Resolving conflicts prior to dispute resolution

Lions should strive to resolve all conflicts in a respectful and fair manner before invoking the relevant DRP policy. At minimum, the parties should at least meet once to try and resolve the conflict. Such informal meetings are not part of the resolution process, but are essential in determining whether dispute resolution is appropriate. One method of resolving disputes in an informal setting is called the collaborative management approach. Using the collaborative management approach, all parties explore the ideas and opinions of others and attempt to find new solutions that are agreeable to all. This approach requires analyzing the conflict, planning what is going to be done and resolving the conflict. For more information and guidance on informal conflict resolutions, please visit the Lions Learning Center, available on the Lions Clubs International website at www.lionsclubs.org, and look for the course titled Conflict Resolution.

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

Types of actions that fall under the dispute resolution procedures

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

Section 3: Beginning the Conciliation Process

Each DRP has specific timing and fee requirements. The following is a chart that outlines how to begin the conciliation process, when to file and what fees may be required. *Please note that the District Governor and Vice District Governor Election Dispute Resolution and the Constitutional Complaint Procedures are not listed below. These procedures require different steps and filing deadlines, which are not addressed in these guidelines.*

DRP	Who can file?	When can you file?	Can time requirements be waived?	Where do you file?	Fees
Club	Member(s) & former member(s)	Within 30 days of knowledge of the occurrence of the event	Yes, by district governor, conciliator or the International Board of Directors	District Governor	US\$50.00
District	Club	Within 30 days of knowledge of the occurrence of the event	Yes, by district governor, conciliator or the International Board of Directors	District Governor or Immediate Past District Governor if complaint is against District Governor.	US\$750.00
Multiple District	Club, Sub-District	Within 30 days of knowledge of the occurrence of the event	Yes, by multiple district council chairperson, conciliator or the International Board of Directors	Council Chairperson or Council Secretary or Council Treasurer if complaint is against Council Chairperson.	US\$750.00

REFUND OF FILING FEES (U.S. DOLLARS)

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

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

Section 4: Selecting the Conciliators

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

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

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

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

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

*** *Approval of District Governor Appointed Conciliator*** – In the event an appointed conciliator is not acceptable to any party; the objecting party must submit a written statement to the district governor team (district governor, first vice district governor and second vice district governor) within 10 days identifying all the reasons for such an objection. If the district governor team determines by a majority decision in their sole discretion, that the party's written statement sufficiently demonstrates that the appointed conciliator lacks neutrality, the district governor team by a majority decision shall appoint a substitute conciliator who is currently a member in good standing of a club in good standing, in the district (single or sub-) in which the dispute arises, other than the club which is a party to the dispute, or from an adjacent district, and who is impartial on the matter in dispute and without loyalties to any party to the dispute. Otherwise, the district governor team by a majority decision shall issue their denial of the objection(s) and confirm the appointment of the original conciliator.

*** *Choice of 3rd Conciliator/Chairperson*** – In the event the selected conciliators cannot agree on a choice for the third conciliator or chairperson within 15 days, unless otherwise extended for good cause, then the selected conciliators shall be automatically deemed to have resigned for administrative reasons and the parties must select new

conciliators (“the second team of selected conciliators”) who shall then select a third conciliator or chairperson. In the event the second team of selected conciliators cannot agree on the choice of a third conciliator or chairperson within 15 days, from within the district in which the dispute arises, the selected conciliators may select a conciliator who is a member of a club outside the respective district/multiple district. In the event the second team of selected conciliators still cannot agree on the selection of the conciliator, then the Past International Director who most recently served on the International Board of Directors from within the district in which the dispute arises or from an adjacent district, whichever is closest in proximity, shall be appointed as conciliator/chairperson.

Section 5: Conducting the Conciliation Meeting

Selecting a meeting, time and location

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

Preparation for the meeting

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

Participants in the meeting

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

Role of the Conciliator

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

- Reduce the hostility between the parties and help them to engage in a meaningful dialogue on the issues raised
- Open discussions into areas not previously considered or inadequately developed

- Communicate positions or proposals in understandable or more palatable terms
- Probe and uncover additional facts and the real interests of the parties
- Help each party to better understand the other party's view and evaluation of a particular issue, without violating confidences
- Narrow the issues and each party's positions, and deflate extreme demands
- Explore alternatives and search for solutions
- Prevent regression or raising of surprise issues; and
- Make a decision that resolves current problems and future parties' needs

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

Role of each party

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

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

Rules of conduct during the meeting

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

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

- All parties will treat each other with respect and courtesy in accordance with the Lions Code of Ethics

Section 6: Final Decision

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

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

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

The decision of the conciliator(s) is final and binding and is subject to the authority of and further review by the International Board of Directors at the sole discretion of the International Board of Directors or its designee. There is no appeal process for the final decision of the conciliator.

Additional Resources on Dispute Resolution

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

Lions Learning Center - Conflict Resolution - www.lionsclubs.org
 American Arbitration Association - www.adr.org/
 Association for International Arbitration - www.arbitration-adr.org/
 International Centre for Dispute Resolution - www.adr.org/sp.asp?id=21890
 International Institute for Conflict Prevention & Resolution - www.cpradr.org/
 International Chamber of Commerce, Court of Arbitration - www.iccwbo.org/court/
 Permanent Court of Arbitration - www.pca-cpa.org/

Dispute Resolution Checklist for Participants

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

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

Dispute Resolution Checklist for Conciliator(s)

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

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

STANDARDIZED DISTRICT ELECTION PROCEDURES

Effective July 1, 2016, certain amendments to the Standard Form District Constitution and By-Laws take effect, requiring all Lions districts (single, sub- and multiple) to adopt mandatory election procedures in accordance with board policy. The Association expects standardized election procedures will facilitate a consistent approach to conducting district elections, and reduce fundamental issues resulting from varied election procedures.

The Association established a series of initiatives intended to support the constructive development of district leaders into skilled election officers. However, LCI encourages all district governors to stay informed of upcoming changes and engage with Lions seeking guidance or support. Chapter VII of the International Board Policy Manual includes an annotated version of the Standard Form District Constitution and By-Laws, updated to include forthcoming changes. The International Board Policy Manual is available on the Lions Clubs International website, www.lionsclubs.org in the Member Center on the Legal Division Resources/Publication page.

NEUTRAL OBSERVER POLICY

Unfortunately, district elections are occasionally damaged by misguided interests or unethical behavior, which leads to conflict, disputes or complaints. The purpose of this policy is to foster a spirit of fairness and support the conduct of district (single, sub- and multiple) elections that meet the standards of Lions Clubs International. Effective July 1, 2016, the International Board of Directors is authorized to appoint an election observer to monitor district elections at any time prior to a district convention. Additionally, the policy allows a district governor (with the support of the district cabinet) and district governor, first vice district governor or second vice district governor candidates to request an election observer if perceived problems exist.

For specific conditions and provisions of this policy, please refer to Chapter XV of the International Board Policy Manual, located on the Lions Clubs International website, www.lionsclubs.org in the Member Center on the Legal Division Resources/Publication page.

DISTRICT GOVERNOR SUSPENSION POLICY

Unfortunately, there are times when a district governor may not fulfill his or her duties to the degree required by the office. This policy provides a mechanism for local Lions to report serious infractions committed by a district governor, and allows the Association to suspend a district governor until such time as the suspension can be reviewed by the International Board of Directors.

For specific conditions and provisions of this policy, please refer to Chapter XV of the International Board Policy Manual, located on the Lions Clubs International website, www.lionsclubs.org in the Member Center on the Legal Division Resources/Publication page.

If you have any concerns or questions about these policies, please contact Lions Clubs International at (630) 571-5466, ext. 3847 or legal@lionsclubs.org.

Rules of Procedure

Special Meeting to Recommend a Lion for Appointment as District Governor

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

Rule 2. Written invitations to this meeting shall be sent as soon as possible so that the meeting is held within the required fifteen (15) days of receipt of notification. The immediate past district governor, as the meeting's chairperson, shall have the authority to select the meeting site, date and time. However, he/she shall use his/her best efforts to select a centrally located meeting venue, and schedule the meeting at a convenient date and time within the required fifteen (15) days.

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

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

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

Rule 6. Voting.

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

Rule 7. At the conclusion of the meeting, but in no event more than seven days after the conclusion of the meeting, the chairperson will forward a written report of the voting

results to the international office together with evidence of invitations sent and attendance at the meeting.

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

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

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

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

Rule 1. In the event a vacancy arises in the office of first or second vice district governor, the district governor shall convene a meeting of the members of the existing cabinet as provided for in the International Constitution and By- Laws and all past international officers who are members in good standing of a chartered Lions club in good standing in the district. It shall be the duty of the attendees at this meeting to appoint a qualified club member as first or second vice district governor for the remainder of the term.

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

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

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

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

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

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

Supremacy of Standard Forms

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

"(d) Each district shall adopt a constitution and by-laws which shall be consistent with the constitution and by-laws, as amended from time to time, and the policies of the International Board of Directors. All such district constitution and by-laws shall be subject to interpretation according to the laws in effect, from time to time, in the state of incorporation of the International Association of Lions Clubs."

Further, if the respective district (single, sub or multiple) or club constitution and by-laws is silent on a matter, the Standard Form Constitution and By-Laws would respond. Chapter VII, Paragraph A.4. of the International Board Policy Manual, provides in part:

4. Supremacy of Standard Forms

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

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

Chapter 12

Lions Clubs International Foundation (LCIF)

300 W. 22nd Street

Oak Brook, IL 60523-8842 USA

Phone: 630-468-6901

Fax: 630-571-5735

lcif@lionsclubs.org

www.lcif.org

LCIF's Mission

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

General Information

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

What exactly does LCIF do for Lions?

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

By partnering with LCIF, districts carry out vital humanitarian projects. These projects range from preventing river blindness and providing support services for the elderly to constructing schools and meeting immediate needs of victims of natural disasters across the world.

LCIF is a highly efficient foundation. LCIF receives no club dues and the largest amount of funding comes from Lions. Every dollar donated is leveraged. LCIF grants are commonly matched with local funding. Additional funding is leveraged from non-Lion partners, meaning every contribution to LCIF makes a greater impact.

LCIF Governance

LCIF is governed by a Board of Trustees, composed of 21 members including the LCI Executive Officers, representatives from each constitutional area and Africa, representatives from each of the largest three countries for per member average giving,

representatives from each of the two largest countries for membership, two presidential appointees and the two most immediate past serving LCIF Chairpersons. Member selection is based on experience with LCIF, and demonstrated dedication to its charitable mission.

The trustees meet three times each year in August, January and May. Committees under the governance of the LCIF Board of Trustees assist in the development, oversight and promotion of the Foundation and its programs. These include:

The **Executive Committee** is empowered to make certain decisions on behalf of the board, and oversees governance, strategic planning, the LCIF advisory committees (SightFirst and Lions Quest) and LCIF operations.

The **Development Committee** oversees fund-raising strategy, goals and results and also provides oversight of the LCIF coordinator structure.

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

The **Marketing Committee** develops strategies for increased promotion of LCIF, and also oversees communications tools, public relations strategy and public relations opportunities.

The **Programs Committee** reviews grant applications and evaluates opportunities for new programs, projects and initiatives.

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

LCIF Coordinators

The LCIF multiple district Coordinators (MDCs) and district coordinators (DCs) serve as ambassadors for Lions Clubs International Foundation. LCIF MDCs and DCs have been chosen for this position because of their demonstrated leadership ability and commitment to the philanthropic and humanitarian service ideals of LCIF. All coordinators are fully trained, and receive support from LCIF.

Multiple district coordinators are nominated by LCIF Board of Trustees members, in consultation with area leaders (International Directors, Past Presidents, Past International Directors, etc.) when reasonable. MDCs must be appointed by the

international president and LCIF chairperson. Previous leadership experience at the multiple district, district and club level is considered during the nomination process.

Critical responsibilities of the MDCs include:

- Lead a team of LCIF district coordinators
- Educate Lions about the mission and success of LCIF and its importance to Lions Clubs International
- Assist with all aspects of LCIF fundraising within their multiple district

LCIF District Coordinators are nominated by the LCIF MDCs, in consultation with the district governor team, and serve a three-year term (this may vary in some regions). DCs must be appointed by the LCIF chairperson. DC activities seek to strengthen the foundation and advance the humanitarian work of Lions around the world. As a volunteer coordinator for LCIF, the LCIF DC has the following critical responsibilities:

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

Lions serving in this role must have a demonstrated interest in LCIF, as well as previous leadership experience at the district and club level. LCIF DCs report directly to LCIF MDCs and are encouraged to work closely with local district leadership, including the district governor. This position was created in 2008, and it is anticipated that DCs' responsibilities will vary and/or expand as new LCIF strategies are implemented.

Club LCIF Coordinators focus on increasing awareness of LCIF at club level. Club LCIF Coordinators educate members about significant foundation initiatives and grant opportunities, share recipient testimonials and address foundation questions. Club LCIF coordinators are also encouraged to conduct a club presentation, ensuring all members receive the opportunity to enhance their foundation knowledge.

This position is a part of the LCIF coordinator structure and works closely with the LCIF district coordinator. Club resources will be made available in languages through the LCIF website and via other channels upon request.

Role of District Governors within LCIF

The Foundation is a source of pride and humanitarian accomplishments for all Lions. District governors, LCIF multiple district coordinators and LCIF district coordinators should aid LCIF's worldwide humanitarian efforts by:

1. Publicizing the goals and achievements of LCIF.
2. Inviting the LCIF district coordinator to present regular progress reports during cabinet meetings about LCIF fundraising in the district.
3. Encouraging donations to LCIF, especially Melvin Jones Fellowships and Contributing Memberships.

4. Encouraging each club to dedicate one meeting per year to LCIF, e.g. by scheduling a presentation by the LCIF district coordinator.
5. Understanding grant programs and grant application criteria.
6. Using LCIF's promotional materials and other tools.

LCIF Programs/Accomplishments/Major Initiatives

Since LCIF began in 1968, it has awarded more than US\$924 million in grants to improve the lives of people worldwide. LCIF has enabled Lions to bring sight to the blind, relief to victims of natural disasters and support to the disabled, youth and the elderly.

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

Visit the LCIF web site for the most current accomplishments at www.lcif.org.

SightFirst

The program's mission is to build comprehensive eye care systems to fight the major causes of blindness and provide rehabilitative services for blind and visually impaired persons. The program supports high-quality, sustainable projects that deliver eye care services, train personnel, develop infrastructure and/or provide rehabilitation and education in underserved communities.

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

- Awarded 1,192 SightFirst grants in 102 countries for a total of US\$310 million.
- Restored sight to 7.8 million people through cataract surgeries
- Provided 271 million treatments for river blindness
- Screened more than 20 million children for eye disease through our Sight for Kids partnership with Johnson & Johnson
- Improved eye-care services for hundreds of millions of people
- Built, expanded or equipped 660 of eye hospitals, clinics and wards
- Trained thousands of eye-care professionals and village health workers

Major SightFirst Initiatives

Vision for All: SightFirst is now investing significantly in new threats to sight that were not prominent or amenable to treatment when the program was established in 1990. Today, Lions from around the world can apply for support for projects that target new and emerging threats like childhood blindness, diabetic retinopathy, low vision and uncorrected refractive error, as well as improve access to education and rehabilitation for those who are blind or visually impaired.

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

River Blindness: SightFirst has supported millions of treatments of river blindness medications in Africa and Latin America. In Latin America, the disease could be eliminated by the end of this decade.

Trachoma: LCIF is tackling trachoma, the world's leading cause of preventable blindness, through projects that provide medication, surgery, clean water sources, training of healthcare workers and health education. To date, SightFirst has supported thousands of trichiasis surgeries and 100 million Zithromax® treatments.

SightFirst China Action Project: SightFirst China Action (SFCA) was officially launched in 1999 to respond to the great need for eye care in China. Through the first two phases, SFCA provided over 5 million cataract surgeries and strengthened eye care infrastructure. Phase III is now focusing on trachoma elimination, low vision projects, and comprehensive eye care system development. Working with WHO, the Chinese government and Lions have developed a comprehensive, long-term plan for eliminating blinding trachoma by 2017.

Lions Quest

Lions Quest is a school-based life-skills program for children ages 5-19. In the US education system, this encompasses children from kindergarten to the 12th grade; in other countries, this includes the entirety of a child's education through primary and secondary school, before university. Lions originally partnered with Quest International to nurture youth in 1984. LCIF acquired Lions Quest in 2002 to increase the program's reach and to offer greater support and visibility for the Lions who work with their local schools and communities on the program. Over 13 million youth have taken part in a Lions Quest classroom. The program has received high ratings from government agencies and educational groups. Lions Quest has been implemented in more than 90 countries and program materials have been translated into nearly 40 languages.

