



New Club Branch
(Submit with the Report of Branch Membership (CB-2))

Existing Club Branch Officer Update

Date: _____ District: _____

Parent Club Name: _____ Parent Club Number: _____

Club Branch Name: _____

Has an Extension Workshop been held in your district? Yes No Workshop Date: _____

When forming a new club branch, the branch name should include the location of the branch, followed by the designation "branch". The branch should not use a trademarked name, and must follow the guidelines established by Lions Clubs International.

Branch Liaison (From the Parent Lions Club)

Name: _____

Address: _____

City: _____ State: _____

Postal Code: _____ Country: _____

Email: _____ Phone: _____

Branch President

Name: _____

Address: _____

City: _____ State: _____

Postal Code: _____ Country: _____

Email: _____ Phone: _____

Branch Secretary

Name: _____

Address: _____

City: _____ State: _____

Postal Code: _____ Country: _____

Email: _____ Phone: _____

Branch Treasurer

Name: _____

Address: _____

City: _____ State: _____

Postal Code: _____ Country: _____

Email: _____ Phone: _____

This branch is needed to serve the community, has reasonable prospects for success and has planned activities for its community. The current district governor has been notified of the development of the branch and whether or not there is a club(s) in the community in which the branch will operate.

Signature of Parent Club President

Date

BRANCH OF CLUB

POLICY OF THE INTERNATIONAL BOARD OF DIRECTORS

Effective July 1, 2010: Clubs may form branches to permit the expansion of Lionism into locations where and when circumstances do not support the formation of a charter club. The branch shall conduct its meetings and service activities with a branch president, secretary and treasurer, serving as locally elected officers. These three individuals, along with the branch liaison, would create the executive committee of the branch. Offices held in a club branch are not eligible toward the qualifications required to run for district office.

1. The names of a minimum of five branch members are required to form a club branch.
2. The members of the branch are encouraged to meet at least once a month.
3. The members of the branch shall vote on activities of the branch as well as be voting members of the parent club, when in attendance.
4. The branch members shall elect a president who shall serve on the parent clubs board of directors, and will be encouraged to attend general and/or board meetings of the parent club to provide a report of planned branch activities, a monthly financial report and coordinate efforts to encourage open discussion and effective communication between the branch and the parent club. Members of the branch are encouraged to attend scheduled activities of the parent club. The parent club shall designate a member of the parent club as the branch liaison to oversee the progress of the branch and provide ongoing assistance. This individual would serve as the fourth officer of the club branch.
5. Dues are collected and paid by the parent club. Members are added, deleted and recorded on the Monthly Membership Report of the parent club. For the Join Together pilot program, new member entrance fees are waived. The parent club shall need to submit this branch notification form to the Membership Operations Department at LCI for the parent club to receive a corresponding credit for the new member on a future statement. It shall be the parent club's responsibility that the new member entrance fees of the qualifying branch club members are waived or reimbursed, and to request from Lions Clubs International a corresponding financial credit.
6. Branches must be located in the same district (single or sub-) as the parent club.
7. Branches may be formed in communities not currently served by a Lions club. A community shall be defined as an interacting population of various individuals in a common location.
8. The parent club must notify the district governor and LCI of the formation of the proposed branch.
9. A club branch is now dissolved with a majority vote from all members of the parent club. This vote includes branch members. Lions Clubs International must also receive written notice from the parent club officers that the branch was dissolved.
10. Protest of a Branch of Club
 - a) By an established club: The formation of a branch of a parent club may be protested according to the same rules and procedures as for protesting the formation of a chartered Lions club.
 - b) By a district governor: The district governor may request that the International Board of Directors review the development of a branch.
11. When a club branch is converting to a newly chartered club, the branch members shall be dropped from the parent club per completion of the Club Branch Conversion Form, affixed with the signatures of the parent club secretary and district governor.

The branch must also abide by the constitution and by-laws of the parent club.

New club branches send the completed form to:

Membership and New Club Operations Department
Lions Clubs International
300 W. 22nd Street
Oak Brook, IL 60523 USA
Fax: 630.571.1691
E-mail: memberops@lionsclubs.org

Existing club branches send the completed form to:

Club and Officer Record Administration Department
Lions Clubs International
300 W. 22nd Street
Oak Brook, IL 60523 USA
Fax: 630.571.1687
E-mail: stats@lionsclubs.org