Lions Quest programs meet all 10 guidelines for effective prevention programs issued by the U.S. Department of Education and are also aligned to the standards used by many other countries around the world. Program evaluations have been conducted in multiple countries over the past 20 years by the program developer, school districts, universities, and independent research firms. Results of the studies include improved achievement test scores; change in knowledge, attitudes, and beliefs regarding substance abuse and violence; lower rates of disciplinary problems; lower risk of dropping out of school; as well as decreased use of alcohol, tobacco and other drugs.

Lions Quest has three programs for different age groups:

1. **Lions Quest Skills for Growing:** the primary school curriculum for students from ages 5-9. The program teaches young learners how to make positive decisions and maintain self-esteem.

2. ***Lions Quest Skills for Adolescence***: the middle school curriculum for students from ages 10-14. The program promotes positive social attitudes, respect and responsibility, while also serving as a strong prevention tool, guiding young people toward healthy choices and a drug- and violence-free lifestyle.
3. ***Lions Quest Skills for Action***: the high school curriculum for students from ages 15-19. The program combines the development of personal, social and thinking skills with service learning to help young adults improve self-confidence, maintain connectedness to school, engage in real-life issues and learn 21st century workplace skills.

Revision of Materials

Lions Quest has revised and modernized all materials, with the goal of making the program more relevant to today's youth. This includes creating projectable materials that can be used on more advanced and interactive teaching systems. The first phase of the revision is in English, and is now available. LCIF is working with implementing countries worldwide on updating their own materials in local languages, and LCIF grant funds are available for this effort.

Incoming DGs can take steps to implement Lions Quest in their communities this year:

1. **Contact LCIF**
 - a. The LCIF Lions Quest Department offers a number of resources to educate Lions about the program, and prepare districts or clubs to introduce Lions Quest to local schools.
 - b. Many of the countries that implement Lions Quest have established a foundation, office, or other permanent committee to oversee the program. Lions in these countries should make contact with these organizations, and LCIF can make those connections.
 - c. Visit the Lions Quest web site at www.lions-quest.org or email info@lions-quest.org for more detailed information
2. **Reach out to local schools**
 - a. Hold a presentation about Lions Quest for the schools
 - b. Reach out to parents groups
 - c. Invite teachers and others to attend club meetings about Lions Quest
3. **Identify supporters**
 - a. Examine the membership of your district. Who has good contacts in the school system? Who understands education?
 - b. Create a sustainable steering committee and appoint a high-quality Lions Quest chairperson
4. **Implement Lions Quest**
 - a. Plan a teacher training workshop to certify teachers as Lions Quest instructors
 - b. Obtain instructional materials for teachers and supporting materials for students and parents
5. **Provide ongoing support for the schools and teachers**

LCIF has identified several best practices for clubs, districts and multiple districts that will help expand Lions Quest worldwide:

- **Networking is critical:** Several of our best implementations of Lions Quest started small, and then grew over time. Key decision makers had known about Lions Quest for several years. And how was the initial contact made? Through ***Lions***. As district governors, you have the best idea of where Lions Quest has the best opportunities for success. In your state, region or country, where are Lions working as principals? As administrators or educational leaders? Who in your district has contacts in the government? In order to expand Lions Quest, we need to be better networked with educational leaders, and we hope you can help us with that.
- **Lions Quest must be presented as a way to meet requirements:** One of the most frequent reasons that schools reject Lions Quest is because they have too many state or national curriculum requirements. One of the reasons that many schools and regions want to partner with us is because we can **meet** government requirements LCIF can help develop a correlation guide that identifies specific elements of the requirements, and ties them to specific Lions Quest units and lessons. You could then use this correlation to promote Lions Quest throughout your district.
- **Scaling up throughout entire districts:** Expanding Lions Quest to an entire district can be an intimidating prospect, and doing so alone can be nearly impossible; however, with proper support Lions Quest can be expanded district wide with great success. As your activity grows and you look towards expansion, LCIF recommends creating a “Lions Quest District Support Team”. This model serves as a flexible structure that can be used to support sustainable expansion efforts by engaging every level of membership in your district. The district support team is comprised of the District Governor, the District Lions Quest Chairperson, a Vice Governor, and liaisons from individual Lions Clubs. This model has been successful in many countries, and provides both visibility and continuity to the Lions Quest program. As District Governor, you would work with the District Lions Quest Chairperson to analyze the current state of the program in the district, develop goals and a plan of action for the year. By being an active participant in this model, you can provide much needed support to your Chairperson while ensuring the success of Lions Quest in your District.

Other LCIF Initiatives

One Shot, One Life: Lions Measles Initiative

While simple and inexpensive to prevent, measles infections still kill hundreds of thousands of children each year. Through *One Shot, One Life*, Lions are saving the lives of children throughout the world by ensuring access to a simple measles and rubella vaccine.

Since 2010, LCIF and Lions have collaborated with several leading organizations in global vaccination such as the Measles & Rubella Initiative (M&RI), Gavi, the Vaccine

Alliance (formerly the Global Alliance for Vaccines and Immunizations), and the Bill & Melinda Gates Foundation. These collaborations include: 1) mobilizing financial support for vaccinations in priority countries, 2) engaging in advocacy at the local, regional and national levels, and 3) having direct involvement in social marketing to support vaccination campaigns. Over the next several years, Lions will continue work in each of these three areas.

In June 2013, the LCIF Board of Trustees approved contributing a total of US\$30 million through the 2017 calendar year to the Gavi matching fund. These funds will receive a 1:1 match from the Gavi Matching Fund (which is funded by United Kingdom's Department for International Development and the Bill & Melinda Gates Foundation). Gavi matching funds, when combined with funds that Lions have already contributed to support the work of the Measles & Rubella Initiative, would enable LCIF to mobilize more than US\$80 million for measles elimination efforts in celebration of the Association's 100th anniversary, and the Foundation's 50th anniversary. This fundraising effort has become one of several signature programs of the centennial year.

The 2015-2016 LCIF development coordinators are asked to emphasize fundraising for the *One Shot, One Life* initiative. District governors are asked to support fundraising efforts throughout the fiscal year. Also, please visit www.lcif.org/blog to learn the latest news and more about how Lions in your district can help to save lives through this important commitment.

Lions Affordable Hearing Aid Project (AHAP)

The Lions Affordable Hearing Aid Project (AHAP) provides low-cost, high-quality hearing aids for low-income underserved people as a pilot program currently in the U.S. only. The aids are US\$200 each, and LCIF offers three Rexton behind-the-ears models. LCIF makes the hearing aids available to existing Lions' hearing programs, foundations and clubs. Individuals needing hearing aids must work through a local Lions club, who can sponsor all or a portion of the cost of the aids. Lions clubs or districts interested in providing hearing aids in their community may contact the Foundation for guidance on how to get started.

LCIF Grant Programs

LCIF has awarded 12,677 grants totaling more than US\$949 million since the Foundation was founded in 1968.

There are a number of types of grants.

SightFirst grants-build comprehensive eye care systems to fight the major causes of blindness and care for blind and visually impaired persons. The program supports high-quality, sustainable projects that deliver eye care services, train personnel, develop infrastructure and/or provide rehabilitation and education in underserved communities. Lions' districts and multiple districts work with their regional SightFirst Technical Advisor in applying for a grant.

Standard grants are the Foundation's broadest and most popular category of funding. Standard grants provide matching funds between US\$10,000 and US\$100,000 for large-scale projects that address important humanitarian needs, where there is a need for equipment or construction.

International Assistance grants (IAG) fund partnership projects between Lions clubs in at least two countries. Grants provide between US\$5,000 and US\$30,000 on a matching basis to fund smaller-scale projects often in developing countries, such as medical missions, primary health care, food self-sufficiency, aid for disability organizations and clean water initiatives. Construction projects are not eligible.

Core 4 grants fund innovative projects that target urgent needs under Lions' core program areas: preserving sight, combating disability, promoting health, and serving youth. Grants are available for amounts up to US\$200,000 on a three-to-one matching basis. Lions Quest grants are available for amounts up to US\$100,000.

Emergency grants are awarded in amounts up to US\$10,000 immediately following natural disasters to fund distribution of relief aid.

Major Catastrophe grants (MCAT) are awarded to help fund longer-term reconstruction projects following major calamities. These grants are awarded at the discretion of the international president and LCIF chairperson. Lions may not apply for these grants.

Disaster Preparedness Grants support natural disaster preparedness, response and recovery efforts. Lions district governors may submit proposals for these grants.

Designated grants represent funds donated to LCIF restricted for specific activities and projects.

Frequently Asked Questions about Grants

1. How do Lions districts and multiple districts apply for a grant?

Contact LCIF at 630-468-6901 or email LCIF at lcif@lionsclubs.org.

Additionally, applications and supplemental information are available on the LCIF web site at www.lcif.org.

1. When should a grant application be submitted?

Most applications must be submitted and completed at least 60 days before an LCIF Board of Trustees meeting. In the case of SightFirst grant requests, applications must be submitted to the SightFirst Advisory Committee (SAC) 90 days in advance of a committee meeting. Lions Quest grants must be submitted 60 days in advance of a Lions Quest Advisory Committee (LAC) meeting. Contact LCIF for exact dates of these meetings, or visit the web site. The Board of Trustees meets three times annually, and the SAC and LAC meet twice annually.

2. What qualities does LCIF look for in a grant application?

The project must address an important humanitarian need, serve a relatively large population, be cost effective and be beyond local fundraising capability. Also, the budget must show ample funding from local Lions' organizations, have a strong Lions' identity and involvement, and be endorsed by the district cabinet and or the multiple district council.

3. Is there grant money available for my individual club?

Most grants require the participation of a district or multiple district. The International Assistance Grant (IAG) program, however, allows a sponsoring Lions club or district to partner with a host club or district in the country where the project will take place. Even though grants to individual clubs are limited, a club can participate in any number of service projects.

4. Does LCIF provide grants directly to an individual?

No, there is no program that distributes grants to an individual; instead, LCIF grants are awarded to Lions districts, multiple districts and clubs.

5. How do Core 4 grants differ from Standard grants?

Standard grants support a wide-variety of large-scale, Lions-led humanitarian initiatives where the primary funding needs are for equipment or capital construction. Standard grants are matching grants and a maximum of US\$100,000 may be awarded. Core 4 grants are limited to very specific funding priorities in four areas of service: sight, disability, health and youth. The Core 4 priority projects are **predetermined** and Core 4 grant requests must fund a project related to the priorities.

For a list of the current Core 4 funding priorities, please visit the LCIF web site at www.lcif.org. Additionally, most Core 4 grants match Lions donations on a 3:1 basis. The maximum grant awarded is US\$200,000 for most Core 4 grant initiatives.

6. What is the difference between a SightFirst project and other sight-related projects?

SightFirst projects must focus on the major causes of preventable or reversible blindness and do so in a comprehensive manner. These projects are also sustainable and reach populations that are underserved or that have limited or no access to eye-health care services. Sight-related projects that do not have these qualities but instead, for example, focus on medical missions or individual equipment needs for local eye facilities may qualify for the International Assistance or Standard grant programs.

7. How are LCIF grant programs funded?

The vast majority of grant funding is made possible by donations from Lions clubs and individual members worldwide. LCIF does not receive any portion of

Lions membership dues. Gifts from foundations, corporations, governments, non-Lions and interest earned on investments also increase funds available.

LCIF Communications

LCIF offers many quality resources to help district governors and other Lions promote and understand the Foundation.

- The LCIF website www.lcif.org has resources such as PowerPoint presentations, downloadable brochures, and information on grants, Melvin Jones Fellowship applications, Contributing Memberships and much more. Hard copies can be ordered by contacting LCIF. The website also includes special updates on recent grants and news.
- District governors can receive **district donation records and histories of grants** by contacting LCIF or the LCIF district coordinator. The different types of **grants and application guidelines** are explained on the LCIF website.
- Subscribe to the LCIF newsletter, featuring a message from the chairperson. Monthly emails with current news and program information are sent in all languages. Contact LCIF at lcif@lionsclubs.org to sign up or for more information.

LCIF Publications

Publications in all official languages (except where noted) can be mailed upon request or downloaded from the LCIF website on the LCIF Publications page under Resources.

Overview Publications

LCIF at A Glance (LCIF-600)

By the Numbers (LCIF-106)

LCIF Programs (LCIF-603)

LCIF Grants (LCIF-604)

LCIF Public Relations (LCIF-605)

Number One NGO to Partner With (LCIF-609)

LCIF Providing Disaster Relief (LCIF-104)

Contributing Member Form (LCIF-120)

Melvin Jones Fellowship Application (LCIF-42M)

How to apply for an MJF and application form

Ways to Give and Types of Recognition (LCIF-42R)

Annual Report (LCIF-30)

ForSight (SightFirst magazine) (SF-206)

SightFirst: Lions' Vision for All- overview brochure (SF-207)

Grant Publications

Standard Grant Application (LCIF-27)

How to Apply for a Standard LCIF Grant (LCIF-109)

International Assistance Grant Application (IAG-1)

How to Apply for an LCIF International Assistance Grant (LCIF-110)

SightFirst Grant Application (LCIF-40)

Emergency Grant Application (LCIF-47)

Emergency Grant Final Report Form (LCIF-25A)

Disaster Preparedness Grant Application & Criteria (LCIF-148)

Community Recovery Grant Application & Criteria (LCIF-149)

Lions Quest

Lions Quest Overview – US (LQ 6)

Lions Quest Overview – International (LQ 12)

Lions Quest Prospectus

LCIF Videos

LCIF videos are a powerful way to show the value of the Foundation. DVDs can be shown to Lions at club meetings and district conventions, as well as provided to local programming television stations or shared with non-Lions to educate them about the impact of the Foundation. Many videos are translated into all languages. Below are the available DVDs and videos:

LCIF is Your Foundation

Lions are....LCIF

Providing Disaster Relief through LCIF

LCIF Donor Recognition Programs

SightFirst II: Looking Forward

Lions Quest: Skills for Life (online only)

Lions Quest: A Global Success Story (part of the Lions Quest How-to-Kit)
Lions-Measles Initiative: Celebrating our Pilot Year (online only)
Expanding our Efforts: Lions Quest (online only)
Changing Lives Through Opening Eyes (online only)
The Pediatric Cataract Initiative: A Partnership Program (online only)
Disaster Relief in Joplin (online only)
Growing our Foundation (online only)
Superstorm Sandy Disaster Relief (online only)
LCIF is Love in Action (online only)
We Support LCIF (online only)
Disaster Relief in Moore, Oklahoma (online only)
Celebrating Sight for Kids (online only)
Lions Take a Stand Against Measles (online only)
Philippines Blind Education Vignette (online only)
Lions Quest: New Growth, Proven Success
LCIF: Serving Lions, Serving the World (online only)

To order, email LCIF at lcif@lionsclubs.org or watch online at www.lcif.org.

LCIF Partnerships

Corporate, NGO and Government Partners

LCIF is grateful for the generosity of Lions clubs as well as our corporate, non-governmental and government partners. They share not only funds but a spirit of humanitarianism and a dedication to improve the lives of those in need – also, many provide expertise and take a lead conducting and guiding Lions and their partners in technical implementation. Thanks to these partners, LCIF and Lions have been able to expand programs, establish new initiatives and extend our services to serve many communities. Some of LCIF's major partners include:

Johnson & Johnson Vision Care Companies (Asia Pacific): has provided US\$3.24 million to help fund LCIF and JJVCC "Sight for Kids" program school-based vision screenings for 20 million children in select underserved Asian communities since 2002. In 2014, the program was expanded to Kenya and Turkey. The Sight for Kids program trains teachers and local Lions to deliver eye health awareness, education and children's eye screening with partnering schools and eye care professionals that help give exams and treatment care, including eyeglasses, for children requiring follow-up. The screenings are coordinated by local Lions, school leaders, local medical personnel and Johnson & Johnson VisionCare staff.

Merck & Co., Inc.: has donated 159 million treatments of the drug Mectizan® to LCIF and Lions to prevent river blindness in Latin America and Africa.

NoVo Foundation: has provided more than US\$400,000 through two grants to expand and scale up improved use of LCIF's Lions Quest by school districts in the United States (Eagle Mountain-Saginaw, Texas and Wood County Schools, Virginia).

Combined, these projects are providing hundreds of local educators with training and support to teach student Lions Quest life skills and reach tens of thousands of K-12th grade students.

Collaborative Partners

Through collaborations with not-for-profits, LCIF leverages its resources and accomplishes much more than we could on our own. Some of LCIF's major collaborative partners include:

The Carter Center: LCIF has awarded The Carter Center more than US\$47 million in LCIF SightFirst grants to control onchocerciasis or "river blindness" in Latin America and Africa. Merck provides donated pharmaceuticals for these river blindness control programs. LCIF is also partnering with The Carter Center to battle trachoma in Ethiopia, Mali and Niger, and has awarded US\$20 million to support these local Lions and partner efforts. Pfizer, Inc. provides donated pharmaceuticals for trachoma-control programs as well.

Gavi, the Vaccine Alliance: In 2013, LCIF and the Bill & Melinda Gates Foundation (BMGF) and UK's Department for International Development (DFID) announced a five-year partnership to mobilize \$30 million in financial support for life saving measles and rubella vaccination in select countries. BMGF and DFID together are matching up to Lions donations to LCIF's One Shot: One Life, Measles Initiative effort. Additional LCIF grants are supporting local Lions community outreach, awareness raising and advocacy efforts about the importance of vaccinations.

Special Olympics International: In July 2013, LCIF announced a multi-year expansion of the partnership that includes US\$7.8 million in funding and new areas of programming that include health services and support for youth and their families. Since 2001, more than 350,000 Special Olympians around the world have received free vision screenings and 114,000 have received free eyewear through the program. The screenings and custom eyewear have resulted in improved vision in this chronically underserved population. LCIF has awarded over US\$17.95 million to the program.

World Health Organization: LCIF collaborates with the World Health Organization (WHO) on four major initiatives. The Elimination of Avoidable Childhood Blindness is a global effort to fight unnecessary pediatric blindness. The program has supported projects in over 30 countries that have served 140 million children, and is now focusing on assisting best-performing institutions in 10 of these countries over two years. Also, LCIF and WHO are also working together to address emerging threats to sight presented by the global diabetes epidemic in developing countries. Lions and WHO are also working with Chinese health authorities to determine the severity and scope of blinding trachoma and a potential intervention plan. Finally, WHO's Prevention of Blindness and Deafness office has provided technical support to the SightFirst program since 1991. This assistance includes conducting monitoring and evaluation visits with Lions leadership and LCIF staff, reviewing SightFirst applications, and serving as Secretariat of the LCIF SightFirst Advisory Committee.

Awards

Friend of Humanity Award: Recognizes very select Lions, no more than 50 each year, who have provided exceptional and longstanding service to LCIF. The award is for Lions who have generated significant financial support of LCIF or helped increase the Foundation's stature and identity. The LCIF chairperson approves the nominees, and recipients receive a gold medal with a ribbon. An individual may receive the award only once.

Chairperson's Medal: Recognizes District Governors, Council Chairs, LCIF District Coordinators and LCIF Multiple District Coordinators who reach their annual fundraising target. Financial targets are based on minimum donation levels and annual percentage increases over the previous fiscal year.

Helping Hands Award: Recognizes Lions who promote greater awareness of and support for LCIF at the club, region, district or multiple district level. There is no limit on the number of awards to be issued annually and individuals can receive the award more than once. The awards are determined by the LCIF chairperson, and recipients receive a pin.

For Clubs

MJF Banner Patch: Clubs receive a Melvin Jones Fellow banner patch and chevron the first time a member is honored with a Melvin Jones Fellowship. The club receives a chevron in subsequent years the first time a member is honored with an MJF.

100 Percent MJF Banner: Clubs receive a 100 Percent Melvin Jones Fellowship award banner when all current club members are Melvin Jones Fellows. Also, the LCIF Chairperson awards the club a Certificate of Distinction at the international convention.

100 Percent Contributing Member Banner Patch: Clubs receive a 100 Percent Member Support banner patch and chevron the first time every member becomes a Contributing Member. Clubs receive a chevron for each subsequent year they achieve 100 Percent Contributing Memberships.

Lions Quest Banner Patch: Lions clubs sponsoring the Lions Quest programs are eligible to receive a banner patch. Banner patches can be requested by the district governor, Lions Quest chairpersons or Lions club.

Top Five Clubs Certificate: The top 5 clubs in each Constitutional Area that donate the most to LCIF in a fiscal year receive a certificate.

For Districts

Lions Quest District Achievement: Districts that sponsor Lions Quest training for one or more (bronze certificate), six or more (silver certificate), and 12 or more (gold certificate) teachers in the corresponding year receive Lions Quest District Achievement Certificates. Signed certificate applications must be submitted to Lions Quest by May 15.

100% Club Support Certificate of Appreciation: Districts in which every club donates to LCIF in a fiscal year receive a certificate of appreciation. The District Governor and LCIF District Chairperson also receive a 100 Percent Club Support Certificate of Appreciation for donations of at least US\$100 per club.

Top Five Certificate: The 5 districts in each Constitutional Area that donate the most to LCIF in a fiscal year receive a Certificate. The LCIF District Coordinator and the District Governor also receive a certificate. The top five districts by per member average in each CA, the LCIF District Coordinator and District Governor for those districts receive a certificate as well.

Top MD Certificate: The MD Coordinator in the top MD in each Constitutional Area by total donations and by per member average receive a certificate.

Ways to Support LCIF

Recognitions

Melvin Jones Fellowship: Individuals who donate US\$1,000, and persons for whom such donations are made, are recognized as Melvin Jones Fellows (MJF). Melvin Jones Fellows receive a lapel pin and a personalized wall plaque. Their names are displayed on a monitor in the LCIF Recognition Room at International Headquarters, and they receive a specialized pin at various levels. Donations that qualify for the Melvin Jones Fellowship can be made in the following categories: measles, area of greatest need, disaster, humanitarian needs (including measles), sight and youth.

Progressive Melvin Jones Fellowships: For those who are already an MJF, the Progressive Melvin Jones Fellowship (PMJF) provides an opportunity to advance in the Fellowship program. For each subsequent donation of US\$1,000 beyond the initial MJF donation, donors receive a new level of recognition, signified by a unique PMJF pin in accordance with their level of giving. The PMJF program recognizes each US\$1,000 donation through US\$51,000. After the US\$51,000 level is reached, distinct pins are offered in US\$10,000 increments.

Contributing Member: Donors receive a lapel pin for a gift of US\$20, US\$50 or US\$100. November is Contributing Member Month. Please give your donations to the club secretary, who is asked to accumulate them and then send donations to LCIF Donor and Financial Services Department, with a list of donor names, by the end of November. Lapel pins will be sent to the club for presentation. (Although Contributing

Member Month is November, donations are received and pins presented throughout the year.)

Honor Roll: A certificate is given to individuals who contribute US\$100 and the recipient's name is entered on LCIF's Honor Roll at International Headquarters for the year in which the gift is received.

Club Plaque: The club plaque recognizes Lions clubs that donate US\$1,000 or more to LCIF. If requested, the club can receive a banner patch and chevron instead of the plaque.

Humanitarian Partners: The Humanitarian Partner Program honors individuals whose cumulative donations exceed US\$100,000. The program has recently introduced new pin levels recognizing donations in US\$20,000 increments through the US \$300,000 level. Like the PMJF Program, each level receives a unique pin with different stones and metal types.

Corporate Recognition: An engraved plaque is presented to corporations that provide an unrestricted gift of US\$1,000 or more to the Foundation.

LCIF Legacy to Lions: Individuals may support the Foundation through gift annuities and through direct gifts of cash, gifts of stock and appreciated assets. Also, individuals may plan their gifts by using their wills and making bequests, using gifts of insurance policies, or making the Foundation a beneficiary of a trust document. Planned gifts allow individuals interested in supporting the humanitarian works of the Foundation greater opportunities to increase the value of their support.

Donation Instructions

1. Select a method of transfer

Many countries have special methods of processing and submitting LCIF funds. Please use the information below in combination with local practices.

U.S. Dollar Checks

LCIF accepts U.S. dollar checks drawn on U.S. banks. U.S. dollar checks drawn on non-U.S. bank accounts require costly international bank collection charges to cash. Please make checks payable to "LCIF" and include any special instructions in the memo line of the check. If the donation should be credited to anyone not listed on the check, please specify to whom the donation should be credited. Checks should be sent to LCIF's lock box service, not LCIF Headquarters.

Lockbox

**Lions Clubs International Foundation
Department 4547
Carol Stream, IL
60122-4547
USA**

Credit Cards

LCIF accepts donations charged to Visa®, MasterCard®, Discover® or American Express®. Please provide us with the name of the cardholder, the account number, expiration date and the security code on back of the card. If the donation should be credited to anyone other than the cardholder, please specify to whom the donation should be credited. We do not accept credit card payments over the phone. If you need assistance making a credit card donation online, please contact Donor Assistance at (630) 203-3836. Payments can be made directly online at www.lcif.org/EN/support-our-work/donate-now.php.

Wire/Bank Transfers

Wire transfer of U.S. dollars directly into LCIF's bank account or lockbox is the most efficient means of sending donations from outside the U.S.

To transfer funds from the donor's bank to LCIF's account, present the information below to the bank along with the local currency amount of the donation (plus local bank charges) and request of U.S. dollars to:

Wire Transfer

JPMorgan Chase Bank, N.A.
10 S. Dearborn Street
Chicago, IL 60603 USA
ABA Routing No. 021000021
Account Name: Lions Clubs International Foundation
Account Number: 754487312
Swift International Banking number: CHASUS33

Overnight Lockbox Courier

JP Morgan
Attn: Lions Clubs Int'l LBX 4547
131 S. Dearborn, 6th FL
Chicago, IL 60603
60122-4547
USA

Email, fax or mail a copy of the receipt or wire transfer form as well as any special instructions to LCIF. Please include the donor's name (and member number if applicable) and club number. This information is important in identifying and properly crediting the transfer and can be included on the bank transfer paperwork or separately.

Deposit to Local LCI Bank Accounts

In countries where LCI has bank accounts, funds may be deposited in local currency. Be sure to check the association's official exchange rates, shown on monthly club statements. When submitting funds by local deposit, it is critical to fax, mail or email a copy of the bank deposit receipt and information regarding to whom the donation should be credited.

Matching Gifts

Thousands of companies in the U.S. will match their employees' charitable contributions, enabling you to double or even triple your donation. If an employer participates in a matching gift or workplace giving program, follow these easy steps:

- Obtain a matching gift form from your employer, probably either from human resources or payroll (some companies will provide a matching gift for community service—a perfect fit for Lions)
- Complete the donor section of the form
- Mail the form with credit card information or check* for your portion of the donation, made payable to LCIF, (or copy of cancelled check if donation already has been made) to:

**LCIF
300 W. 22nd St.
Oak Brook, IL 60523-8842
Attn.: LCIF Development**

**To designate the gift to a specific program or disaster, please indicate that in the memo section of the check (please note that Melvin Jones Fellowship recognition is available for general donations only)*

2. Provide Documentation

Regardless of which method chosen to transmit a donation, the following information should be provided to ensure proper crediting of the gift:

- Donor's Name
- Name of recipient to receive credit (Please indicate if same as donor)
- Donor's club name and number
- Amount of contribution
- Special instructions, such as:
 - Payment on my pledge
 - Payment toward my club's pledge
- Payment Details, such as:
 - Enclosed check
 - Credit card details
 - Bank transfer receipt
 - Local deposit ticket

3. Remember Recognition

There are several types of individual and club recognition available in appreciation of a contribution. So that the gift can provide the most humanitarian service possible, each donation is only eligible for one form of recognition. When submitting a donation, please indicate which recognition is preferred and submit the necessary form, including recipient and shipping information.

- Melvin Jones Fellowship or Progressive Melvin Jones Fellowship
- Contributing Member Pin
- Club Plaque

- Corporate Plaque
- Memorial Donation

Frequently Asked Questions about Donations

1. What is the difference between unrestricted and restricted donations?

Unrestricted donations are the most important gifts to LCIF. They are not designated for a specific need, but are used to support all LCIF programs. The Foundation is also now providing donors with the ability to financially support five specific program areas: area of greatest need, disaster, sight and youth. Unrestricted donations, as well as financial support given to these four areas, allow LCIF to meet all program needs and qualify for all recognition programs, including MJF credit.

Restricted donations are designated to specifically created accounts, such as for special initiatives, like Campaign SightFirst II. Restricted accounts are created on a case-by-case basis. Please contact LCIF before making a restricted donation. Restricted donations do not qualify for MJF credit.

2. Should contributions be accumulated and periodically sent to LCIF?

No. Funds should be forwarded without delay. Doing so ensures prompt crediting of the donor's record and issuance of LCIF recognition and awards. In addition, checks held for an extended period become void, sometimes requiring that we request a new check from the donor.

3. Can a form of recognition, such as a Melvin Jones Fellowship, be sent before donation is received by LCIF?

No. LCIF policy requires that donations must be processed at headquarters before recognition can be sent. To ensure accurate and timely processing and the prompt issuance of recognition, please include necessary documentation such as a completed Melvin Jones Fellowship application form.

4. Are there donor reports available from LCIF?

Yes, LCIF provides district governors, multiple district and district LCIF coordinators with a quarterly recap of donations and several other reports on request. These officers can use the reports to provide information on donations and recognitions.

5. Are there other ways to make a gift to LCIF?

Yes, stocks, planned gifts, matching gifts and securities can all be donated to LCIF. For more information, please visit www.lcif.org or contact LCIF Development Department staff.

Chapter 13

MEMBERSHIP DEVELOPMENT

The membership goal of the association is to achieve annual net growth and improve club health and success. The District Governor (DG) Team and Global Membership Team (GMT) are the principle drivers of club and membership development in the district. This is achieved by supporting/engaging/involving existing members and increasing membership through meaningful community service projects. The goal of net membership growth is best accomplished through the team effort of the district governor, the first and second vice district governors, the district GMT coordinator and membership and new club growth and club success teams, and the district GLT coordinator.

There are three fundamental ways to achieve annual goals:

1. Encourage the development of new clubs founded on service and assistance provided to the community.
2. Invite new members to existing clubs by engaging them in service projects in the community that appeal to their interests.
3. Reduce drops through member satisfaction.

The methods above involve identifying and implementing meaningful service activities and involving Lions in the activities. There are many ways to engage members in a club and provide a meaningful service experience. Most members want to be active members.

Membership categories are outlined on pages 17 and 18 of this chapter. This section of the guide will outline the programs/resources that have been developed to assist districts.

Global Membership Team

The Global Membership Team (GMT), serving with the Global Leadership Team (GLT), was developed to augment the local efforts of the DG teams, operating as action oriented, parallel, mutually supportive teams - each with an enhanced focus.

GMT allows for a concentrated emphasis on membership growth, engagement of members and formation of new clubs. This will benefit the association through increased membership and participation, as well as a stronger commitment to local and global humanitarian service.

While the GMT structure is comprised of several levels of leadership, the goals and objectives remain consistent throughout:

-

- Charter a minimum of one new club in each district, each fiscal year.
- Inform club membership chairpersons about the training and tools available to them to recruit and engage their members.

District Global Membership Team

The GMT district team includes:

- District Governor
- First Vice District Governor
- Second Vice District Governor
- GMT District Coordinator, supported by:
 - Membership and New Club Growth Team
 - Club Success Team
 - Region and Zone Chairperson

GMT district member responsibilities include:

- Charters a minimum of one new club in the district each fiscal year.
- Works closely with region and zone chairs to ensure [club membership chairpersons](#) have a plan to invite new members in their club as well as engaging club members.
- Ensures [membership development](#) and [satisfaction](#) is encouraged throughout the district.
- Supports and motivates region, zone and club leaders
- Collaborates with the district and multiple district GMT team on:
 - Membership development needs in the district
 - Membership goals and action plans for the district
 - Appointment of [Membership and New Club Growth Team and Club Success Team](#) to grow membership and increase service activities
- Works with GLT counterpart for new club support training i.e. [Certified Guiding Lions and club officer training](#)
- Promotes LCI [membership tools and resources](#) to region, zone and club leaders
- [Monitors membership reports](#) to identify trends and develop strategies. Communicates with region, zone and club leaders to provide assistance or recognition for concerns or accomplishments.
- Submits quarterly membership reports to LCI
- [Presents a budget](#) to the district cabinet to fund membership development plans

GMT Membership and New Club Growth and Club Success Teams

The multiple district and district GMT coordinators will develop two teams that will be the [Membership and New Club Growth Team and the Club Success Team](#).

Membership and New Club Growth Team

Responsibilities:

- Identifies opportunities for [building new clubs](#)
- Encourages [outreach to new members](#)

Examples of Membership and New Club Growth Team Specialists:

- [Campus Club Specialist](#)
- [New Club Development Specialist](#)
- [Family & Women's Specialist](#)
- [Special Interest Club Specialist](#)
- [Young Adult Specialist](#)

Club Success Team

Responsibilities:

- Focuses on engaging Lions in [community service projects and identifying new service opportunities](#)
- Promotes [service activity reporting](#)
- Promotes [member satisfaction](#)
- Fosters healthy clubs to maintain and engage members, and assists in the rebuilding of struggling clubs

Examples of Club Success Team Specialists:

- Community Service Specialist
- Member/Membership Satisfaction Specialist
- Mentoring Specialist
- Publications Specialist
- Rebuilding Specialist
- Service Reporting Specialist
- Technology Specialist

Region and Zone Chairperson – GMT District Team

- Identifies communities for [new club charters](#).
- Works closely with [club membership chairpersons](#) to ensure they have a plan to invite new members in their club as well as engaging club members.
- Promotes [membership resources to clubs](#).
- Promotes and identifies clubs to participate in the [Club Quality Initiative \(CEP\)](#).
- Ensures that [club membership chairpersons](#) know their roles and responsibilities
- Identifies communities for [new club charters](#).
- Emphasizes engagement of members in [new or existing service projects](#).
- Encourages clubs to implement a [membership growth plan](#) and to promote their activities within the community
- Communicates membership development needs and [successful strategies](#) to fellow district GMT members

Many resources have been developed to help all members of the district GMT develop and achieve membership goals. The [Lions Web page](#) on the LCI web site provides information on the following:

- [Starting a New Club](#)
- [Inviting Members](#)
- [Strengthening Membership](#)
- [The Global Membership Team](#)

Information on the above programs and resources can be obtained by contacting:

GMT Department

E-mail: gmt@lionsclubs.org

300 West 22nd Street, Oak Brook, Illinois 60523-8842

Phone: 630-203-3845; FAX: 630-571-1691

Year-Round Membership Growth Program

Members are the foundation of everything we do as Lions. A strong, growing membership leads to healthy clubs and increased service in local communities and around the world. New members bring fresh ideas, new projects and skills that can help make an even bigger difference in your community.

Suggested Year-Round Membership Outreach Strategy

Since membership growth must be a year-round initiative, below is a suggested schedule for year-round membership outreach strategies. Each month has a different focus area so that a wide range of potential members can be concentrated on throughout the Lions year. Alternatively, some have a specific demographic focus.

August/September.....	Students & Leo Lions
October	Traditional membership growth
November/December	Family members
January	Target demographic groups (i.e. baby boomers, young professionals, ethnics groups, etc.)
February/March	Women members
April	New member induction
May/June.....	Club development

Membership Development Grants

Lions Clubs International has long recognized the need for targeted membership initiatives that focus on new areas of opportunity and/or utilize new marketing techniques.

To help districts and multiple districts capture these new markets, or test new marketing strategies, the Membership Development Committee has allocated funding for Membership Development Grants to be awarded on a competitive basis. Each approved grant will provide reimbursement for 75% of the approved project expenses, up to US\$5,000 per district, and US\$10,000 per multiple district, as outlined in the General Reimbursement Policy for grants that qualify in specific categories.

Location Requirements

To ensure global representation, funds are allocated as follows: US\$10,000 for larger constitutional areas (I, III, IV, V and VI) and US\$5,000 grant for smaller constitutional areas (II and VII) and Africa. Priority will be given to districts that have set substantial goals for membership and club success. The plan should result in the chartering of a minimum of two new clubs and/or the recruitment of 100 new members. If funding is still available in March from other areas, then areas that have reached their maximum allotment may reapply.

Membership Grants Approval Process

The Marketing Department will preliminarily review applications. The purpose of the review is to ensure the applications are complete, meet the minimum requirements and ensure the application provides adequate information for the Membership Development Committee's evaluation. Department staff may contact the applicant to obtain additional information and to discuss the membership opportunity. Care will also be given to ensure that marketing approaches vary and multiple constitutional areas are included. Applications that meet the noted application requirements will then be reviewed by the Membership Development Committee for final approval.

Grant proposals must be received at LCI at least 45 days prior to the next board meeting for discussion at the meeting. Grants are not necessarily awarded on a first come–first serve basis.

For more information on the [Membership Development Grants](#), contact the Marketing Department:

Lions Clubs International
Marketing Department
E-mail: memberprog@lionsclubs.org
300 W. 22nd Street, Oak Brook, IL 60523-8842 USA
Phone: 630-203-3846; Fax: 630-571-1691

Lions Family and Women Symposium Program

As the emphasis on family-friendly Lions clubs and growing women in Lions continues, it is important for clubs to identify relevant service opportunities that will spark the interest of families and women. An excellent avenue for pinpointing these needs is to hold a Family and Women Symposium.

A symposium is a gathering at which there is a free interchange of ideas, or a formal meeting at which several experts deliver short addresses on a topic or related topics for an identified purpose. The purpose of a Lions Family and Women Symposium is four-fold:

1. Identify new community projects that are of interest to women and families.
2. Identify potential members.
3. Promote Lions clubs within the community.
4. Charter a new club/club branch to develop the new community project that has been identified.

Each symposium requires a community partner. Joining forces with other groups in your area lends credibility to the event, fresh perspectives and information to help identify crucial needs, as well as provide an additional source of resources and funding.

For more information on holding a symposium and grant funding available from LCI, download the [Family and Women Symposium Program Planning Guide](#) from the Lions website, or contact memberprog@lionsclubs.org.

Lions Regional Women's Workshop Program

Working toward the goal of increasing women's membership is a critical part of expanding Lions overall membership and meeting the growing service challenges in a world that needs Lions help more than ever. To work toward these goals, the purposes of the Lions Regional Women's Workshop are to:

1. Explore factors surrounding the recruitment and retention of women in their specific part of the world.
2. Devise strategies for increasing the number of women in Lions clubs.

3. Create action plans to be implemented by district and multiple districts in their region.

For more information on holding a Regional Women's Workshop and grant funding available from LCI, download the [Lions Women's Regional Workshop Planning Guide](#) from the Lions website or contact memberprog@lionsclubs.org

New Club Development

A **minimum of one new Lions club** should be developed in each district every fiscal year. This should be one of the key tasks of the district governor team as well as district global membership team. The following information applies to the organization of a new Lions club. This includes the formation of a traditional Lions club, Campus Lions club, Lioness Lions club and Leo Lions club.

To charter a new club, the following is needed:

- 20 or more charter members, 75% of whom reside or work within the multiple district and are new Lions, except in the case of friendly separation of a large existing club
- A sponsoring club, zone, region, district cabinet or district committee
- Completed charter application and report of charter members
- The current district governor's approval
- Appropriate charter fees and certification forms

The following extension kits are available from the Membership Operations department:

- New Club Extension Kit
- Campus Lions Club Kit
- Lioness Bridge Builder Kit
- Club Branch Builder Kit

Important Dates:

- A club's charter will be held open until the club's charter night or 90 days after charter approval, whichever comes first
- Please allow 45 days or more from the date the charter application is received by International Headquarters to process the application and provide time to personalize and send the official charter
- The charter application, along with any corresponding extension awards, must be received at LCI Headquarters before the close of business on June 20 to be credited to the current fiscal year's annual records

Applications for Club Charter

When the requirements for a new club have been met, complete the [Lions Club Charter Application](#) (TK-38B) and [Report of Charter Members](#) (TK21-A) and submit with appropriate fees and certification forms to LCI. *District governors can now submit charter applications using the new Online Chartering Application Process through MyLCI.* Please remember the following when completing the application: (Full requirements for charter applications can be found on page 21 of this chapter)

- A proposed club must use the name of the municipality or equivalent governmental subdivision as the first part of the club name. If a municipality has more than one club, each club will need to add a distinguishing designation to its name.
- The club sponsor must be from the same district in which the new club is located. A co-sponsoring club can come from any district or area.
- The region and zone of the club will be selected by the district governor. Normally it will be the same as the sponsoring club.
- The district governor will appoint the guiding Lions or certified guiding Lions. (See the guiding Lion section for details.)
- The district governor must sign the application

Submit the fully completed applications with all necessary signatures, list of charter members and corresponding charter fees to:

Lions Clubs International
E-mail: newclubs@lionsclubs.org
Membership Operations Department
300 W. 22nd Street
Oak Brook, IL 60523-8842 USA
Phone: 630-203-3831; Fax: 630-571-1691

Ensuring Viable Clubs

A district that charters ten or more new clubs in a fiscal year must provide verification that the new clubs will be supported for long-term growth and therefore shall be required to 1) submit a detailed plan outlining the support that the new club will receive; 2) provide payment of one-half the annual international dues when the charter applications are submitted; 3) have the charter applications certified by both the district governor and the first vice district governor. Through December 31 of each fiscal year, when the first vice district governor approval is not received, the GMT Area Leader approval may be substituted. Each charter application will require approval from the Membership Development Committee.

A district is allowed to charter only three new campus clubs with a total of 100 student members in a fiscal year. Any additional campus clubs or student members will need the approval of the Membership Development Committee. For chartering purposes, a campus club is defined as having five or more student members

Club Branch Program

Club branches enable a small group of people to form a Lions club and start making a difference in their community sooner. Members become part of an existing "parent" Lions club, but hold independent meetings and facilitate their own projects. Club branches elect a president, secretary and treasurer. A minimum of five members are required to form a new branch.

Lions New Member Orientation

Lions New Member Orientation is designed to give new members the opportunity to learn about Lions and to become active members. The [Lions New Member Orientation Guide](#) (ME-13a) provides a foundation for members and helps them understand how the club functions, what their role will be and gives them the big picture of the association. When new members are properly informed, they are more likely to feel comfortable with the club and become actively involved in club activities right away.

Successful new member orientation does more than inform the member, it inspires and motivates them to be the best Lion they can be. Lions Clubs International also offers the [New Member Orientation Training Guide](#) (ME-13) to help the orientation trainer conduct new member orientation successfully. The curriculum follows along with the information in the [New Member Orientation Guide](#) (ME-13a), and includes "Trainer Tips" along the way.

New Member Induction Ceremony

The Induction Ceremony is the symbolic beginning to a member's service as a Lion. It is also a key element in the lifelong retention of a member. A thoughtful induction, followed by a thorough orientation and meaningful involvement in the club's activities will keep a new member interested and engaged in the club. The [New Member Induction Ceremonies](#) (ME-22) guide is available from LCI.

While it is customary for the club president to induct new members, it is certainly appropriate to have a former international or district officer, a Global Membership Team member or a well-respected senior Lion conduct the ceremony.

Induction ceremonies will vary depending on local customs or activities of the club and district. Also, it is acceptable and encouraged to adapt the new member induction ceremony to the affiliate membership category. When planning the ceremony, it is important to keep in mind that it should be dignified and meaningful for the participants.

Lions Worldwide Induction Day

Lions Worldwide Induction Day is a worldwide event that welcomes new members and gives Lions the opportunity to stimulate membership growth and increase public awareness.

Your district or club can use the event as an opportunity to:

- Celebrate new members and recognize their commitment with a special commemorative certificate signed by the international president.
- Join Lions worldwide, and together induct thousands of new members.
- Demonstrate the importance Lions clubs have in helping and serving the less fortunate.
- Launch a membership campaign and reward membership recruitment
- Strengthen member retention.
- Initiate a public relations campaign to raise awareness for your club.

The [Lions Worldwide Induction Day Planning Guide](#) (MK-61) and induction day commemorative certificate, signed by the international president, are available on the LCI website for download.

Lions Mentoring Program

The Lions Mentoring Program helps new and existing members become the best Lions they can be by providing an opportunity to learn about the responsibilities of being a Lion from an experienced mentor.

Mentoring provides a mutually beneficial relationship where both the mentor and his/her “mentee” can learn, grow and reach their fullest potential together.

The Lions Mentoring Program is divided into two levels, basic and advanced. Each level of the program has specific goals that need to be reached within a defined time. At each level, mentees are challenged to increase their knowledge, level of commitment and leadership skills under the guidance of an appropriate, experienced mentor.

- **Lions Basic Mentoring Program:** The goal of the Basic Lions Mentoring Program is to gain responsibility and to build relationships.
- **Lions Advanced Mentoring Program:** The goal of the Lions Advanced Mentoring Program is to see results and to provide replication. In order to complete the Advanced Mentoring Program, you must first complete the Basic Mentoring Program.

LCI strongly recommends that all new Lions complete the first section of the Lions Mentoring Program. Upon completion of this section, the mentor and mentee will receive specially designed Lions Mentoring Certificates to acknowledge their accomplishment. Upon completion of the Advanced Mentoring Program, the mentor and mentee receive a lapel pin.

For More Information

For more information, or to obtain resource materials, contact:

Lions Clubs International
Membership Operations Department
Email: memberops@lionsclubs.org

300 W. 22nd Street, Oak Brook, IL 60523-8842, USA
Phone: 630-203-3831

Family and Women in Lions

Family Membership Program

The Family Membership Program provides families with the opportunity to receive a special dues discount when they join a Lions club together. The first family member (head of household) pays full international dues (US\$43), and up to four additional family members pay only half the international dues (US\$21.50). All family members pay the one-time entrance fee of US\$25.

Qualification Criteria

The Family Membership Program is open to family members who are (1) eligible for Lions membership, (2) currently in or joining the same club, and (3) living in the same household and related by birth, marriage or other legal relationship. Common household family members include parents, children, spouses, aunts and uncles, cousins, grandparents, in-laws and legal dependents. Family membership is limited to no more than five qualifying members per household, and new clubs must have a minimum of ten full paying members. Same-household residency is not required for family members under age 26 if they are pursuing higher education or serving in their country's military.

Family Member Certification

To receive the family membership dues rate, complete the *Family Unit Certification Form* (TK-30) and submit it with the Monthly Membership Report (MMR) form c23a, or complete the certification on the MyLCI website. Complete the certification for charter members on the [Report of Charter Members](#) (TK-21a) form.

Paper forms can be submitted by mail, fax or email to the Member Service Center as follows.

Lions Clubs International
Member Service Center
300 W. 22nd Street
Oak Brook Illinois 60523 USA
PHONE: 630.203.3830
FAX: 630.706.9295
EMAIL: memberservicecenter@lionsclub.org

Below is a chart that outlines the dues and fees for family members.

	Existing Lion		New Lion		Charter Lion	
	Head of Household	Family Members	Head of Household	Family Members	Head of Household	Family Members
Dues	US\$43	US\$21.50	US\$43	US\$21.50	US\$43	US\$21.50
Entrance Fee	Previously Paid	Previously Paid	US\$25	\$25	US\$30	\$30
Transfer	\$0	\$0	N/A	N/A	US\$20	\$20

Fee						
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For questions regarding the Family Membership Program, contact memberops@lionsclubs.org. For questions related to certifying family members on-line, please contact the Member Service Center at mylci@lionsclubs.org.

Why Focus on Inviting Families & Women?

Lions Clubs International has the opportunity to become a leading force in worldwide family and women volunteerism by growing family and women's membership in Lions. The Family Membership Program helps answer the needs of families and encourages spouses that have not joined Lions in the past to become involved. Volunteering together allows families to share precious time with each other and passes down values of giving and service from one generation to the next. Children raised in a volunteering environment tend to continue that practice into their adult years. Involving women cultivates diversified service activities and new fundraising efforts.

To increase family and women membership, encourage all Lions to invite their spouses and other relatives to become members. The more quality Lions we have the more hands-on service we can provide.

Tools

Publications to help recruit family and women are available from Marketing Department. [The Family Membership Brochure](#) (MPFM-8) and [I Am a Lion](#) (ME-37) brochure target family and women respectively. Contact memberprog@lionsclubs.org to order.

Lions Family Cub Program

The Lions Family Cub Program is designed to encourage families to volunteer together and give children under age 12 the opportunity to build a lifelong dedication to helping those in need.

Cubs are divided into three age categories:

- Level I: Under Age 3
- Level II: Age 4-7
- Level III: Age 8-12

The [Lions Family Cub Program Activity Guide](#) (MPFM-33) is equipped with suggestions for integrating Cubs into Lions clubs and is filled with activities for meetings, fundraisers and service projects. Age specific patches are also available from LCI through the Membership Operations Department.

Student Member and Leo to Lion Program

What are the Student Member Program Components?

- **Active Membership:** Qualifying students are active members and entitled to all rights and privileges, including full voting rights, and subject to all obligations which membership in a Lions club confers or implies.
- **Student Member Dues Rate:** Eligible students receive a charter/entrance fee waiver and pay only half international dues, billed semi-annually. It is further recommended that districts and multiple districts consider exempting or lowering their dues for student members as deemed appropriate.
- **Extended Campus Lions Club Billing Adjustment Period:** Campus Lions clubs with student members have through March 31 for the January membership dues billing and through September 30 for the July membership dues billing to amend the club roster to accommodate the typical school schedule.

Who qualifies for the Student Member Dues Rate?

The eligibility definition of “student” is as follows: A student is an individual enrolled in an educational institution and between the age of legal majority in the jurisdiction in which they reside and through the age of 30. Student members are required to provide documentation verifying school enrollment and age.

What are the Leo to Lion Program Components?

- **Active Membership:** Individuals who qualify as a former Leo or a young adult are active members and entitled to all rights and privileges, including full voting rights and subject to all obligations which membership in a Lions club confers or implies.
- **Leo to Lion Dues Rate:** Current and former Leos and qualifying young adults receive a charter/entrance fee waiver and pay only half international dues billed semi-annually.

Who qualifies for the Leo to Lion Program dues rate?

1. Former Leos

Current and former Leos between the age of legal majority in the jurisdiction in which they reside and through the age of 30. Current and former Leos are required to provide documentation verifying age and Leo participation. Leos also have the opportunity to charter a new Lions club and recruit their peers.

2. Qualifying Young Adults

Young adults between the age of legal majority in the jurisdiction in which they reside and through the age of 30 also qualify when joining a Leo Lions club. Qualifying young adults are required to provide documentation verifying age.

Does the reduced dues rate apply to traditional clubs?

All students and former Leos involved in traditional clubs are eligible to receive the student member and Leo to Lion dues rate. Young adults only qualify when they join a club chartered by 10 or more former Leos.

For questions regarding the Student Member and Leo to Lion Programs, contact student@lionsclubs.org or leo2lion@lionsclubs.org. With questions related to

certifying qualifying members online, please contact the Member Service Center at mylci@lionsclubs.org

Transfer Membership

Transfer members must be transferred in good standing within 12 months from the former club to qualify for transfer member status. Transfer members pay no transfer fee when joining an existing club, and pay a fee of US\$20 when transferring into a newly chartered club.

Clubs Reporting Online using the MyLCI website:

Transfers from a Club: Club secretaries reporting via MyLCI will simply drop the member from the club.

Transfers into a Club: Club secretaries reporting via MyLCI will select Add Member, and then select Transfer Member. When the new member has already been dropped from their previous club, the transfer happens immediately. When the member is still active in the former club, MyLCI will automatically send an email to the secretary of the former club requesting that the member be dropped. (The District Governor of the former club and the new club are copied on the email.) Once the drop transaction is complete, the member will automatically be added to the new club. It is not necessary to complete the [Transfer Member Form](#) (ME-20).

Clubs Reporting Manually (paper process):

Transfers from a Club: Club secretaries reporting using the manual/ paper process will report the transferring member on the MMR form and send to the Member Service Center at international headquarters.

Lions Clubs International
Member Service Center
300 W. 22nd Street
Oak Brook Illinois 60523 USA
PHONE: 630.203.3830
FAX: 630.706.9295
EMAIL: memberservicecenter@lionsclub.org

Transfers into a Club: Club secretaries reporting using the manual/ paper process will report the new member as soon as the club's board of directors has approved the member using the MMR form. It is no longer necessary to send a copy of the [Transfer Member Form](#) (ME-20) to headquarters.

Lioness Bridge Program

The Lioness Bridge Program is designed to enable Lionesses to honor and acknowledge their proud past while enjoying all the benefits, right and privileges

associated with Lions club membership. Through the Lioness Bridge Program, Lionesses have the opportunity to:

- Receive credit for their years of service to go toward earning Chevron Awards.
- Receive a distinctive Lioness Lions Pin to recognize their past service.
- Charter a Lions club with the use of “Lioness” in their club name.
- Take advantage of the Family Membership Program when joining a Lions club that their spouse or other family members in their household belong to.
- Continue working alongside their sponsoring Lions club as a club branch and may still take advantage of the Family Membership Program if family members belong to the parent club.

Download the [Bringing Lionesses into the Family: Guide to Lioness Invitation](#) (MKLP-2) and the [Lioness Bridge Program Brochure](#) (MKLP-1).

Chapter X (pages 1-4) of the Board Policy Manual

NEW CLUB

1. Application

Application for a Lions club charter may be made to the association by any group, club or assembly, which has been duly organized and has elected officers. Such application shall be submitted to the International Office of the association and shall be accompanied by such charter fees, as the International Board of Directors shall determine. Upon approval thereof by said board, a charter, signed by the president and secretary of the association shall be issued to such club. A Lions club shall be considered chartered when its charter has been officially issued. The acceptance of charter by a Lions club shall be ratification of, and agreement on its part to be bound by, the constitution and by-laws of the association and a submission by said Lions club to have its relationship with this association interpreted and governed by the constitution and by-laws according to the laws in effect, from time to time, in the state of incorporation of The International Association of Lions Clubs.

2. Documentation

No proposed club shall be issued a charter, entered upon the record of Lions Clubs International or be officially recognized until the day the following items are received at the International Headquarters in Oak Brook, Illinois, USA and approved by the international board or its designee:

- a. Completed official application for charter.
- b. The names of a minimum of twenty (20) charter members, 75% of whom reside or work within the multiple district and are new Lions, except in the case of friendly separation of a large existing club.
- c. Confirmation of full payments of charter fees - The charter fee shall be US\$30.00. Lions in good standing, transferring from an active Lions club shall pay a US\$20.00 charter fee except for club branch members who are exempt. The charter fee and the new member entrance fee are non-refundable.
 1. No district, sub-district or club shall impose any charter fees in addition to those specified in the Lions Clubs International constitution or authorized by board action.
 2. In countries other than the United States and Canada, a duplicate deposit slip from a recognized banking institution of that country showing the funds credited to the account of Lions Clubs International will fulfill the requirement of funds having been received by Lions Clubs International.

3. Charter Members

All members joining a Lions club before charter night will be considered charter members, provided the charter night is held within 90 days after the charter approval date. All club charters will be closed, if not closed prior thereto, upon the expiration of said 90 day period.

4. Club Sponsor

- a. Every new club must be sponsored by a club, zone, region, district cabinet, or a district committee as provided by the multiple district

constitution and by-laws. The new club sponsor shall be provided for from within the boundaries of the district in which the club is located. The new club sponsor shall be thoroughly indoctrinated in its responsibilities. A sponsoring club may be assisted by one or more co-sponsoring clubs, as authorized by the district governor of the club location. The co-sponsoring club may come from another district. In club extension in new countries, the coordinating Lion shall assist.

- b. The first club in a new geographical area shall be sponsored by a Lions club and/or its district. Each additional club may be sponsored by Lions clubs from the initial sponsoring district, as well as by Lions clubs from another district with the stipulation that said sponsoring clubs acknowledge their full responsibility for sponsorship, including assignment of qualified Guiding Lions, until the undistracted area is formed into a provisional district. Under special circumstances, as determined by the board of directors or the members of the Executive Committee, the sponsoring club may be designated from an undistricted territory.
- c. The criteria for the approval of a new club under these special circumstances shall be any of:
 1. When no other existing districted Lions club is in close geographical proximity to the proposed club.
 2. When no other districted club will act as sponsor, because of the implied financial responsibility attached to such sponsorship.
 3. When members of a proposed sponsoring club have strong personal ties to the proposed club and potential members.
 4. When financial subsidies from a sponsoring undistricted club may be the only way to advance Lions membership in that area, because districted clubs are unable to, or refuse to, advance Lionism. This is limited to charter fees only.
 - d. An embroidered Lions emblem surrounded by the words “New Club Sponsor,” which may be mounted on the official club banner, will be presented to the sponsoring club.

5. Club Name

- a. A proposed Lions club must be known by the actual name of the “municipality” or its equivalent governmental subdivision in which it is located. The term “municipality” is construed to mean the city, town, village, prefecture, county or similar officially named governmental unit. If the proposed club is not located within a municipality, it must be known by the name of the most appropriate and locally identifiable official governmental unit in which it is located.
- b. The “distinguishing designation” for clubs located in the same “municipality” or equivalent governmental subdivision may be any name which clearly identifies the club from all other clubs in the same municipality or equivalent governmental subdivision. The distinguishing designation will be affixed after the governmental municipality and separated within parentheses on the official records of the association.
- c. The term “Host Club” shall be a title of prestige and recognition of the parent club in the municipality. It shall carry no other special priority, benefits or privileges.

- d. Lions clubs shall not be named after living individuals except those individuals who have served in the position as president of Lions Clubs International.
 - e. No Lions club may add "International" as a distinguishing designation to its name.
 - f. The term "Leo" may be added as a distinguishing designation to the name of a Lions club.
 - g. When including a company name in naming of a Lions club, a letter or document demonstrating that the company has authorized the use of its corporate name in connection with the naming of the club must be provided (for example, a letter from a corporate representative on company letterhead) prior to approving the name of a club that includes a company name.
- 6. Club Boundaries**
The boundaries of the club shall be the boundaries of the municipality or equivalent governmental subdivision in which the club is located, or within the boundary of a single, sub, or provisional district within the jurisdiction of the district governor, with approval of the district cabinet as provided by the multiple district and/or district constitution and bylaws, where the club is located.
- 7. Charter Approval Date**
The date the charter application is approved will be the charter approval date. This date will appear on the club charter and on the official association records.
- 8. Charter**
- a. The president and the secretary of Lions Clubs International shall sign all charters for new clubs. The sponsoring club or district cabinet's or district committee's name will also be shown.
 - b. Charters for new clubs shall be sent directly to the district governor or coordinating Lion. An approved charter for an undistricted club shall be sent to the president of the new club.
- 9. Dues**
Charter member dues begin the first of the month following the date upon which the member's name was reported to the sponsoring club, coordinating Lion and Lions Clubs International. The new Lions club will be billed for dues shortly after its charter is closed.
- 10. Charter Application Deadline**
Complete charter applications received by the International Headquarters at Oak Brook, Illinois, USA, on or before the close of business on June 20th will be processed for the current fiscal year.
- 11. Ensuring Viable New Clubs**
A district that charters ten or more new clubs in a fiscal year must provide verification that the new clubs will be supported for long-term growth and therefore shall be required to 1) submit a detailed plan outlining the support that the new club will receive; 2) provide payment of one-half the annual International dues when the charter applications are submitted; 3) have the charter applications certified by both the district governor and the vice district governor, and 4) each charter application will require approval from the Membership Development Committee.
- Policies are subject to change. Please contact the Membership Operations Department for updated information.

Membership Categories

Membership in a Lions club shall be as follows:

ACTIVE: A member is eligible to seek, if qualified, any office in this club, district or association and the right to vote on all matters requiring a vote of the membership; and such obligation shall include prompt payment of dues, participation in club activities and conduct reflecting a favorable image of this Lions club in the community. This membership category shall be included in the club delegate formula calculation.

MEMBER-AT-LARGE: A member of this club, who has moved from the community, or because of health or other legitimate reason, is unable regularly to attend club meetings and desires to retain membership in this club, and upon whom the board of directors of this club desires to confer this status. The status shall be reviewed each six months by the board of directors of this club. A member-at-large shall not be eligible to hold office or to vote in district or international meetings or conventions, but shall pay such dues as the local club may charge, which dues shall include district and international dues.

HONORARY: An individual, not a member of this Lions club, having performed outstanding service for the community of this Lions club, upon whom this club desires to confer special distinction. This club shall pay entrance fees and international and district dues on such a member, who may attend meetings, but shall not be entitled to any privileges of active membership.

PRIVILEGED: A member of this club who has been a Lion 15 or more years, who, because of illness, infirmities, advanced age or other legitimate reason, as determined by the board of directors of this club, must relinquish his/her active status. A Privileged Member shall pay such dues as the local club may charge, which dues shall include district and international dues. He/she shall have the right to vote and be entitled to all other privileges of membership except the right to hold club, district or international office.

LIFE MEMBER: Any member of this club who has maintained Active membership as a Lion for 20 or more years and has rendered outstanding service to this club, his/her community, or this association; or any member who is critically ill; or any member of this club who has maintained such active membership for 15 or more years and is at least 70 years of age; may be granted Life Membership in this club upon:

- (1) recommendation of this club to the association
- (2) payment to the association of US\$650 or its equivalent in the respective national currency, by this club in lieu of all future dues to the association, and

A Life Member shall have all privileges of active membership so long as he/she fulfills all obligations thereof. A Life Member who desires to relocate and receives an invitation to join another Lions club shall automatically become a Life Member of said club. Nothing herein shall prevent this club from charging a Life Member such dues as it shall deem proper. Former Lioness members, who are now Active members of their Lions

clubs or who become Active members of a Lions club on or before June 30, 2007, may apply all of their prior Lioness service toward Life membership eligibility. Lioness members who become Active members of a Lions Club after June 30, 2007, will not be eligible for Lioness service credit for the purposes of Life membership eligibility.

ASSOCIATE MEMBER: A member who holds his/her primary membership in another Lions club but maintains a residence or is employed in the community served by this club. This status may be conferred by the invitation of the board of directors and shall be reviewed annually. The club shall not report an associate member on its Monthly Membership Report.

An associate member may be eligible to vote on club matters, at meetings where he/she is present in person, but may not represent the club as a delegate at district (single, sub-, provisional and/or multiple) or international conventions. He/she shall not be eligible to hold club, district or international office nor district, multiple district or international committee assignments through this club. International and district (single, sub-, provisional, and/or multiple) dues shall not be assessed on an Associate; PROVIDED, however, nothing shall prevent this club from assessing an Associate such dues as it shall deem proper.

AFFILIATE MEMBER: A quality individual of the community who currently is not able to fully participate as an active member of the club but desires to support the club and its community service initiatives and be affiliated with the club. This status may be conferred by the invitation of the club's board of directors.

An affiliate member may be eligible to vote on club matters at meetings where he/she is present in person, but may not represent the club as a delegate at district (single, sub-, transitional, provisional, and/or multiple) or international conventions.

He/she shall not be eligible to hold club, district or international office, nor district, multiple district or international committee assignment. An affiliate member shall be required to pay district, international and such dues as the local club may charge.

Chapter 14 updates

PUBLIC RELATIONS

Public Relations at the District Level

Public relations activities involve promoting Lions projects and activities, distributing information about Lions Clubs International and creating a favorable image for the association to members and their communities. At the district level, these responsibilities are usually coordinated by the public relations chairperson. If so designated by the governor, the chairperson may also be responsible for overseeing protocol, creating the district newsletter, providing PR training and other projects.

In addition, although most activities fall under other chairpersonships, the district public relations chairperson works very closely with all programs to make sure that they are properly publicized.

Publications and Logos

Most publications (in the association's official languages) and logos are available for download from the association's website (Search word Logos).

Videos and Public Service Announcements

Lions Clubs International offers a variety of association and foundation videos and public service announcements. You can view, order and in some cases download these presentations from the Videos section of the LCI website. Many of these videos are appropriate for the general public and for broadcast on local and cable television stations. Including LQ—*Lions Quarterly Video* magazine, which profiles Lions projects from around the world.

Lions videos can also be viewed on the Lions YouTube channel and iTunes.

Social Media

Social media sites such as Facebook, Twitter, YouTube, Pinterest, LinkedIn and Flickr are excellent tools for promoting Lions projects and programs. At the district level, engage clubs throughout your region to share information, videos and photos from recent and upcoming club and district events. See the [Social Media section](#) on the LCI website for more information, and links to LCI's social media profiles at <http://lionsclubs.org/web>.

e-Districthouse, e-Clubhouse and e-Leoclubhouse

This unique service is designed to give Lions and Leos the ability to develop a professional looking website free of charge. The e-Districthouse, e-Clubhouse and e-Leoclubhouse are very easy to use and feature five sections; a home page, calendar, photo gallery, and a contact page.

Additional custom pages can also be added to promote events and other newsworthy items. The site also has many helpful links to the online Lions Learning Center, the LCI website and LCI social media.

The members-only section features message boards and areas for posting information exclusively for members of the club/district.

To develop your own district website, go to <http://e-district.org/> to submit your application. Encourage clubs in your district to create a club website with our <http://e-clubhouse.org/> tool. New e-Clubhouses will receive an e-Clubhouse banner patch. Leo club application: <http://e-leoclubhouse.org>.

Lions Newswire

The monthly international newsletter, *Lions Newswire*, is sent to all Lions in all languages. It keeps members throughout the world informed of important events as well as Lions Clubs International policy changes and news of current Lions programs and activities.

LION Magazine

LION Magazine is the official publication of Lions Clubs International. It is printed in 21 languages in 33 official editions.

- The executive administrator is editor-in-chief of all the magazines
- The headquarters and Spanish-language editions are published by International Headquarters. In addition to the print version, they are published electronically on the *LION Magazine* page of our website.
- All other editions are published in the country of their origin
- Council of governors administer their own district's magazine
- If there are 5,000 Lions reading the same language in an area application may be made to the International Board of Directors through the Public Relations and Communications Division for permission to publish their own official edition
- Directed materials are communications from the International Board of Directors aimed at the individual Lion member. They will appear in all editions of *LION*
- The content of local editions is left up to the individual editor, providing it includes directed material and is in keeping with the purpose of the magazine

Articles and Photograph Criteria

Articles for the magazine require the following criteria:

- Describe a Lions service project or profile a person or thing helped by Lions.
- Explain the who, the what, the where and the when of the story. *LION Magazine* generally writes its own stories, so provide the basic information and the magazine editors will take it from there.

Photographs should:

- Illustrate a Lions sponsored service or fundraising project in action
- Be in clear and sharp focus

- Avoid awards or check presentations and posed photos where people are staring at the camera. Instead, show Lions in action.

If possible, submit high-resolution jpegs (at least 5 MB). Submit stories and photos to lionmagazine@lionsclubs.org

Circulation

If a member is not getting the headquarters edition of the *LION* magazine he/she will want to contact his/her club secretary to validate the Lion's name and address.

- The club secretary can validate the address via MyLCI.
- Alternatively, the club secretary can request a Club Roster with Addresses using the contact information below.
- If the address is correct, and the magazine was not received, notify International Headquarters using the contact information below.

Email: MemberServiceCenter@lionsclubs.org

Postal: Lions Clubs International
 Member Service Center
 Magazine Circulation Manager
 300 W. 22nd Street
 Oak Brook, Illinois 60523-8842 USA

Contact respective edition editor regarding non-receipt of other editions.

Special Subscriptions

Clubs can order subscriptions of *LION* Magazine to be sent to hospitals, schools, libraries and other non-members. Here is the procedure:

- The club secretary requests the subscription from the Accounts Receivable & Club Account Services Department, giving name and address of the recipient;
- A letter is sent to the recipient to notify of the gift subscription, and a copy with the bill is sent to the club;
- The cost of one year's subscription for the headquarters edition is US\$6 if mailed to North America, and US\$12 elsewhere. For cost of other editions, contact respective editions editor;
- All subscriptions are automatically renewed annually unless cancelled by the club.

Peace Poster and Essay Contest

An International Peace Poster Contest is sponsored each year by Lions Clubs International for students ages 11 to 13. Lions clubs sponsor the contest in local schools and organized youth groups. One winner per sponsored contest is selected, with all club winners then advancing to subsequent levels of judging (district, multiple district, and international levels). The district governor and Peace Poster chairperson coordinate the judging to select one poster to represent their district. The district governor then sends the district winner to the multiple district council chairperson for the multiple district judging. In areas where there is no multiple district, the district governor sends the winning poster directly to the Public Relations Division, 300 W. 22nd Street, Oak Brook, IL 60523.

Clubs can also sponsor the Essay Contest for visually impaired youth, ages 11-13. This, too, is judged at the club, district and multiple district levels.

International winners are announced in *LION* Magazine and on the association's website.

For more information about the contests and deadlines, visit the LCI website at www.lionsclubs.org, (search words: *Peace Poster Contest*) or contact the Public Relations Division at International Headquarters at peaceposter@lionsclubs.org.

Lions Clubs International Contest Rules

A. International Newsletter (Bulletin) Contest

Awards: First place = Certificate
Four honorable mention = Certificates

1. The contest is open to all Lions clubs and districts (not multiple districts.) The above listed awards will be presented in each category.
2. Lions clubs submit two copies of the same issue of its best club bulletin.
3. Districts submit two copies of the same issue of its single best bulletin. Districts producing newsletters for more than one purpose or project must select only one for submission. (Only the first eligible district bulletin contest entry received by the Public Relations and Communications Division at International Headquarters will be considered by the judges.)
4. Newsletters are mailed to the Public Relations and Communications Division at International Headquarters to arrive by May 1 of the year in which they will be judged at the Lions International Convention. Official entry form must accompany entry.
5. Newsletters are judged for the quality of content, page layout, publication design and production.

B. International Website Contest

Awards: First place = Certificate
Two honorable mention = Certificates

1. The contest is open to all Lions clubs, districts and multiple districts. The above listed awards are presented in each category.
2. All clubs, districts and multiple districts must submit a website address (URL) on the Official Contest Registration Form.
3. Entries must be received by the Public Relations and Communications Division at International Headquarters by May 1 of the year in which they will be judged at the Lions International Convention. Forms for this category may be mailed, emailed to pr@lionsclubs.org or faxed to 630-571-1685. Official entry form must accompany the entry.
4. Websites are judged for quality of content and design.

For an official contest registration form (PR-763), visit the association's website at www.lionsclubs.org, (Search for PR-763) or contact:

Lions Clubs International
 Public Relations and Communications Division
 300 W. 22nd Street
 Oak Brook, IL 60523-8842 USA
 Fax: 630-571-1685
 E-mail: pr@lionsclubs.org

Official Protocol

The following is the official protocol policy of The International Association of Lions Clubs. Only the principal speaker is required to acknowledge all dignitaries present.

Order of Precedence

Lions shall be recognized in the following order:

1. International President
2. Immediate Past International President/LCIF Chairperson
3. International Vice President (according to rank)
4. Past International President (b)
5. International Director
 (Board Appointee)* (a)
6. LCIF Board of Trustees
7. Past International Directors (c)
8. GLT/GMT International Coordinators, Family and Women International Coordinator (FWC) (a)
9. GLT/GMT Constitutional Area Leader (a)
10. LCIF Area and Regional Coordinators, FWC/GLT/GMT Area Leaders and Special Area Advisors/Japan Vice Constitutional Area Leaders (a)
11. Chairperson, Council of Governors (a)
12. District Governors
13. International Administrative Officers/Constitutional Area Executive Staff

14. Immediate Past Council Chairperson
15. Past Council Chairpersons (a)
16. Multiple District FWC/GLT/GMT and LCIF Coordinators
17. Immediate Past District Governor (a)
18. Vice District Governors (according to rank)
19. Multiple District Committee Chairpersons (a)
20. Past District Governors (a)
21. Multiple District Secretary (volunteer) (a)
22. Multiple District Treasurer (volunteer) (a)
23. District Secretary (a)
24. District Treasurer (a)
25. District FWC/GLT/GMT and LCIF Coordinators (a)
26. Region Chairperson (a)
27. Zone Chairperson (a)
28. District Committee Chairperson (a)
29. Club Presidents (a)
30. Immediate Past Club President (a)
31. Club Past Presidents (a)
32. Club Secretary (a)
33. Club Treasurer (a)
34. Multiple District Secretary (staff) (a)
35. Multiple District Treasurer (staff) (a)
36. District Administrative Secretary (staff) (a)

- * Appointees by the International President to committees of the International Board of Directors and the LCIF Executive Committee shall be introduced and otherwise recognized before Lions who have held the same office. During introductions, their appointment shall be mentioned.

Explanation of notes used above:

- (a) When more than one is present, they shall be recognized according to the Roman alphabetic order of the first letter of their fully used family name. If the first letter is the same, go to the second letter, and so on. If the last names are identical, the same process should be followed with the first given name; if these are the same, then the middle name. In the unlikely event that the two names are identical, the one with the longest association membership shall be given precedence.
- (b) When more than one is present, the one who served most recently is given precedence, and so on.
- (c) When more than one is present, precedence should be the same as for Past International Presidents (see (b) above). In the event more than one Past International Director who served during the same term is present, then the criteria specified for (a) should be used.

General Comments - When a Lion holds more than one title, he/she shall be recognized for the highest one. In areas that have positions in addition to those listed above, they should be

recognized in accordance with local customs, provided that elective officers always have precedence over appointive ones. It is recommended that Melvin Jones Fellows be - recognized as a group. In introducing speakers, their status as Melvin Jones Fellows should be mentioned.

Non-Lion Dignitaries

Non-Lion dignitaries should be given precedence in accordance with local protocol and/or custom, keeping in mind that if the non-Lion is the principal speaker, then he/she should be - seated directly to the right of the chairperson.

Head Table Seating

The presiding officer or meeting chairperson must always be seated at the most central seat at the table when there is no central podium, shown as seat number one in the following diagram (figure 1). The principal speaker would occupy seat number two, then other Lion dignitaries in accordance with the general order of precedence. If possible, there should be the same number of seats to the right and left of the chairperson or presiding officer (who would normally be the club president, district governor, council chairperson or international president).

(Audience)
Figure 1

7	5	3	1	2	4	6
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As shown in figure 2, seating at a head table with a podium is essentially the same, except the meeting chairperson or presiding officer is always seated at the left of the podium (facing the audience) and the principal speaker at the right.

(Audience)
Figure 2

7	5	3	1	Podium	2	4	6	8
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When spouses are present, they should be seated to the member's left when on the left side of the table and to the member's right when on the right side of the table.

Master of Ceremonies and Meeting Secretaries

At some events, the master of ceremonies (emcee) will be someone other than the chairperson or presiding officer. In such cases, he/she should be seated in accordance with local customs, or at one end of the head table. If, however, his/her place in the general order of precedence dictates a specific seat (e.g., a past international president at a district function), then that should rule. On rare occasions, there will be a meeting secretary; again, local customs should rule.

Multi-Head Tables

If there is more than one head table, the table at the highest level shall be considered the primary one. Care should be taken not to seat Lions of the same rank at different tables.

Head Table Introductions

Introduction of the head table should begin with the meeting chairperson or presiding officer, and then continue from the person with the lowest rank on the order of precedence to the person with the highest. When spouses are present at the head table, they should be introduced with the member (e.g., “Past International Director John Doe and his wife Jane”).

National Anthems

When official representatives of the International Board of Directors (whether or not currently serving on the board) from another country are present at an event where national anthems are normally played, they should be extended the privilege of having their anthem played.

Chapter 15

SERVICE ACTIVITIES

Lions Adopted Service Programs

There are seven official Lions service categories:

1. Community Services
 - i. Lions Crew at Work
2. Disaster Preparedness and Relief
 - i. Lions ALERT Program
3. Environmental Services
 - i. Lions Green Team
 - ii. Lions Environmental Photo Contest
4. Health and Wellness
 - i. Diabetes Awareness and Action
 - ii. Hearing Preservation, Awareness and Action
 - iii. Sight Preservation, Awareness and Action
5. International Relations
 - i. International Club Twinning
6. Lions Opportunities for Youth
 - i. Leo Club Program
 - ii. Lions International Youth Camp and Exchange Program
 - iii. Lions Young Leaders in Service Awards
7. Lions Services for Children
 - i. Lions Children First
 - ii. Lions Services for Children Symposium Program
 - iii. Reading Action Program

For guidelines for district chairpersons visit the association's website at www.lionsclubs.org and enter the phrase "district chairpersons" into the search bar at the top right-hand corner of the homepage.

The following descriptions are brief summaries for each service category. For additional information on all programs, visit the Serve! section on the Member Center of www.lionsclubs.org or email programs@lionsclubs.org.

Community Services

Lions Community Services focus on the civic, cultural, and social welfare of the community. Specific examples of adopted programs include:

- Lions Crew at Work - hands-on projects such as painting or minor construction projects that help improve the community. This work also includes building homes for persons who are blind or disabled.

- Lions Cultural and Community Activities - focused on engaging communities in arts and culture activities, such as performing art events, visual art exhibits, or landmark restoration.

Disaster Preparedness and Relief

Disaster Preparedness and Relief encourages Lions clubs, districts, and multiple districts to develop emergency preparedness plans in order to enhance their communities' ability to respond and recover from emergencies and/or disasters.

- Lions ALERT Program – designed to help Lions develop emergency preparedness plans in partnership with local emergency respondents and other community organizations.

Environmental Services

Environmental Services provides Lions clubs, districts, and multiple districts with resources for developing environmental service projects in support of the association's policy on the human environment.

- Lions Green Team – involves hands-on projects focused on improving and/or protecting the environment such as clean-ups, tree planting, recycling, and environmental education.
- Lions Environmental Photo Contest – designed to showcase the beauty of Lions local environments and highlight the importance of environmental preservation. Many of the photo entries are also featured in the Lions Environmental Photo Calendar.

Lions are also encouraged to organize service activities in celebration of Earth Day (April 22) and UN World Environment Day (June 5). In addition, Lions can get involved in the Centennial Service Challenge: Protecting our Environment Campaign during the month of April.

Hearing Preservation, Awareness and Action

In 1925, Helen Keller, a woman who had been blind and deaf since childhood, challenged Lions to aid persons who are deaf as well as those who are blind. Since that time, Lions have developed many projects that focus on service to persons who are deaf or hard of hearing.

- Hearing Aid Recycling Program – designed to enable Lions to provide affordable hearing aids for hard-of-hearing individuals who have limited financial resources

Sight Preservation, Awareness and Action

Lions are recognized internationally for their service to persons who are blind and visually impaired.

- Lions Eye Health Program (LEHP) – cobranded community-based education program that helps to promote healthy vision and raise awareness of the causes of preventable vision loss.
- Lions Eyeglass Recycling – designed to enable Lions to collect usable eyeglasses for distribution to people in need, specifically in developing nations.
- Lions Eye Banks – designed to encourage collaboration with eye banks through advocacy, education, and administrative and financial support.

Lions can promote blindness prevention by participating in recognized, worldwide events:

- Helen Keller Day: June 1
- Centennial Service Challenge: Sharing the Vision: October
- World Sight Day: second Thursday of October
- International White Cane Day: October 15
- World Diabetes Day (Diabetic Retinopathy): November 14
- Lions Eye Bank Week: first week in December
- Glaucoma Awareness Month: January (USA)
- Eye Donor Awareness Month: March (USA)
- Diabetes Alert Day: March (USA)
- Lions Recycle For Sight Month: May
- International White Cane Safety Day (October 16) and White Cane Week (USA: third week in May).

International Relations

The international relations program encourages Lions to organize activities in support of the Association's Third Purpose: *To create and foster a spirit of understanding among the peoples of the world.*

- International Club Twinning - a voluntary and mutual agreement of friendship between Lions or Leo clubs in different countries.

Lions Opportunities for Youth

The mission of Lions Opportunities for Youth is to provide the young people of the world with opportunities for achievement, learning, contribution and service, individually and collectively, through sponsorship of activities identified as best practices in the field of youth development.

Leo Club Program

A Leo club is a sponsored affiliation of one or more Lions clubs and offers young people an opportunity to develop their leadership skills through community service. Whether school or community-based, Leo clubs provide their members with the camaraderie and growth that come from participation in community service projects, social functions and leadership development activities.

The Leo Club Program provides Lions with an avenue to positively influence youth and young adults through opportunities that inspire a lifetime commitment to community service, encourage future Lions and develop leaders for life. Through involvement with a Leo club, Lions can also energize and inspire members, and even increase the sponsoring club's community exposure, attracting potential members such as parents and families.

Leo club membership is open to young people of good character who have an interest in serving their communities. Alpha Leo clubs are designed for youth between 12 and 18 years of age. This track focuses on the individual and social development of preteens and teens. Omega Leo clubs are tailored for young adults between 18 and 30 years of age. This track is designed for the personal and professional development of young adults.

To foster the growth and stability of Leo clubs within a district, the district governor is encouraged to appoint a district Leo chairperson who contributes to the success of his/her district through the promotion, development and continual support of Leo clubs. The district Leo club chairperson is the Lions cabinet liaison with Leo clubs in the district. When certain requirements are met, the Leo chairperson may authorize that Leo clubs be organized into Leo districts or Leo multiple districts. Lions leaders are encouraged to work closely with Leo district and Leo multiple district leaders.

The district governor, is encouraged to nominate qualified Leos and Lions to the Leo Club Program Advisory Panel. The advisory panel is a communication vehicle for Leos and Lions to share ideas with Lions Clubs International. Panelists serve a two-year term in which they serve as ambassadors and advocates of the program. The panel provides Leos with more voice in matters which affect the program and additional opportunities for leadership development. Nominations are accepted on a fiscal year basis, and forms to nominate [Leos](#) or [Lions](#) are found on the LCI website.

For more information visit the Leos section of the association's website or contact the Leo Club Program Department at leo@lionsclubs.org.

Lions International Youth Camp and Exchange (YCE) Program

Lions youth exchanges offer young people (suggested ages 15-21) four to six-week home stays with Lions-approved host families. Exchanges are arranged between cooperating Lions clubs in different countries through their respective district or multiple district youth camp and exchange chairperson. Lions international youth camps host young people (suggested ages 16-22) from different countries to promote international

understanding. Lions clubs, districts, and multiple districts singly or jointly may organize a camp.

Lions Young Leaders in Service Awards

The Lions Young Leaders in Service Awards Program allows Lions the opportunity to give formal recognition to young volunteers within their community, ages 12-18, who have completed 50 or 100 hours of community service. Youth who complete 50 hours of service are recognized with a silver seal award certificate and a letter from the Lions Clubs International President; youth who complete 100 hours of service are recognized with a gold seal award certificate and a letter from the international president.

Young Leaders in Service is an ideal program for clubs that are interested in working with youth but haven't yet had much experience in this area.

Lions Services for Children

Adopted in 2003, the program aims to improve the lives of children and adolescents in adverse circumstances through health and education services, locally and internationally.

The **Lions Services for Children Symposium Program** encourages the organization of forum that allow Lions to network with key community leaders, educators, health professionals and others involved with serving children in need. Symposium helps Lions to identify new service opportunities or other community projects in need of additional assistance. The-program allows for expense assistance for one symposium per constitutional area plus the continent of Africa, per fiscal year. Districts and multiple districts may apply for expense assistance of up to US\$2,000 per symposium. The Symposium Application is available on the association's web site.

The **Lions Children First Program**, introduced in 2009-2010, provides clubs with materials and resources for hands on, highly-visible service projects and activities to help children in need.

Clubs can participate in the **Lions/UNICEF School-in-a-Box Program**. This program helps children continue their education, when an emergency or disaster has caused a disruption in their normal daily school activities. School-in-a-Box provides enough school supplies and materials for a teacher and up to 40 students. Lions clubs, Leo clubs, districts or multiple districts can make a donation to LCIF. For a donation of US\$500 or more, a School-in-a-Box banner patch will be awarded.

Lions are encouraged to participate in the **Reading Action Program** to help increase literacy and access to educational tools and technology for children in their communities. For more information, visit the association's web site and enter "literacy" in the search box.

Chapter 16

Awards

The International President may introduce special awards to recognize achievement. Please check the International website for more information.

Service Activity Awards

100% Leo Club President

A Leo club president who meets specific requirements during his/her year in office is awarded this certificate by the Leo club advisor with the approval of the sponsoring Lions club president. Award criteria categories include leadership development, membership extension, administration and Leo club activities. The award criteria and certificate are provided electronically to the sponsoring Lions club.

100% Leo District/Multiple District President

With the approval of the district governor or council chairperson, the district/multiple district Leo club chairperson presents this award to a Leo district/multiple district - president who meets specific criteria in the areas of leadership development, membership extension, administration and district/multiple district Leo activities. The award criteria and certificate are provided electronically to the district/multiple district Leo club chairperson.

Centennial Service Challenge Club Award

Each year, Lions Clubs that report participation in one to four of the Centennial Service Challenge areas through the Service Activities Report will receive a banner patch. Reporting closes on July 15th of each fiscal year, and patches are sent directly to District Governors during the first quarter of the fiscal year for redistribution to clubs.

Club Excellence in Effort

Sight Preservation, Awareness and Action

An appropriate award is made available electronically annually to the district governor for presentation to the one Lions club that has been most active in sight-related service projects within the district during that year.

Club Twinning Recognition

The Club Twinning Program is a reciprocal correspondence and exchange program between clubs of different countries. A Club Twinning recognition patch is awarded to Lions or Leo clubs that actively participate in this program for the first twinning relationship recorded in a fiscal year. For more information, visit the LCI website at www.lionsclubs.org and keyword search "twinning."

District/Multiple Diabetes Awareness Chairperson

An appropriate award is made available electronically annually to the district governor and council chairperson for presentation to the district and multiple district chairperson for achievement in fulfilling the requirements of the position.

District Environment Chairperson

An appropriate award is made available electronically annually to the district governor for presentation to the district chairperson for achievement in fulfilling the requirements of the position.

District/Multiple District Hearing Chairperson

An appropriate award is made available electronically annually to the district governor and council chairperson for presentation to the district and multiple district chairperson for achievement in fulfilling the requirements of the position.

District/Multiple District International Relations Chairperson

An appropriate award is made available electronically annually to the district governor and council chairperson for presentation to the district and multiple district chairperson for achievement in fulfilling the requirements of the position.

District/Multiple District Leo Club Chairperson Achievement

The award is presented by the district governor or council chairperson to a district/multiple district Leo club chairperson who meets specific criteria in the areas of extension, leadership development, district/multiple district Leo activities, administration, and promotion. The certificates and award criteria are provided electronically to the district governor and council chairperson.

District/Multiple District Lions Opportunities for Youth Chairperson Recognition

The district governor or council chairperson presents this certificate to outstanding Lions Opportunities for Youth chairpersons who promote and maintain youth activities in their district or multiple district. The district/multiple district certificates and award criteria are made available electronically to the district governor and council chairperson annually.

District/Multiple District Reading Action Program Chairperson

An appropriate award is made available electronically annually to the district governor and council chairperson for presentation to the district and multiple district chairperson for achievement in fulfilling the requirements of the position.

District/Multiple District Lions Services for Children Chairperson

An appropriate award is made available electronically annually to the district governor and council chairperson for presentation to the district and multiple district chairperson for achievement in fulfilling the requirements of the position.

District/Multiple District Sight Chairperson

An appropriate award shall be made available electronically to the district governor and council chairperson for presentation to the district and multiple district chairperson for achievement in fulfilling the requirements of the position.

Leo Club Advisor Five-Year Service

Leo club advisors who successfully complete five years of dedicated service are eligible to receive a special lapel pin and certificate from the sponsoring Lions club president.

Leo Club Advisor Outstanding Service

This award recognizes Leo club advisors who have demonstrated outstanding service in guiding and developing a Leo club. Leo club advisors who meet specific requirements are awarded this certificate by the sponsoring Lions club president.

Leo Club Anniversary and Leo Club Sponsorship Anniversary

Leo clubs receive an Anniversary Banner Patch automatically on their five-year anniversary and in five-year increments thereafter. The sponsoring Lions club will automatically be awarded a Sponsorship Anniversary Banner Patch when the sponsored Leo club attains its five-year anniversary and in five-year increments thereafter.

Leo Club Excellence

Each district governor annually nominates one Leo club from the district for this award. The district Leo club chairperson must endorse the nomination. Applications must be submitted to the Leo Club Program Department by August 15 following the close of the fiscal year in which the club is nominated. Winners receive a banner patch and chevron.

Leo Club Extension

Certificates are awarded to district governors, district Leo club chairpersons and Leo district presidents who achieve a net gain of at least three new Leo clubs in their district by June 30. Certificates are awarded to council chairpersons, multiple district Leo club chairpersons and Leo multiple district presidents who achieve a net gain of at least five new Leo clubs in their multiple district by June 30.

Leo Club Sponsor Banner Patch and Extension Certificate

Upon organization of a new Leo club, a Sponsor Banner Patch is issued to the sponsoring Lions club. Extension certificates are sent to the sponsoring Lions club president and the Leo club advisor. The sponsoring Lions club can request additional certificates for persons who assisted in organizing the new Leo club .

Leo Lion Serving Together

A banner patch award is issued to both the Leo club and its Lions club sponsor upon successful completion of a joint project or other activity supporting Leo-Lion collaboration. Award applications are submitted to the Leo Club Program Department.

Leo October Membership Growth

Any Leo who recruits three or more new members to his/her Leo club during October receives a Leo Membership Growth Month Lapel Pin. Leo club advisors provide the names of the Leos receiving the award to the Leo Club Program Department by November 15.

Leos of the Year

A multiple district council or single district cabinet nominates one Leo each year for this prestigious award. Applications for Leos who have demonstrated superior achievement are submitted to the Leo Club Program Department by April 1. The International Board of Directors selects award recipients.

Leo Spotlight on Children

Leo clubs that plan and implement a service project for children in adverse circumstances can earn a Spotlight on Children banner patch. In addition, Leo club members who provide a high level of support to a Leo Spotlight on Children project are eligible to receive a Spotlight on Children Certificate of Recognition.

Lions Club Community and Cultural Award

Each year, one club in a district that has been the most active in organizing successful community and cultural activities is selected by the district governor to receive a banner patch award. This award is available to district governors upon request. Write programs@lionsclubs.org for additional information or to place your request.

Lions Environmental Photo Contest

An engraved award is provided to the winning photographers in six categories. For more information, visit the LCI website at www.lionsclubs.org and keyword search "photo contest."

Lions International Relations

An appropriate award is provided annually and upon request to the district governor for presentation to the Lion within the district who has developed the most outstanding international relations project. Write programs@lionsclub.org for additional information or to place your request.

Lions/UNICEF School-in-a-Box Banner Patch

A Lions club, Leo club, district or multiple district that donates a total of US\$500 or more to LCIF for the Lions/UNICEF School-in-a-Box program receives a banner patch recognition for the corresponding fiscal year.

Lions ALERT Banner Patch Award

A one-time banner patch award is available to clubs, districts and multiple districts that submit to Lions International Headquarters their written Lions ALERT plan.

Lions ALERT District/Multiple District Chairperson Award

An appropriate award is made available electronically annually to the district governor and council chairperson for presentation to the district and multiple district chairperson for achievement in fulfilling the requirements of the position.

Lions Young Leaders in Service

These awards are an excellent way for Lions clubs to recognize young people (suggested ages 12-18) who have completed 50 hours (silver seal certificate) or 100 hours (gold seal certificate) of community service. Young Leaders in Service kits, including implementation guidelines and promotional flyers, are available from the Programs & Service Initiatives Department at International Headquarters and on the association's website.

New Horizons: In Diabetes Education

An appropriate award is made available electronically annually to the district governor for presentation within the district to the one Lions club that has been most active in diabetes awareness, education, prevention and control during the fiscal year.

Online Certificates of Appreciation

Downloadable Certificates of Appreciation are available for Lion leaders to present to participants of the Eyeglass Recycling, Culture, International Relations, Lions ALERT, Lions Crew at Work Lions Green Team and Lions Children First projects.

Outstanding Club Patch Award

Each year, one club in a district is selected by the governor to receive the Outstanding Club Patch for participation in international relations activities. This award is available to district governors upon request. Write programs@lionsclubs.org for additional information or to make a request.

Strides: Lions for Diabetes Awareness – Banner Patch Award

A Lions club can receive a Strides banner patch award for organizing a "Strides: Lions for Diabetes Awareness" event. Each club that reports a Strides event during the fiscal year through the online Service Activity Report will receive the Strides banner patch. Only one patch will be issued per club per fiscal year.

Top Ten Leo Club Extension

Lapel pins are issued to district Leo club chairpersons and Leo district presidents from the ten districts with the highest net growth of Leo clubs during the fiscal year. Multiple district Leo club chairpersons and Leo multiple district presidents who supported the Leo club extension efforts of a Top Ten District also each receive a lapel pin.

Top Ten Youth Camp and Exchange Chairperson

A multiple district council or single district cabinet nominates one Lion each year for this award. Multiple districts with 15 or more sub-districts may nominate two Lions. Applications are submitted to the Programs & Service Initiatives Department (youthexchange@lionsclubs.org) by November 15. Winners selected by the International Board of Directors receive a lapel pin and certificate.

District and Club Administration Awards

District Governor and Council Chairperson Certificate of Appreciation

A certificate to recognize a district governor or council chairperson who has completed a successful term in office. It is sent automatically from the District and Club Administration Division.

Centennial Service Challenge District Award

Districts where 50% of clubs report participation in two or more of the Centennial Service Challenge areas through the Service Activities Report will receive a banner patch. Reporting closes on July 15th of each fiscal year, and patches are sent directly to Council Chairpersons during the first quarter of the fiscal year for redistribution to districts. Districts where the 50% goal is met three or four years of the Centennial will receive a special award at the conclusion of the celebration.

Club Excellence Award

Annual award to club presidents and clubs that meet the award requirements in the area of membership growth, service and club management set by the International Board of Directors. Completed application must be submitted to the English Language Department by September 30.

District Governor Team Excellence Award

In appreciation of the special efforts made by district governor teams, the association presents this award to members of governor teams who meet the requirements set by the International Board of Directors after completion of the term of office. Completed application must be submitted to the English Language Department by September 30.

Club Rebuilding Award

This award is given to one individual who is recommended by district governor for having furnished the most assistance in reactivating a status quo or cancelled club or providing sustainable membership growth in a small club.

Certified Guiding Lion Certificate

A certificate that is given to a Lion who successfully completes the Certified Guiding Lion course.

Presidential Certified Guiding Lion Award

A Certified Guiding Lion who successfully guides a new club through its first two years of service, achieves a net growth in membership and attains other achievements as noted on the award application is eligible for the Presidential Certified Guiding Lion Award Metal.

Leadership Development Award

Leadership Development Recognition Program

This program honors and acknowledges the leadership efforts of the GLT-MD and GLT-D coordinators who have effectively fulfilled their GLT responsibilities during the year, positively impacting the effectiveness of Lions leadership. The Leadership Development Certificate of Merit Application must be completed and submitted by July 15, 2016.

Award information and application is available at:

http://www.lionsclubs.org/resources/EN/pdfs/Intro_Leadership_Dev_Recognition_Program.pdf
(EN)
http://www.lionsclubs.org/SP/common/pdfs/Intro_Leadership_Dev_Recognition_Program.pdf
(SP)

Membership Awards

Member/Club

Centennial Sponsor Pin/Certificate

A Centennial Sponsor pin and certificate are awarded to Lions who sponsor a new member into an existing club. Sponsors can earn additional awards for each year the new member stays active. The pin and certificate are sent in the New Member Kit.

Centennial Club Organizer Pin/Certificate

A Centennial Club Organizer pin and patch are awarded to Lions who help organize a new Lions club. Club Organizers can earn additional awards for each year the new club stays active. The pin and certificate are sent with the new club charter.

Premier Centennial Lions Club Patch

A Premier Centennial Club patch is awarded to Lions clubs that invite at least three new members or sponsor a new Lions club in a fiscal year, and the new members or club stay active for at least two years. Lions clubs can earn additional awards by adding more new members in each year of the awards program. The banner patch will be sent to the district governor in each district.

World Class Centennial Lions Club Patch/Plaque/Pin

A World Class Centennial Lions club patch and plaque is awarded to Lions clubs that invite at least three new members each fiscal year of the Centennial Celebration and sponsor a new Lions club, and the new members and new club remain active throughout the Centennial Celebration. Active members of the club will also receive a custom-designed pin. The banner patch, plaque, and pins will be sent to the district governor in each district.

Campus Club Banner Patch

A Campus Award Patch is awarded to the Lions club who sponsors a new Campus Lions club. A Campus Award Pin is presented to any Lion who forms a Campus Lions club, as determined by the district governor. The banner patch and pin are sent with the new club charter.

Club Branch Banner Patch

Clubs that sponsor a branch receive a Club Branch Banner Patch. Club branch liaisons are recognized with a prestigious pin when a new club branch is formed. The pin is sent to the parent club president to present with the banner patch for presentation.

Family Membership Banner Patch

The Family Membership Banner Patch is awarded to new clubs adding 10 or more new family members at the time of charter. The banner patch is sent with the new club charter.

Membership Key

This award is issued to Lions who sponsor new members to existing clubs. There are 17 levels of Keys depending on the number of new members a Key recipient has sponsored.

New Club Sponsor Patches

An embroidered Lions emblem surrounded by the words "New Club Sponsor," which may be mounted on the official club banner will be presented to the sponsoring club who sponsors a new Lions club.

An embroidered Lions emblem surrounded by a door to acknowledge motif and the words "Campus Lions Club, which may be mounted on the official club banner will be presented to the sponsoring club who sponsors a Campus Lions club.

Membership Satisfaction Award

Along with welcoming new members, it is important to make sure new and current members are satisfied. If club members feel welcome, comfortable and are involved in community service, they will remain part of Lions for a long time. To recognize clubs for provide a meaningful experience for its members, demonstrated through member retention, clubs may receive the Membership Satisfaction Award Banner Patch.

Clubs that end a fiscal year with a net gain can earn the Membership Satisfaction Award in two ways:

1. Ninety percent of the club members at the beginning of the fiscal year (July 1) remain in the club at the end of the fiscal year (June 30). Death and transfers are excluded.

2. Reverse membership losses. Clubs that had net membership losses the previous two years, but attain a “zero” net loss in the program year ending June 30 also receive a banner patch.

Milestone Chevron Award

Chevron Awards recognizes Lions for their long-term service, beginning at 10 years and continuing in five year increments until 75 years of service. There are two different types of chevrons that vary slightly in appearance, the Charter Monarch Chevron, available to founding club members only, and the Monarch Chevron.

Chevron awards for the current fiscal year are automatically sent to district governors in the first quarter for presentation to the recipients at an appropriate event, such as a district convention or other celebration.

District Awards

District Governor Extension Award

The District Governor Extension Award is awarded to district governors who charter one or more clubs within their district. The prestigious pin is personalized to display the number of clubs chartered during their year.

District Governor Extension Awards are issued to the immediate past district governor after June 1 following their fiscal. The award will indicate the number of new clubs formed in the previous fiscal year that are still in good standing as of May 31 of the next fiscal year.

International President's Awards

(Refer to Chapter XIX in Board Policy Manual)

Ambassador of Goodwill

The international president presents up to 40 awards during the president's year. Lions who receive this award are ineligible to receive it again.

Presidential

The international president may present up to 1125 awards during his presidential year. The international president sets the criteria for this award.

International Leadership

Lions and Leos are eligible to receive this award. The international president may present up to 1280 awards during his presidential year. The international president sets the criteria for this award.

Lion Recognition Medal

The international president may present up to 75 awards during his presidential year.

International Director Recognition

Outgoing international directors receive this award upon completion of their term in appreciation for their service to the association.

International President's Certificate of Appreciation

Lions and Leos who have performed a significant service to the association are given this award at the international president's discretion.

Lion Medal of Honor

This award recognizes extraordinary humanitarian efforts. It shall be awarded posthumously, to Lions and non-Lions, at the discretion of the international president.

Head of State Medal or Plaque

This is given to national heads of state or heads of government in recognition of their support of the association. Dignitaries who receive this award are ineligible to receive it again.

International President's Medal of Distinction or Plaque

This award is given to prime ministers when they are not Head of State, governors, or others of similar status, at the discretion of the international president. Dignitaries who receive this award are ineligible to receive it again.

International Medal of Merit or Plaque

This award is given at the discretion of the international president to local government officials such as mayors. Dignitaries who receive this award are ineligible to receive it again.

LCIF Awards

100% Club Support Certificate of Appreciation

This award recognizes districts in which every club in the district has made a donation to LCIF.

100% District Member Support Certificate

Recognizes districts in which every member in the district (based on year-end membership) donates US\$20 or more to LCIF.

Top Five Certificate (Constitutional Area)

The five districts in each Constitutional Area that donate the most to LCIF in a fiscal year receive a certificate. The LCIF District Coordinator also receives a certificate. The top five districts by per member average in each CA and the LCIF District Coordinators for those districts receive a certificate as well.

Top Five Certificate (Multiple District)

The five districts in each multiple district that donate the most to LCIF in a fiscal year receive a certificate. The LCIF District Coordinator also receives a certificate. The top five districts by per member average in each MD and the LCIF District Coordinators for those districts receive a certificate as well.

Top MD Certificate

The MD Coordinator in the top MD in each Constitutional Area by total donations and by per member average receive a certificate.

Top Ten Certificate

Recognizes the top ten districts in donations to LCIF worldwide.

Top Five Clubs Certificate

The top five clubs in each Constitutional Area that donate the most to LCIF in a fiscal year receive a certificate.

LCIF Helping Hands Award

Recognizes Lions who promote greater awareness of and support for LCIF at the club, region, district or multiple district level. There is no limit on the number of awards to be issued annually and individuals can receive the award more than once. The awards are determined by the LCIF Chairperson. Recipients receive an annual pin.

Chairperson's Medal

Recognizes District Governors, Council Chairs, LCIF District Coordinators and LCIF Multiple District Coordinators who reach their annual fundraising target. Financial targets are based on minimum donation levels and annual percentage increases over the previous fiscal year.

Club Giving Banner Patches

Recognizes clubs who provide support totaling:

- US\$50 per member
- US\$100 per member
- US\$250 per member
- US\$500 per member
- US\$1,000 per member

Banner patches will be provided to clubs at all levels; additional recognition will be provided for clubs at the US\$250 per member level and above.

LCIF Friend of Humanity Award

Recognizes very select Lions, no more than 50 each year, who have provided exceptional and longstanding service to LCIF. The award is for Lions who have generated significant financial support of LCIF or helped increase the foundation's stature and identity. The LCIF Chairperson approves the nominees, and recipients receive a gold medal with a ribbon. An individual may receive the award only once.

Twenty New Melvin Jones Fellows

A certificate may be awarded to a club president who is responsible for bringing in twenty or more Melvin Jones Fellows during his/her term or commitments by 20 or more individuals to become Melvin Jones Fellows.

Surpassing Financial Goal for District

A pin may be awarded to the district governor that surpasses their financial goal, which is determined by the constitutional area per member average required for that fiscal year.

Increased Overall Donations

A certificate may be awarded to the district governor within each district that increases overall donations from the previous year.

Increased Club Participation

A certificate may be awarded to the district governor within each district that increases club participation from the previous fiscal year.

LCIF Recognition

Club Plaque

Clubs that donate unrestricted US\$1,000 or more receive a plaque, or if requested, a banner patch and chevron.

Contributing Member

The recognition is given when individuals donate US\$20, US\$50 or US\$100 or when such a donation is made in their name. Clubs may receive banner patches and chevrons to recognize Contributing Members when all members become Contributing Members.

100% Contributing Member

A banner patch is awarded to clubs when each member contributes at least US\$20 to LCIF during the period of one fiscal year.

Corporate Plaque

Recognizes corporations that donate US\$1,000 or more to LCIF.

Honor Roll

Individuals who contribute US\$100 or have that amount donated in their honor are eligible to receive this recognition.

LCIF Legacy to Lions

Recognizes individuals for naming LCIF as a beneficiary of their estate.

Melvin Jones Fellowship

Individuals who donate US\$1,000, and persons for whom such donations are made, are recognized as Melvin Jones Fellows (MJF). Melvin Jones Fellows receive a lapel pin and a personalized wall plaque. Clubs can receive banner patches and chevrons to recognize certain levels of Fellowship participation by club members. Their names are displayed on a monitor in the LCIF Recognition Room at International Headquarters, and they receive a specialized pin for each level achieved. Donations that qualify for the Melvin Jones Fellowship can be made in the following categories: measles, area of greatest need, disaster, humanitarian needs, sight and youth.

Progressive Melvin Jones Fellowship

For those who are already an MJF, the Progressive Melvin Jones Fellowship (PMJF) provides an opportunity to advance in the Fellowship program. For each subsequent donation of US\$1,000 beyond the initial MJF donation, donors receive a new level of recognition, signified by a unique PMJF pin in accordance with their level of giving. The PMJF program has 100 levels, representing gifts between US\$2,000 –US\$100,000. Like MJFs, donors can honor another individual with PMJF donations.

100% Melvin Jones Fellowship Club

A Melvin Jones Fellow banner, approximately 3 feet by 5 feet in size, is awarded to a club when 100% of that club's membership has become Melvin Jones Fellows. For those clubs in which each member becomes a Progressive Melvin Jones Fellow, additional banners will be awarded. The club president will also receive a pin designed for this purpose.

Memorial Donation

When donations are made to LCIF in memory of another, both the donor (for amounts over US\$25) and the family of the deceased are sent acknowledgment cards.

Special Events

If a club or individual makes a donation to LCIF to recognize a special event, the club president's birthday or a relative's anniversary, for example, a personal acknowledgment is given to the recipient.

Special Recognition

A plaque may be awarded to a club that contributes unrestricted US\$1,000 or more in a single contribution during the period of one fiscal year in those instances where no other LCIF recognition or honor is received.

Public Relations Awards

For more information on any of the awards listed below, please see the Public Relations section of this manual or contact the Public Relations & Communications Division at International Headquarters.

International Newsletter Contest

Clubs and districts are eligible to submit two copies of their best bulletins for judging. One first place and four honorable mentions are given.

International Web site Contest

Web sites designed by Lions clubs, districts and multiple districts may be entered in this contest. One first place and two honorable mentions are awarded.

Lions International Essay Contest

Awards are given for various levels of achievement to the visually impaired 11-13 year olds that participate in this contest.

Lions International Peace Poster Contest

Awards are given for various levels of achievement to the 11-13 year olds that participate in this contest.

E-Clubhouse Banner Patch

A banner patch is given to each club that participant in the e-Clubhouse program.

Chapter 17

SUCCESSION PLANNING

Begin With the End in Mind

Preparing for a change in leadership is one of the most difficult challenges associations and businesses face. Successful organizations coach and mentor potential leaders, and Lions Clubs International can follow a similar path. The structure of the district governor team provides the perfect opportunity to prepare incoming leaders for their roles and to achieve a continuity of focus in the district.

Instead of a sudden transition of leadership, district governors who effectively communicate and delegate throughout their term are able to ensure that first vice district governors and second vice district governors are fully capable of assuming the responsibilities of their new positions when the time arrives. Delegating some club visits is a good way not only for your successors to learn about the clubs in your district, their challenges and opportunities, but also for the clubs to learn about them.

Sharing experiences and ideas ensures that each member of the district governor team is invested in the current and future success of the district. While the district governor may have the greatest knowledge of current data and trends, the other members of the team can add new perspectives while they learn to use the existing resources available.

Board policy has defined specific roles for the first and second vice district governors as they serve the district and prepare for their future role as district governor. However, an effective district governor does not limit himself or herself to utilizing the team approach to only those tasks. By delegating, collaborating, and involving all members of the district governor team in goal setting and implementation, the entire team will benefit, and the district will ultimately reap the rewards.

Preparing Your Successor

Governors must take time to meet with the district governor-elect and discuss items that will soon be his/her responsibility. This proper orientation is vitally important to the district and to the association. Meet as many times as necessary with the district governor-elect before the international convention.

Some of the topics to discuss with the district governor-elect are:

- Clubs in the district requiring special attention (new clubs, status quo clubs, suspended clubs, etc.)
- Matters needing to be handled by the new cabinet
- Expected billing to the district account for last minute purchases by outgoing district governor or cabinet secretary
- Constitution and by-laws
- Time away from home

- Travel expense
- Flexible hours with his/her occupation
- District appointments
- Voting cabinet members
- Cabinet secretary-treasurer
- Region and zone chairpersons
- Non-voting appointments
- Special Lion foundations, funds, etc., in the district, multiple district or country
- Additional time demands
- Preparation of the district directory
- Office administration
- Club support

Additional items may require discussing.

Keep the district governor-elect informed of important current situations and what he/she will probably be expected to follow up after this Lion takes office.

Suggest that the multiple district Global Leadership Team conduct an orientation for all district governor candidates at a council meeting.

Incoming and outgoing cabinet secretaries should also meet among themselves.

Transfer of Business Matters

All district records and books are to be handed over to your successor. Types of records and books vary according to each district. Well-kept records will certainly give your successor a good start for the year. If possible, plan a brief meeting with your successor to go over the records of the past year, and ask your cabinet secretary and treasurer as well as your successor's cabinet secretary and treasurer to attend.

Your Leadership is For Life

Because you are likely a Lion for life, much of the impact of your leadership will be felt during the many years after your term as district governor. During your years as a "past" district governor, your activity and influence should actually increase as you let your fellow Lions regularly know of your availability to serve in several capacities befitting your experience and prestige. At the very least, you will want to leave your personal legacy to Lionism by personally helping to develop potential Lion leaders. This is one sure way to make certain all that you gave to the association as a district governor will continue to regenerate itself.

Many, many people are grateful for what you have done!

Chapter 18

YOUR COUNCIL OF GOVERNORS

The Council of Governors is the governing body of the multiple district and, as defined below, provides administrative support for the multiple district and is subject to the International Constitution and Board Policy.

INTERNATIONAL CONSTITUTION AND BY-LAWS

As noted in the International Constitution and By-Laws, Article VIII, District Organization, The Council of Governors is defined as follows:

COUNCIL OF GOVERNORS

The governors of districts, except as herein provided, shall in each multiple district, constitute a Council of Governors. The Council of Governors shall also include one current or past district governor who shall serve as council chairperson and, at the option of the Multiple District Constitution and By-laws, may include one or more immediate past district governor provided that the total number of past district governors, including the council chairperson, shall not exceed one-half (1/2) the number of district governors. Each member of the Council of Governors, including the council chairperson, shall have one (1) vote on each question requiring action of the council of governors. A Council of Governors may also include past and present international presidents, international vice-presidents, and past and present international directors of the association as advisory, but non-voting members. The council chairperson, selected or elected according to the respective multiple district constitution and by-laws, shall be a current or past district governor when he/she takes office. The council chairperson shall serve for a one year term only and cannot serve in that capacity again.

MULTIPLE DISTRICT COUNCIL OF GOVERNORS POWERS

Subject to the provisions of the Constitution and the By-Laws, and the Board Policy of the International Board of Directors, each Council of Governors shall supervise the administration of all multiple district affairs, and may choose such officers, hold such meetings, administer such funds, authorize such expenditures and exercise such other administrative powers as are provided in its respective multiple district constitution.

Responsibilities of the Council of Governors as noted in the Article VI of the

Standard Form Multiple District Constitution:

- (a) Have jurisdiction and control over all officers and agents, when acting as such, of the Council of Governors and all committees of the multiple district and multiple district convention;
- (b) Have management and control over the property, business and funds of the multiple district;

- (c) Have jurisdiction, control and supervision over all phases of the multiple district convention and all other meetings of the multiple district;
- (d) Have original jurisdiction, when authorized under policy of the International board of directors and under rules of procedure prescribed by said board, to hear and rule upon any complaint of a constitutional nature raised by any sub-district or districts, and Lions club, or any member of a Lions club, in the multiple district. All such rulings of the Council of Governors shall be subject to review and decision by the International Board of Directors;
- (e) Have control and management of all budgetary matters of the multiple district and committees of the multiple district and multiple district convention. No obligation may be approved or made which shall affect an unbalanced budget or deficit in any fiscal year.

Additional responsibilities of the Council of Governors as noted in article III of the *Standard Form Multiple District By-Laws*:

The Council of Governors shall:

- (a) Make all contracts and approve all bills relating to multiple district convention administrative expenses;
- (b) Designate a depository for multiple district funds;
- (c) Determine the amount of surety bond for the council secretary-treasurer, and approve the surety company issuing said bond;
- (d) Receive financial reports, semi-annually or more frequently, from the council secretary-treasurer, and provide for a review or audit at the end of the fiscal year of the books and accounts of the council secretary- treasurer.

OFFICERS OF THE COUNCIL

Your Multiple District Constitution and By-laws should specify the officers of the council, which usually include the council chairperson, a vice-chairperson, a secretary and treasurer and other officers as the council of governors deem necessary. In general, these officers are elected annually by the council of governors. However, in some cases the council chairperson is elected by delegates during a multiple district convention.

The International Constitution provides a process for removing a Council Chair. At the request of the majority of the Council of Governors, a Special Meeting of the Council may be called for the purpose of removal of the Council Chairperson. Regardless of the manner in which the Council Chairperson is elected or selected, the Council Chairperson may be removed from the Council for cause by an affirmative vote of 2/3 of the entire number of the Council of Governors.

MULTIPLE DISTRICT COUNCIL CHAIRPERSON

It is required that the selected council chairperson be a current or past district governor when he/she takes office.

The following can be found in Article III of the *Standard Multiple District By-laws* are as follows:

The multiple district council chairperson shall be the administrative facilitator of the multiple district. All actions are subject to the authority, direction and supervision of the multiple district Council of Governors.

In cooperation with the Council of Governors, the council Chairperson shall,

- a. Further the Purposes of this association;
- b. Assist in communicating information regarding international and multiple district policies, programs and events;
- c. Document and make available the goals and long range plans for the multiple district as established by the Council of Governors;
- d. Convene meetings and facilitate discussion during council meetings;
- e. Facilitate the operations of the multiple district convention;
- f. Support efforts initiated by the International Board of Directors or the Council of Governor that are intended to create and foster harmony and unity among district governors;
- g. Submit reports and perform such duties as may be required by the multiple district constitution and by-laws;
- h. Perform such other administrative duties as may be assigned by the multiple district council of governors; and
- i. Facilitate, at the close of his/her term of office, the timely presentation of all multiple district accounts, funds, and records to his/her successor in office.

MULTIPLE DISTRICT COUNCIL SECRETARY-TREASURER

Under the supervision and direction of the Council of Governors, the council secretary-treasurer shall:

- (a) Keep an accurate record of the proceedings of all meetings of the Council of Governors, and within ten (10) days after each meeting forward copies to all members of the Council of Governors, and the office of Lions Clubs International;
- (b) Assist the Council of Governors in conducting the business of the district, and perform such other duties as are specified or implied in the constitution and by-laws, or as may be assigned to him/her from time to time by the Council of Governors;
- (c) Receive and give proper receipts for all dues and taxes required to be paid over to him/her by the sub-district cabinet secretary-treasurers, deposit the same in a bank or banks designated by the Council of Governors, and disburse the same under the supervision and control of the Council of

Governors by checks drawn against said deposits signed by himself/herself, and countersigned by the council chairperson or other duly authorized council member;

- (d) Keep accurate books and records of accounts and minutes of all Council of Governors and multiple district meetings, and permit inspection of the same by any member of the Council of Governors or any club in the multiple district (or any duly authorized agent of either) at any reasonable time for any proper purpose;
- (e) Secure bond for the faithful performance of his/her duties in such sum and with such sureties as may be required by the Council of Governors.
- (f) Deliver, in a timely manner, at the conclusion of his/her term in office, the general and/or financial accounts, funds and records of the multiple district to his/her successor in office;
- (g) In the event that separate offices of council secretary and council treasurer are adopted the duties herein are to be attributed to each of the officers according to the nature of the duties.

Additional information concerning committee appointments, multiple district convention procedures, multiple district dispute resolution procedures and endorsement policies and explained in more detail in the Standard Form Multiple District Constitution and Bylaws.

The Council of Governors has the authority to revise the Multiple District Constitution and By-laws in accordance with the relevant amendment procedures as outlined in the Multiple District's Constitution and By-laws. In cases when no provision exists in the current Multiple District's Constitution and By-Laws, the Standard Form Multiple District Constitution and Bylaws would prevail.

Chapter 19

Applications/Report Forms

C-30	<u>District Governor Travel & Office Expense Claim</u>
DA-1	<u>Club Excellence Award Application</u>
DA-20	<u>District Convention Report</u>
DA-50	<u>District Governor Team Excellence Award Application</u>
DA-903	<u>District Cabinet Officers Reporting*</u>
DA-904	<u>District Governor Biographical Information</u>
DA-906	<u>First Vice District Governor Biographical Information</u>
DA-907	<u>Second Vice District Governor Biographical Information</u>
DA-970	<u>Club Reactivation Report</u>
DA-971	<u>Status Quo Recommendation</u>
DA-972	<u>Club Rebuilding Award</u>
DA-979	<u>Club Merger Request</u>
DA-980	<u>Club Name Change Request</u>
DA-PCS	<u>Priority Club Status</u>
M-26	<u>District Governor's Meeting/Club Visitation Report</u>
M-28-A	<u>District Chairperson Report*</u>
YCE-510D	<u>Youth Camp and Exchange Report Form</u>

*Can also be submitted via MyLCI